



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Meralco Avenue
Pasig, Metro Manila



*Sama-Sama
sa DECS*

March 6, 1998

DECS MEMORANDUM
No. 89, s. 1998

SEARCH FOR OUTSTANDING SCHOOL NURSE

To: Bureau Directors
Regional Directors
Schools Superintendents
All Others Concerned

1. The Department of Education, Culture and Sports in coordination with the Kimberly-Clark Philippines Inc. (K-CPI) announces the nationwide Search for Outstanding School Nurse in all public schools.
2. The Search seeks to give due recognition to school nursing as a profession and to highlight the achievements of school nurses by giving due honor to those who have shown exemplary performance, dedication and commitment in the upliftment of the health and nutritional development of the school children in particular, and the total school populace in general.
3. The Outstanding School Nurse Implementor of the "DECS-K-CPI Starting Right! Feminine Hygiene Education Program", shall likewise be chosen from among the nominees as an additional feature of the Search.
4. The national screening committee shall evaluate the regional nominees to select the ten (10) finalists based on the supporting documents such as:
 - a. achievements within the last three (3) years;
 - b. accomplishment reports like Monthly Statistical Reports including the Feminine Hygiene Education Reports, etc.;
 - c. certified true copy of performance evaluation/ratings within the last three years;
 - d. copy of research conducted, if any;
 - e. certificates and other evidences of leadership/participation in any professional, school, community, civic activities, trainings, seminars, workshops; and others.

All documents must be certified by the schools superintendents. The list of these documents should be submitted to serve as guide in the checking of required documents.

5. The winners shall receive cash prizes, trophies, plaques and various products from the sponsoring agency during the awarding ceremony which will be announced later.

6. Inclosed are the Guidelines on the Nomination and Selection of Candidates for the Search for the information and guidance of all concerned.

7. Immediate dissemination of this Memorandum is desired.


ERLINDA C. PEFLANCO
Secretary

Incl.:

As stated

Reference:

None

Allotment: 1—(D.O. 50-97)

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

SEARCH
HEALTH EDUCATION

(Inclosure to DECS Memorandum No. 89, s. 1998)

**Guidelines on the Nomination and Selection of the
Candidates for the 1998 Search for Outstanding School Nurse**

A. Qualifications

1. At least three (3) years of continuous service as school nurse at the Department of Education, Culture and Sports (DECS).
2. Has a very satisfactory/outstanding performance as a school nurse.
3. Of good moral character.

B. Criteria

Personality and Character

15%

Initiative	3
Cheerfulness and alertness	2
Patience, tolerance and concern for others	2
Resourcefulness	2
Punctuality	2
Poise and good grooming	1
Integrity and honesty	1
Pleasant voice	1
Sense of humor	1

Performance

85%

1. Planning of work	15%
a) Systematic planning of activities	5
b) Innovativeness	5
c) Use of social mobilization strategies	5
2. Mastery of Work	20%
a) Nursing techniques & procedures	9
b) Ability to undertake incidental teaching	4
c) School clinic management	4
d) Effective use of teaching strategies	3
3. Accomplishments and Outputs	20%
a) Percentage of children & teachers served	10
b) Community Outreach	7
■ School-Community Health Councils organized/reactivated	4

■ Community assemblies conducted	3	
c) Quality of service	3	
4. School-Nurse Interaction		10%
a) Relationship with pupils, teachers, administrators, supervisors and other school personnel	3	
b) Relationship with other school health and nutrition personnel	3	
c) Relationship with parents and community members including GO's and NGO's	2	
d) Membership in professional/civic organization	2	
5. Records and Reports Management		15%
a) Reports are comprehensive, accurate and regularly submitted	5	
b) Records are accurate, up-to-date, neatly presented, properly filed	5	
c) Records are used effectively	5	
■ as basis for reporting	2	
■ as basis for project proposals	2	
■ as basis for action research	1	
6. Participation in trainings and workshops relative to the school health and nutrition program		5%
a) as participant	1	
b) as resource person/facilitator	2	
c) as resource speaker/consultant	2	
TOTAL		100%

C. Nomination Procedures

1. Candidates for the award may be nominated by any individual or groups, including a co-worker or superior.
2. Nominations must include the following documents in triplicate:
 - a) Accomplished nomination form duly signed by the nominating individual or groups and the nominee as an acknowledgement of the nomination.

- b) Endorsement of the regional screening committee, composed of the Regional Medical Officer; Chief, Elementary Education Division; Chief, Secondary Education Division; Asst. Regional Director and to be chaired by the Regional Director
 - c) One (1) 2 x 2 black and white photo with the nominee's name written at the back
 - d) Service record certified by the nominee's Personnel Officer.
 - e) Certification of the Administrative Officer that the nominee has no pending case and has not been found guilty of any criminal or administrative offense.
 - f) Certificate of good moral character.
 - g) Other supporting documents such as certificates, citations and reports which may help the screening committee in the evaluation.
3. Nomination forms are available at the DECS-HNC Office in Pasig City and in all DECS Regional Health and Nutrition Units. Nominations should be submitted to the respective DECS Regional Offices on or before May 31, 1998.
 4. Each region can submit two (2) nominees, with at least one of the nominees having been trained for the Starting Right! Feminine Hygiene Education Program.
 5. Regional nominations shall be sent directly to Dr. Adelfo A. Trinidad, Executive Director, DECS-HNC on or before August 31, 1998.

D. Selection Procedures

1. A national screening committee, composed of representatives from DECS and Kimberly-Clark Phil. will evaluate the regional nominees to select ten (10) finalists.
2. A separate board of judges, composed of DECS and Kimberly-Clark officials will evaluate the ten (10) finalists and conduct panel interviews. Based on the criteria, the Board shall select three semi-finalists, from which a national winner, a first runner-up and a second runner-up will be chosen. The decision of the board of judges is final.

E. Calendar

1. The 1998 Search for Outstanding School Nurse covers the period from June 1997 to May 31, 1998.
2. Deadline for submission of nominations at the DECS Regional Offices will be on May 31, 1998
3. The regional screening process will take place on June 1-July 31, 1998
4. Deadline for submission of nomination papers and supporting documents of the regional nominees to the National Screening Committee will be on August 31, 1998.
5. Selection of winners by the Board of Judges will be from September 1-30, 1998. Evaluation of documents will be conducted on the first two (2) weeks and the final interviews will be conducted within the last two (2) weeks of September.
6. The awarding ceremonies will be announced later.

F. Prizes

National Winner: P20,000 cash
Trophy
P5,000 worth of K-CPI products

First Runner-up: P15,000 Cash
Plaque
P3,000 worth of K-CPI products

Second Runner-up: P10,000 Cash
Plaque
P2,000 worth of K-CPI products

The remaining seven (7) finalists will each receive P2,000 cash and P1,000 worth of K-CPI products

***Search for Outstanding School Nurse Implementor of DECS-K-CPI
Starting Right! Feminine Hygiene Education Program***

A. Candidates shall be chosen from among all schools nurse implementors of the DECS - K - CPI Starting Right! Feminine Hygiene Education Program nominated by each region.

B. Selection of the winner will be made by a special committee composed of representatives from DECS Health and Nutrition Center and K-CPI.

C. Judging will be based on the following criteria:

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|-----------------------------------|-----|
| 1. Accomplishment and output | 25% |
| 2. Reports and record management | 25% |
| 3. Competence and resourcefulness | 25% |
| 4. Mastery of the program | 15% |
| 5. Personality and character | 10% |

TOTAL 100%

D. Prizes

P15,000 Cash
Plaque
P2,000 worth of K-CPI products