



Republic of the Philippines

## Department of Education

REGION III

SCHOOLS DIVISION OFFICE OF OLONGAPO CITY

1. Submit Letter request address to Records Office	1. Receive the letter request from the client and forward it to the OSDS	None	10 minutes	Records Unit Personnel
	1.1. Refer letter request to Chief, SGOD	None	4 hours	SDS
	1.2. Refer the Letter request to SMME/ PSS	None	5 minutes	Chief, SGOD
	1.3. process and evaluate the Form 9, Form 137 and PSA Birth Certificate of the graduating students ( SHS Gr.12).	None	5 days	SMME/PSS
	1.4 Endorse application to Regional Office (RO)- Quality Assurance Division (QAD) for approval thru the SDS	none	1 day	SMME/PSS SDS
	<b>TOTAL:</b>		<b>6 days, 19 mins ** within the Division</b>	

### D. SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) - SCHOOL HEALTH AND NUTRITION SECTION

#### 1. Treatment/Management of Medical and Dental Ailments (Internal Stakeholder)

Provide treatment and management of cases found during health consultations, physical examination and special events.

<b>Office or Division:</b>	School Health and Nutrition Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	Internal Stakeholder



**Address:** Gordon Avenue, New Asinan, Olongapo City

**Contact No.:** 222-2568/ 603-0570

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*"SDO Olongapo City: Towards a Culture of Excellence"*



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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. School Health Examination Card /		School		
1.1 Teacher's Health Card /		School Health and Nutrition Section		
1.2 Oral Health Examination Card		School Health and Nutrition Section		
2. Treatment Logbook		School Health and Nutrition Section		
3. Prescription Pad		School Health and Nutrition Section		
4. Referral Form		School Health and Nutrition Section		
5. "BP ng Teacher Ko, Alaga Ko Program" Form		School Health and Nutrition Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform the medical staff of medical and dental ailment needing treatment / management	1. Interview the client	None	5 minutes	Medical Officer / Dentist / Nurse
	1.1. Assess client condition	None	10 minutes	Medical Officer / Dentist / Nurse
	1.2. Determine the treatment to be done for client condition	None	10 minutes	Medical Officer / Dentist / Nurse
	1.3. Advise/Administer necessary treatment/Refer	None	30 minutes	Medical Officer / Dentist / Nurse
	1.4. Record medical or dental condition and management rendered	None	5 minutes	Medical Officer / Dentist / Nurse
<b>TOTAL:</b>		<b>None</b>	<b>1 hour</b>	



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**2. Preparation and Submission of Periodic Reports and Accomplishments on Assigned Health and Nutrition Programs (Internal Stakeholder)**

Monitor, document and evaluate the progress of programs and projects implementation and submit required reports/documents to CO, RO, DO and other partner offices.

<b>Office or Division:</b>	School Health and Nutrition Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Internal Stakeholder			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Log book (Incoming / Outgoing communication)		School Health and Nutrition Section		
2. Consolidation Forms		School Health and Nutrition Section		
3. Form 6		Client		
4. Form 6 Google Drive		School Health and Nutrition Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Prepare and submit Periodic Reports and Accomplishments on Health and Nutrition Programs thru electronic communication (E-mail, group chat)	1.1. Accept/Retrieve reports	None	1 minute	Nurses
	1.2. Log in submitted required reports from the field	None	2 minutes	Nurses
	1.3. Consolidate submitted reports	None	1 day	Nurses
	1.4. Submit report/s to the partner offices and agencies	None	5 minutes	Nurses
<b>TOTAL:</b>		<b>None</b>	<b>1 day 8 mins.</b>	



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**3. Issuance of Medical Certificate (Internal Stakeholder)**

Create an effective and efficient process in the issuance of Medical Certificate among teaching personnel, non-teaching personnel and learners.

<b>Office or Division:</b>	School Health and Nutrition Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Internal Stakeholder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Daily Treatment Record		School Health and Nutrition Section		
2. Medical certificate		School Health and Nutrition Section		
3. Dental Health Record		School Health and Nutrition Section		
4. Laboratory Request Form		School Health and Nutrition Section		
5. Prescription Pad		School Health and Nutrition Section		
6. Laboratory and Diagnostic Examination Results: a. Chest X-Ray b. Complete Blood Count (CBC) c. Urinalysis d. Blood Chemistry (for permanent position and promotion) e. ECG (For 40y/o and above) f. Drug Test g. Psychological Evaluation		Hospital or laboratory clinics		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Medical Certificate	1. Interview/ask the purpose of Medical Certificate a. Promotion/Newly Hired b. Return to Duty c. Special Events	None	5 minutes	Medical Officer / Dentist / Nurse
	1.2. Prepare necessary Forms	None	3 minutes	Medical Officer / Dentist / Nurse



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	1.3. Health assessment/Health history	None	20 minutes	Medical Officer / Dentist / Nurse
2.Submit required laboratory and diagnostic examination results	2.1. Review of Lab results as required	None	5 minutes	Medical Officer / Dentist / Nurse
	2.2. Recording of findings	None	3 minutes	Medical Officer / Dentist / Nurse
	2.3. Referral as necessary	None	3 minutes	Medical Officer / Dentist / Nurse
3.Receive Medical Certificate	3. Issuance of Medical Certificate	None	3 minutes	Medical Officer / Dentist / Nurse
<b>TOTAL:</b>		<b>None</b>	<b>42 minutes</b>	

**E. SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) - DISASTER RISK REDUCTION AND MANAGEMENT**

**1. Responding to Emergency/Disaster**

<b>Office or Division:</b>		DRRM		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		Internal Stakeholder		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Assess response of schools before, during and after the disaster/emergency		DRRM Chat Group/Report/radio Communication		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>