



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
LAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Morales Avenue
Pasig City, Philippines



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

February 11 2000

DECS MEMORANDUM
No 70 s 2000

2ND SEARCH FOR OUTSTANDING SCHOOL NURSE

To Bureau Directors
Regional Directors
Schools Division/City Superintendents
All Others Concerned

1 The Department of Education Culture and Sports in coordination with the Kimberly Clark Philippines Inc. (K-CPI) announces the 2nd Search for Outstanding School Nurse in public schools nationwide

2 The Search seeks to give due recognition to school nursing as a profession and to highlight the achievements of school nurses by giving 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 (3) years,
- d copy of research conducted if any and
- 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 division/city 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 and various products from the sponsoring agency during the awarding ceremony, which will be announced later

E-Mail Address
OSEC @SKYINET NET

"Together Let Us Build This Nation Through Education"

Tel # 02-833 7228 or 7208
Fax # 02 832-0805

6 Enclosed 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

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Encs
As stated

Reference
DECS Memorandum No 89 s 1998

Allotment 1—(D O 50-97)

To be indicated in the Perpetual Index
under the following subjects

—PRIZES or AWARDS
—SEARCH

(Inclosure to DECS Memorandum No. 70, s. 2000)

**Guidelines on the Nomination and Selection of the
Candidates for the 2nd 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		5%
Initiative	0.5	
Leadership	1.0	
Patience, tolerance and concern for others	0.5	
Resourcefulness	0.5	
Punctuality	0.5	
Poise and good grooming	0.5	
Integrity and honesty	0.5	
Creativity	0.5	
Sense of humor & alertness	0.5	
Performance		95%
1. Planning of work	4%	
a) Presence of an approved detailed plan of work for the month and year with specific targets based on Performance Contract of the Division Health and Nutrition Section (DHNS)	2	
b) Active participation in the setting of work standards and targets	2	
2. Mastery of Work	10%	
a) Nursing techniques & procedures	3	
b) Ability to undertake incidental teaching	2	
c) School clinic management	3	
d) Effective use of teaching strategies	2	
3. Accomplishments and Outputs (vis a vis Performance Contract of DHNS)	46%	
a) Percentage of children & teachers	36	

served		
<input type="checkbox"/>	Percentage of pre schoolers and Grade I pupils examined/assessed	5
<input type="checkbox"/>	Percentage of target children nutritionally assessed	5
<input type="checkbox"/>	(even if nurses are not doing nutritional assessment, they are accountable for the data in the area)	5
<input type="checkbox"/>	Percentage of Grades II - VI pupils, high school students examined/assessed	5
<input type="checkbox"/>	Percentage of Teachers & Non Teaching Personnel positive for sputum microscopy TB referred for Sputum Microscopy in a gov t hospitals/clinic or Sputum Microscopy Center	4
<input type="checkbox"/>	Percentage of teachers and non teaching personnel positive for PTB monitored/treated (thru DOTS)	5
<input type="checkbox"/>	Percentage of classroom health lectures conducted	4
<input type="checkbox"/>	Percentage of pre schoolers, elem & high school pupils/students visually screened	5
<input type="checkbox"/>	Percentage of lice-infected children de loused	3
b)	Community Outreach	5
<input type="checkbox"/>	Percentage of School Community Health Councils organized/reactivated vis a vis number of schools in the area of responsibility	2.5
<input type="checkbox"/>	Community assemblies conducted vis-à vis schools visited during the period	2.5
c)	Quality of service	5
<input type="checkbox"/>	very satisfactory	2.5
<input type="checkbox"/>	outstanding	5
4	School-Nurse Interaction	5%
a)	Relationship with pupils teachers, administrators, supervisors and other school personnel	1

b) Relationship with other school health and nutrition personnel		1	
c) Relationship with parents and community members including GO's and NGO's		1	
d) Membership in professional/civic organization		1	
(e) Significant contribution to target setting & review of ISHNP by the SHN personnel		1	
5 Social Mobilization Activities		3	5%
(a) Additional resources harnessed for the program (Quantify)			
<input type="checkbox"/> material	1 0		
<input type="checkbox"/> manpower	5		
<input type="checkbox"/> financial	1 5		
(b) Effective networking made with		2	
<input type="checkbox"/> LGU			
<input type="checkbox"/> Other GO's			
<input type="checkbox"/> NGO's			
6 Records and Reports Management			12%
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		3	
<input type="checkbox"/> as basis for reporting	2		
<input type="checkbox"/> as basis for project proposals	0 5		
<input type="checkbox"/> as basis for action research	0 5		
7 Participation in trainings and workshops relative to the school health and nutrition program			3%
a) as participant	0 5		
b) as resource person/facilitator	1 0		
c) as resource speaker/consultant	1 5		
8 Monitoring, Research and Evaluation			10%
<input type="checkbox"/> All schools in area of responsibility monitored/evaluated		6	
once a year	3		
twice a year	5		
thrice or more	6		
<input type="checkbox"/> Simple action researches/studies conducted		4	
TOTAL			100%

C Nomination Procedures

- 1 Candidates for the award may be nominated by any individual or group, including a co worker or superior. Major winners (i.e. National Winner, 1st Runner Up, 2nd Runner Up and Most Outstanding School Nurse Implementor) of the 1998 Search for Outstanding School Nurse are excluded from joining this year's competition.
- 2 Nominations must include the following documents in triplicate:
 - a) Accomplished nomination form duly signed by the nominating individual or group 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 colored 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, 2000.
- 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, 2000.

D Selection Procedures

- 1 A national screening committee composed of representatives from DECS and Kimberly Clark Phil. Inc. will evaluate the regional nominees to select ten (10) finalists.
- 2 A separate board of judges, composed of DECS and Kimberly Phil. Inc. 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 2nd Search for Outstanding School Nurse covers the period from June 1999 to May 31, 2000.
- 2 Deadline for submission of nominations at the DECS Regional Offices will be on May 31, 2000.
- 3 The regional screening process will take place on June 1 to July 31, 2000.

- 4 Deadline for submission of nomination papers and supporting documents of the regional nominees to the National Screening Committee will be on August 31 2000
- 5 Selection of winners by the Board of Judges will be from September 1 30 2000 Evaluation of documents will be conducted on the first two (2) weeks and the final interviews will be held within the last two (2) weeks of September
- 6 The awarding ceremonies will be announced later through a DECS Memorandum

F Prizes

National Winner	P25,000 cash or an all expense paid trip for two (2) to Hongkong without pocket money Trophy P2,000 worth of K CPI products
First Runner up	P16,000 Cash Trophy P2 000 worth of K CPI products
Second Runner up	P10 000 Cash Trophy P2,000 worth of K CPI products

The remaining seven (7) finalists will each receive P3,000 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
- | | |
|-----------------------------------|-------------|
| 1 Accomplishments and innovations | 35% |
| 2 Reports and record management | 10% |
| 3 Competence and resourcefulness | 10% |
| 4 Mastery of the program | 15% |
| 5 Personality and character | 10% |
| 6 Program Impact | 20% |
| TOTAL | 100% |

D Prizes

P25 000 Cash or all expense paid trip for two (2) to Hongkong without
pocket money
Trophy
P2,000 worth of K CPI products

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