



Office of the Secretary

MAY 15 2008

DepED MEMORANDUM
No. 253, s. 2008

2008 EXPANDED UNIVERSAL MEDICAL AND DENTAL CHECK-UP (E-UMDC)

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. Pursuant to Executive Order No. 595 known as the Health Education Reform Order (HERO) of 2006, this Department, through the Health and Nutrition Center (HNC) and the Adopt-A-School Program (ASP) Secretariat, in close coordination with the Philippine College of Physicians (PCP), Philippine Medical Association (PMA), Philippine Dental Association (PDA), Philippine Pediatric Society (PPS), Philippine Association of Ophthalmologists (PAO) and other health specialty associations, shall intensify the provision of medical and dental care to public school students and personnel through **an Expanded Universal Medical and Dental Check-Up**, health intervention and health and nutrition education. Such activities complement/supplement government's accelerated efforts to mitigate hunger and poverty among the populace.

2. For school-year 2008-2009, the school health and nutrition personnel and volunteer private/public health professionals affiliated with medical/dental association and organizations continue to conduct health check-ups to pre-schoolers in identified DepED supervised pre-schools, all public elementary and secondary pupils/students and teaching and non-teaching personnel. To sustain national awareness/consciousness on this health maintenance drive throughout the school year, E-UMDC and interventions shall be scheduled on a monthly basis per grade/year level as follows:

- a. Pre-schoolers – June 2008
- b. Grade I – July 2008
- c. Grade II – August 2008
- d. Grade III – September 2008
- e. Grade IV – October 2008
- f. Grade V – November 2008
- g. Grade VI – December 2008
- h. First Year – January 2009
- i. Second Year – February 2009
- j. Third and Fourth Year – March 2009

However, the 1,898 low performing schools shall be given utmost priority by having all pupils/students physically examined in June and July in order to have more time for interventions to be instituted; and for follow-up activities including home visits.

3. The HERO/E-UMDC aims to:

- a. establish data on the health and nutritional status of school children to serve as bases for the planning and sourcing of adequate funds for the school feeding and health services;
- b. mobilize local health service providers to ensure the examination of the target populace and treatment/referral of identified cases/children-at-risk;
- c. empower the school heads to develop health promoting schools by integrating the school health and nutrition program in the School Improvement Plan (SIP) under School-Based Management (SBM);
- d. utilize PCP's health care modules and learning materials developed by DepED and other partners, for the advocacy on the prevention and control of the ten common causes of morbidity and mortality in the country; and
- e. network with local chapters of PCP, PMA, PDA, PPS, PAO and other existing partners for E-UDMC/HERO.

4. The Health and Nutrition Center (HNC) and the Adopt-A-School Program (ASP) Secretariat are instructed to map out strategies to ensure the sustainability of a grand alliance between and among public and private healthcare providers for E-UDMC.

5. A National Work Conference is tentatively scheduled at the Development Academy of the Philippines (DAP), Tagaytay City on June 8-11, 2008 to be participated in by DepED regional and division medical officers, and selected HNC and Adopt-A-School Program staff to ensure that the activities, including timelines, are well-planned and concerned officials and personnel have a common understanding on program goals and their roles and responsibilities. In addition, E-UDMC implementation issues, problems and constraints shall be discussed so that strategies be planned to address such concerns.

6. All Regionals Directors are hereby enjoined to provide full administrative/financial support to the HERO/E-UMDC. Schools Division/City superintendents are instructed to mobilize school health and nutrition personnel and ASP field coordinators to take the lead in the conduct of the activity, provide travel allowances and allocate/source out funds for medical and dental supplies/equipment, to enable them to attain targets for the E-UDMC. It is reiterated that at least ten percent (10%) of the regional/division MOOE for supplies, be allocated for the procurement of medical and dental supplies; in accordance with DECS Memorandum No. 342, s. 1995, for the use of the health personnel in the examination and treatment of pupils.

7. In view of the fact that E-UDMC is a component of Executive Order No. 595, and medical, dental and nursing services and feeding/food assistance are included in the intervention measures for Project: "Turning Around Low Performance" approved by President Gloria Macapagal-Arroyo during the December 27, 2007 Cabinet Meeting, school heads shall ensure that reports on accomplishments be submitted to the Office of the Secretary, Adopt-A-School Secretariat/Health and Nutrition Center on or before the 15th of each month. The first report on accomplishments will be submitted before August 15, 2008.

8. Enclosed for reference are the documents on HERO and E-UMDC Guidelines.

9. Immediate dissemination of and compliance with this Order is directed.



JESLI A. LAPUS
Secretary

Encls.:

As stated

Reference:

DepED Memorandum: Nos. 95, s. 1995 and 234, s. 2007

Allotment: 1- -(D.O. 50-97)

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

HEALTH EDUCATION
PROJECTS
PROGRAMS
SCHOOLS

Maricar/DM-E-UDMC
05-08-08

(Inclosure to DepED Memorandum No. 253, s. 2008)

2008 EXPANDED UNIVERSAL MEDICAL AND DENTAL CHECK-UP

Operational Guidelines

I. BACKGROUND

Pursuant to DepED Memorandum No. 243, s. 2007 – entitled Universal Medical and Dental Check-up, and to the operationalization of Executive Order No. 595 also known as the Health Education Reform Order (HERO) of 2006, the UMDC expanded its coverage in 2007 to include children enrolled in DepED-supervised pre-schools, all pupils from Grade I-VI, and all high school students. Examinations were carried out monthly by grade and year level according to a revised schedule from July 2007 to March 2008. It became a joint undertaking of school health and nutrition personnel and Adopt-A-School Program Secretariat, along with volunteer private and public health professionals affiliated with medical/dental associations and organizations. It was meant to complement government's pump-priming efforts to ease hunger and poverty among households in identified "food-poor" provinces.

The past three years of UMDC implementation have thus brought to light the program's strengths and weaknesses, specifically its best practices and problem areas. These have given rise to new plans for the program design to further enhance its strengths and overcome its weaknesses, as well as maximize its best practices and address those areas that require closer attention.

These guidelines, therefore, are issued to ensure a more effective and efficient implementation of the E-UMDC this SY 2008-2009.

II. MECHANICS OF IMPLEMENTATION

1. Target Beneficiaries:

- All DepED- supervised preschoolers, Grades 1-6 pupils and 1st -4th Year high school students in public schools nationwide.
- Teachers and non-teaching personnel

2. Duration and Schedule of Examination:

For SY 2008-2009, the schedule of examination will be as follows:

Grade/Year Level	Month
Pre-schoolers	June 2008
Grade I	July
Grade 2	August
Grade 3	September
Grade 4	October
Grade 5	November
Grade 6	December
First Year	January 2009
Second Year	February
Third and Fourth Year	March

3. School Enrolment Record

- a. All school heads shall submit enrolment to the division offices then to the regional office for submission to DepED Health and Nutrition Center (HNC) on or before the end of June 2008. Such data will be given to partner agencies and will serve as bases for personnel deployment to the schools.

4. Directory of DepED/Partner Agencies Contact Persons

- a. The HNC shall update the directory of DepED contact persons and submit to Philippine College of Physicians (PCP) and other partners as reference.
- b. Partners shall submit the list of chapter members who are willing to participate in the E-UMDC.

5. School visit

- a. The Regional/Division Health and Nutrition Units/Section shall take the lead in mapping out the schedule of school visits and deployment of health personnel/partners
- b. The Regional/Division Offices shall inform volunteer health personnel/partner of the schedule of visits
- c. The principal/school heads shall facilitate travel arrangements/needs of health personnel to their respective schools
- d. The final copy of the schedule of school visitation shall be submitted to partners

7. School activities

- a. To ensure a systematic delivery of medical and dental services on site, the suggested flow of activities shall be observed:

FLOW OF EXAMINATION

Classroom	Examination Area # 1	Examination Area # 2	Examination Area # 3	OPTIONAL Examination Area # 4
<p>To Do:</p> <ol style="list-style-type: none"> 1. Inform pupils/students on activity. 2. Distribute individual health card 3. Fill-up needed data in the card. <p><u>Personnel Involved</u></p> <ol style="list-style-type: none"> 1. Teacher-in-charge 2. School Nurse 	<p>To Do:</p> <ol style="list-style-type: none"> 1. Height and weight taking 2. Conduct Vision screening 3. Conduct auditory screening 4. Record all data <p><u>Personnel Involved</u></p> <ol style="list-style-type: none"> 1. Volunteer nurses/school nurses 2. Ophthalmologist (for the vision screening) 	<p>To Do:</p> <ol style="list-style-type: none"> 1. Consultations/PE/ Diagnosis 2. Prescribe medications/ treatments 3. Identify pupils for treatment/referral 4. Record all data <p><u>Personnel Involved</u></p> <ol style="list-style-type: none"> 1. Volunteer physicians/ Schools physicians assisted by nurses 	<p>To Do:</p> <ol style="list-style-type: none"> 1. Oral health examination 2. Dental treatment such as tooth extraction, filling among others. <p><u>Personnel Involved</u></p> <ol style="list-style-type: none"> 1. Volunteer dentists 2. School dentists 3. Dental Aides 	<p>To Do:</p> <ol style="list-style-type: none"> 1. Treatment of cases. 2. Dispense medicines. 3. Instruct patients on home meds. <p><u>Personnel Involved</u></p> <ol style="list-style-type: none"> 1. Medical/ personnel/ nurses

- b. The following are the expected roles of each discipline:

1. Philippine Nurses Association

Before the health assessment

1. Conduct initial classroom health instruction.
2. Orient the pupils on the examination/tests to be done; health professionals who will be around and the order of the examination procedures.
3. Ensure that the different areas where the examination/tests will be conducted are properly prepared.

During the examination

1. Conduct vision screening using the *Snellens Chart* and hearing testing using *Tuning Fork*.
2. Record findings on the health card.
3. Consolidate reports.
4. Prepare the list of pupils with visual/hearing defects for referral.
5. Take/record the medical history, vital signs.
6. Assess general appearance.
7. Perform basic P.E. maneuvers (Inspection, Palpation, Auscultation, Percussion).
8. Record abnormal sign/symptoms and other findings.
9. Assist the physician during the consultation and record findings of MD.

Health education activities

- a. Consolidate data and endorse all the health cards to teachers for safe keeping.
- b. Conduct chair side health education to pupils/teacher.
- c. Conduct health lectures on the ailments in the school.
- d. Conduct post examination meeting with teachers/principals on the common ailments among pupils in the schools and interventions/follow-ups needed.

2. Philippine Dental Association

- a. Coordinates with the Division Health and Nutrition Section on the conduct of the activity, schedule of the school visits and flow of examination procedures.
- b. Conducts oral health examination.
- c. Provides dental treatment such as tooth extractions, fillings, among others.
- d. Consolidates data and endorse all the health cards to teachers for safe keeping.
- e. Conducts post examination meeting with teachers/principals on the oral health findings/interventions/follow-ups/referrals needed.
- f. Provides technical expertise to teachers/school health personnel

3. Philippine College Of Physicians

- a. Conduct consultations/thorough P.E./diagnosis of target clientele.
- b. Prescribe medications/provide appropriate treatment.
- c. Notify the nurse/principal of the cases needing further evaluation/diagnostic test/ possible confinement.
- d. Give lectures utilizing the TCP healthcare modules & learning materials developed by DepED and other partners for the advocacy on the prevention and control of the 10 common causes of morbidity and mortality in the country.
- e. Provide technical expertise to teachers/school health personnel.

4. Philippine Academy Of Ophthalmologists

- a. Conduct vision screening of pupils, students, teachers and non-teaching personnel
- b. Provide eyeglasses/interventions to pupils, students, teachers and non-teaching personnel with visual defects/disorders
- c. Provide DepED with report on pupils/students/teachers/non-teaching personnel provided with eye glasses/given interventions

8. Recording and Reporting

- a. The health cards shall be properly accomplished/signed by examining physician
- b. Reports shall be prepared utilizing the required forms prepared by HNC
- c. Accomplishment reports on E-UMDC per month shall be submitted to the Office of the Secretary, Attention: Adopt-A-School Secretariat/Health and Nutrition Center on or before the 15th of each month. The first report on accomplishment will be submitted on or before August 15, 2008.

9. Monitoring/Evaluation

- a. The school head shall monitor E-UMDC activities
- b. The HNC/ASP Secretariat shall undertake regular monitoring and evaluation (semi-annual at the national level, quarterly at the regional level and monthly at the division/school levels) to assess the efficiency and effectiveness of the project.

10. Existing Partners/Other Interest Partners

- a. Interested partners who are willing to support the program shall coordinate with the Regional/Division Offices for enlistment/orientation
- b. Existing partners shall likewise submit the list of their members to the Regional/Division Health and Nutrition Units/Sections and ASP Coordinators

11. Management and Institutional Arrangements

The following are the major roles and responsibilities of national, regional, and division offices/schools involved in the Program:

a. National Level

- *Health And Nutrition Center(HNC and Adopt A School Secretariat (ASP)*
- Finalize the plan of action to operationalize E-UMDC/HERO
- Network with the PCP and other existing partners for E-UMDC
- Prepare the Directory of DepED contact persons
- Establish database on the number of volunteer health personnel needed to cover target clientele
- Formulate program guidelines
- Issue a DepED Memorandum on the conduct of E-UMDC
- Coordinate the planning implementation and evaluation of the program
- Establish data on the health and nutritional status of school children to serve as basis for the planning and sourcing of adequate funds for school feeding and health services
- Conduct massive advocacy/campaign
- Conduct seminar workshops on E-UMDC/HERO to ensure that the planned activities to achieve goals are effectively executed

- Facilitate the delivery of health cards and other medical /dental supplies to the Regional/Division Health and Nutrition Units/ Sections
 - Transfer funds to the Regional/Division Offices
 - Source out funds for intervention
 - Prepare monthly progress/consolidated field reports for submission to the Secretary.
- b. Regional Offices
- Disseminate the DepED Memorandum on E-UMDC
 - Facilitate the delivery of health cards and local medical/dental supplies to the Division offices
 - Prepare the directory of DepED Regional contact persons
 - Conduct massive advocacy /campaign
 - Network with local/health professional organization chapters for the manpower needed
 - Consolidate reports for submission to the HNC
 - Allocate/source out funds for intervention
 - Provide travel allowance to health personnel
 - Monitor E-UMDC implementation
- c. Division Offices
- Issue division memorandum on the E-UMDC and its guidelines
 - Network with the local government units and municipal health offices and with local chapters of PCP, PMA, PDA, PPS, PAO and other existing partners for E-UMDC/HERO for the schedule of school visitation and delivery of health and nutrition services and conduct of health education activities
 - Mobilize all school health personnel to oversee preparatory activities including orientation of pupils and parents and to perform health examination and treatment to pupils/students/ teachers
 - Designate the principal/school head as accountable person in the effective implementation of the E-UMDC in their respective schools.
 - Oversee the implementation of the program at the school level
 - Task the district supervisors to monitor E-UMDC activities
 - Facilitate the delivery of health cards, medical and dental supplies to the schools
 - Allocate/source out funds for intervention/referral of pupils
 - Collate/consolidate reports for submission to the Region

d. School Level

- Coordinate with the DHNS for the schedule of school visitation
- Prepare the areas where the examination will be conducted
- Mobilize the teachers and community members / parents to support the activity
- Source out funds for medicines/medical and dental supplies for the treatment of ailments
- Assist in the advocacy of the program
- Observe the following operating procedures on-site:
 - Upon arrival at the school, the principal, designated coordinator and school health personnel shall meet the group of health volunteers
 - A short orientation shall ensue, with the principal giving school data, and the coordinator describing the set-up of the examination rooms
 - The school nurse will explain the flow of examination and use of health cards including the assistance provided by the parents and teachers
 - The health teams shall now deploy themselves to their respective rooms
 - Medical and dental check-up shall start as soon as all forms are ready. Pupils will be called by section. Teachers and non-teaching personnel of the school are likewise examined
 - As much as possible, children who are absent on that day shall be fetched from their homes, or home visit shall be done by the school nurse
 - All health records are collected and data on number of children examined, treated and referred are collected
 - An exit conference shall be conducted to discuss the results of health examination and follow-through activities
- Monitor the integration of health and nutrition concepts into the curriculum by teachers
- Coordinate with the health personnel for the follow-up of pupils with ailments and those referred for further evaluation and management
- Consolidate the report in coordination with the health personnel to serve as basis for the planning and sourcing of adequate funds for school feeding and health services
- Accomplish all the required forms
- Submit implementation report to the school district supervisor
- Provide administrative support to ensure proper delivery of health / nutrition services and conduct of health education activities

e. Partner Agencies

- Prepare the list of volunteers and manpower deployment
- Issue memorandum/circular to their local chapter on E-UMDC operations

All school heads, other officials and other stakeholders are enjoined to strictly follow these guidelines. Immediate adoption and widest dissemination of this Operational Guidelines is urgently enjoined.