

## CONDUCTING/PROVIDING MEDICAL AND/OR DENTAL SPECIAL SERVICES

A Healthy environment, sustaining linkages and partnership for school health programs and activities are provided through medical and/or dental assistance, lectures or services for seminar, training, mission, and others.

<b>Office or Division:</b>	School Health and Nutrition Unit			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	All			
<b>Who may avail:</b>	Students, Office/School Personnel, Other Government Agencies, and Private Sectors.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Letter of Request or Memorandum for the Services of Health Personnel</b>		<b>Proponent</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request or Memorandum informing the concerned health personnel about the activity.	1.1. Receive letter or memorandum.	None	0	Nurse/Medical Officer
2. Prepare the needed materials.	2.1. Instructing the needed materials for the activity.	None	5 mins	Nurse/Medical Officer
3. Participation in the activity.	3.1. Conduct the activity.	None	None	Nurse/Medical Officer
<b>TOTAL:</b>			<b>5 minutes</b>	