



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

DECS Complex, Meralco Avenue
Pasig City, Philippines



Sama-Sama
sa DECS

Tanggapan ng Kalihim
Office of the Secretary

OCT 08 2001

DECS MEMORANDUM
No. 290, s. 2001

3rd SEARCH FOR OUTSTANDING SCHOOL NURSE

To: Bureau Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education, Culture and Sports (DECS) announces the 3rd Search for Outstanding School Nurse in public schools nationwide which will run from September, 2001 to September, 2002.
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 "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) school years; (vis-à-vis Performance Contract and the Division School Health and Nutrition Program Plan)
 - b. accomplishment reports like Monthly Statistical Reports including the Feminine Hygiene Education Reports, etc.;
 - c. Performance Contract of Division;
 - d. certified true copy of performance evaluation/ratings within the last three (3) years;
 - e. copy of research/case study conducted; if any; and
 - f. certificates and other evidences of leadership/participation in any professional, school community, civic activities, trainings, seminars, workshops and others.

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

6. The finalists shall be chosen from among those who have submitted the required documents and may be visited by a team of evaluators. The winners shall receive cash prizes, trophies and certificates during the awarding ceremony, which will be announced later. 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.

R. C. Bacani
RAMON C. BACANI
Undersecretary

(Inclosure to DECS Memorandum No. 290, s. 2001)

Guidelines on the Nomination and Selection of the Candidates for the 3rd Search for Outstanding School Nurse

I. Qualifications

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

II. Criteria

	Points	Rating
A. Personality and Character	8%	
Initiative	1.0	
Leadership	1.0	
Patience, tolerance and concern for others	0.5	
Resourcefulness	1.5	
Punctuality	0.5	
Poise and good grooming	0.5	
Integrity and honesty	0.5	
Creativity	1.0	
Sense of humor and alertness	0.5	
B. Performance		
1. Planning of work	3%	
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	1	
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	

	Points	Rating
3. Accomplishments and Outputs (vis-à-vis Performance Contract of DHNS)	44%	
a. Percentage of children & teachers served:	36	
■ Percentage of pre-schoolers and Grade I pupils examined/assessed	5	
■ Percentage of target children nutritionally assessed (even if nurses are not doing nutritional assessment, they are accountable for the data in the area)	5	
■ Nutritional intervention done	3	
■ Percentage of Grades II – VI pupils; high school students examined/assessed	6	
■ Percentage of Teachers & Non Teaching Personnel with abnormal x-ray findings referred for Sputum Microscopy in gov't. hospitals/clinic or Sputum Microscopy Center	3	
■ Percentage of teaching and non-teaching personnel positive for PTB monitored/treated (thru DOTS)	4	
■ Percentage of classroom health lectures conducted	3	
■ Percentage of pre-schoolers, elem. & high school pupils/students visually screened and referred	5	
■ Percentage of lice-infested children de-loused	2	
b. Community Outreach	5	
■ Percentage of School-Community Health Councils organized/reactivated vis-à-vis number of schools in the area of responsibility	2	
■ Community assemblies conducted vis-à-vis schools visited during the period	2	
■ Invitation as resource speaker/consultant in community assemblies	1	
c. Quality of service	3	
■ Very satisfactory	2.0	
■ outstanding	3.0	

	Points	Rating
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	5%	
a. Additional resources harnessed for the program (Quantify)	4	
■ material	1.5	
■ manpower	1.0	
■ financial	1.5	
b. Effective networking made with	3	
■ LGU	1.5	
■ Other GO's	.5	
■ NGO's	1.0	
6. Records and Reports Management	12%	
a. Reports are comprehensive, accurate and regularly submitted	4	
b. Records are accurate, up-to-date, neatly presented, properly filed	4	
c. Records are used effectively	2	
■ as basis for reporting	1	
■ as basis for project proposals	0.5	
■ as basis for action research	0.5	
7. Participation in training and workshops relative to the school health and nutrition program	3%	
a. as participant	.5	
b. as resource person/facilitator	1	
c. as resource speaker/consultant	1.5	

	Points	Rating
8. New project/strategies initiated in support to health and nutrition service delivery	3%	
1 - new project/major strategies	1	
2 - new projects/major strategies	2	
3 - new projects/major strategies	3	
9. Monitoring, Research and Evaluation	10%	
■ All schools in area of responsibility monitored/evaluated	6	
- once a year	3	
- twice a year	5	
- thrice or more	6	
■ Simple action researches/studies conducted to improve services delivery/program	4	
1 - action research/study	1	
2 - action researches/studies	2	
3 - action researches/studies	3	
4 - action researches/studies	4	
TOTAL	100%	

A. 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 "Starting Right! Feminine Hygiene Education Program") of the 1998 and year 2000 Searches for Outstanding School Nurse are excluded from joining the 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 acknowledgment 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 Division'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 will be available at the DECS-HNC Office in Pasig City and in all DECS Regional Health and Nutrition Units on February 1, 2002. Nominations should be submitted to the respective DECS Regional Offices on or before April 30, 2002.
 4. Each region can submit two (2) nominees, with at least one of the nominees having been trained on the Starting Right! Feminine Hygiene Education Program.
 5. Regional nominations shall be sent directly to Health and Nutrition Center, DECS 5/F Mabini Bldg. DECS Complex, Meralco Ave., Pasig City on or before May 15, 2002.

B. Selection Procedures

1. A national screening committee will be created and will evaluate the regional nominees to select ten (10) finalists. School visitations will be conducted at the divisions where the ten (10) regional finalists will come from before the final interview.
2. A separate board of judges, 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 and non-appealable.

C. Program Schedule

At the National Level

First Phase

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|--|-----------------|
| 1. Issuance of the DECS Memorandum on the Search | September, 2001 |
| 2. Creation of the National Selection Board | April, 2002 |
| 3. Deadline for submission of nomination papers and supporting documents of the regional winners to the National Screening committee | May 31, 2002 |

Last Phase

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|---|------------|
| 1. Evaluation of documents to select ten (10) finalists | June, 2002 |
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| 2. School visitation | July and August, 2002 |
| 3. Final interview of the ten (10) finalists | 2 nd & 3 rd week of
September, 2002 |

At the Regional Level

- | | |
|---|----------------|
| 1. Issuance of the Regional Memorandum | December, 2001 |
| 2. Deadline for submission of nomination at the DECS
Regional Office | April 30, 2002 |
| 3. Regional Screening | May 1-15, 2002 |

***Search for Outstanding School Nurse Implementor of the
"Starting Right! Feminine Hygiene Education Program"***

- A. Candidates shall be chosen from among all school nurse implementors of the "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.
- C. Judging will be based on the following criteria:

1. Accomplishments and innovations	40%
2. Reports and record management	8%
3. Competence and resourcefulness	15%
4. Mastery of the program	10%
5. Personality and character	12%
6. Program impact	15%
TOTAL	100%