

Republika ng Filipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

October 21, 1977

DEPARTMENT MEMORANDUM
No. 237, s. 1977

PUBLIC HEALTH NURSES ON VACATION AND SICK LEAVE
BASIS EFFECTIVE THE SCHOOL YEAR 1977-78

To: Bureau Directors
Regional Directors
Chiefs of Services and
Heads of Units
Coordinator, State Colleges
and Universities
Schools Superintendants

1. For reasons of equity and in view of the need for their services throughout the year, including the Christmas and long vacation periods, all public health nurses are placed on the vacation and sick leave basis effective the school year 1977-78. For those who enjoyed the teacher's leave basis during the preceding school years, unused vacation service credits shall be converted to vacation and sick leave credits as of June 14, 1977.

2. For purposes of clarification, the duties and responsibilities of a public health nurse are defined as follows:

Under general supervision:

- a. Performs periodic physical inspection of students and keeps record of findings.
- b. Conducts or assists the teacher in classroom inspection to discover easily recognizable defects.
- c. Refers cases to physicians.

- d. Treats minor ailments and gives first aid treatment for burns, wounds, etc., in the clinic.
- e. Maintains a functional school clinic.
- f. Checks on the proper sanitation and healthful living conditions of the school and community.
- g. Gives advice and guidance on health and sanitation.
- h. Trains first aid teachers on remedial work.
- i. Assists the physician in his clinic work.
- j. Acts as resource person or consultant on health matters.
- k. Prepares and submits periodic, annual, and other required reports.
- l. Does related work.

3. It is requested that the contents of this Department Memorandum be disseminated to all those concerned as soon as possible.

(SGD.) JUAN L. MANUEL
Secretary of Education and Culture

Reference:

B.P.S. Circular No. 13, s. 1950

Allotment: 1-2-3--(D.O. 1-76)

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

EMPLOYEES	SCHOOLS
LEAVES	SERVICE