



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

APR 22 2025

MEMORANDUM

ORIENTATION ON THE WEIGHT & HEIGHT MEASUREMENT PROCEDURE

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary Principals / OICs
All Others Concerned

1. Attached is a letter from Dr. Magdalena C. Meana, MPH, City Nutrition Action Officer, dated April 7, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. All 20 public elementary school nurses are invited to attend the said activity.
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
Under the following subjects:

NUTRITION
MTOSI/ORIENTATION ON THE WEIGHT & MEASUREMENT HEIGHT PROCEDURE
178 /APRIL 15, 2025

UN-2025-178



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TANGGAPAN NG PANGKALUSUGAN



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April 7, 2025

Received by: 
IRIS M. RAYOS
SDO-Muntinlupa (Records Unit)

4/14/25 1:45 PM

Violeta M. Gonzales, CESO VI

Assistant Schools Division Superintendent
Schools Division Office – Muntinlupa

Thru: Ms. Ma. Teresa Indap, RN
School Division Nurse-in-Charge

Dear **Ma'am Gonzales:**

Greetings!

The City Health Office- Nutrition Division will be conducting an orientation regarding the proper weight and height measurement for the non-teaching staff, preferably the public-school nurses of the 20 public elementary schools in the city. The activity aims to orient school nurses on how to properly measure the weight and height of school children.

In this regard, we would like to invite **20 public school nurses** to attend the said orientation on **April 29, 2025 at 1:30 pm, Putatan Conference Room, 2nd floor of Putatan Health Center Main.**

Thank you for your time and we are hoping for your kind approval.

Sincerely yours,


MAGDALENA C. MEANA, MD, MPH
City Nutrition Action Officer

Noted by:


CAROLYN H. MAGALONG, MD
Acting Head
City Health Office

