



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

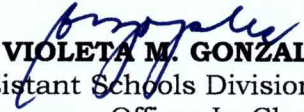
193-04-2026

MEMORANDUM

**MAINTAINING OPTIMAL STANDARDS OF FUNCTIONALITY, CLEANLINESS
AND ORDERLINESS IN ALL PUBLIC-SCHOOL CLINICS**

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

1. In support to the SDO's commitment in ensuring a safe, healthy, and child-friendly learning environment, school clinics play a vital role in the delivery of basic health services to learners and personnel. An orderly, clean, and well-maintained school clinic contributes significantly to infection prevention, efficient service delivery, and overall learner well-being
2. Relative to this and in preparation for the opening of classes, this Office recognizes the need to further strengthen the above-mentioned activity across the Division.
3. All School Heads are enjoined to observe the following:
 - a. Ensure that all school clinics are fully functional, safe, clean, orderly and conducive for health service delivery.
 - b. Strengthen proper file management, maintenance and utilization of clinic facilities and financial resources.
 - c. Promote proper sanitation and hygiene practices within clinic facilities.
4. Attached is the monitoring tool, for reference.
5. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: As Stated

References: DepEd Order No. 10, s. 2016
DepEd Order No. 28, s. 2018

To be indicated in the Perpetual Index
under the following subjects:

SCHOOLS FACILITIES LEARNERS

MALA /Division Memorandum - Maintaining Optimal Standards of Functionality, Cleanliness and Orderliness in all Public-School Clinics
156 /04072026



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SCHOOL HEALTH CLINIC MONITORING TOOL
SY 2026-2027

Criteria	Evident	Not Evident	Remarks
I. Physical Structure and Facilities			
<i>a. Presence of the following:</i>			
- Availability of Free Drinking Water			
- Handwashing and Toilet Facility			
- Breastfeeding Corner (RA No. 10028)			
- Waiting, Treatment and Observation Area			
- Medical/Dental Supplies and Equipment			
- Functional Height and Weight Measuring Tools			
- Updated Bulletin Board			
- Clinic Furniture (office table, chairs, filing and medicine cabinet)			
- Segregated trash bins with cover			
- Properly-labelled medicines and supplies			
<i>b. Positive and conducive to good health environment</i>			
- Accessibility of school clinic (location)			
- Clean, well-lighted and well-ventilated			
II. Medical, Dental & Nursing Program Management			
a. Health Appraisal			
b. Consultation, Treatment and Referral			
c. Health Promotions/Lectures			
d. School-Based Emergency Response			
III. Record Keeping and Reporting			
a. OK sa DepEd Accomplishment Forms, Individual Health and Daily Treatment Records			
b. School Health & Nutrition Portfolio <i>(accomplishment & narrative reports)</i>			
c. Timely Submission of Reports in Standard Format			
d. Inventory of Clinic Equipment and Supplies			
e. Annual Health Records of Teaching & Non-Teaching Personnel			
IV. Budget Utilization (Clinic Fund & MOOE)			
V. Linkages with Donors and External Partners for the Delivery of Health Services <i>(Partnerships with Tobacco Industries and Milk Companies are strictly prohibited, in accordance with DO 48, s. 2016 and EO 51, s. 1986, respectively.)</i>			
VI. Health-Related School-Based Initiatives and Innovations			

Monitored by:

Conforme:

_____ School Head

_____ School Nurse