

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

July 12, 1989

DECS O R D E R
No. 63, s. 1989

REVITALIZING THE SCHOOL HEALTH AND NUTRITION PROGRAMS

To: Bureau Directors
Regional Directors
Schools Superintendents

1. The recent reorganization of the Department of Education, Culture and Sports by virtue of Executive Order No. 117, has resulted in the abolition of some position items for health and nutrition personnel at the regional offices, and the transfer of the affected personnel to other units. This has apparently created confusion and frustration among health and nutrition personnel and considerably caused a setback in the implementation of school health and nutrition programs.
2. To effect better coordination and for efficient implementation of all health and nutrition programs and projects, health and nutrition units shall be organized in all regional offices under the direct supervision of the regional director.
3. The unit shall be composed of the Medical Services Supervisor I, Supervising Dentist, Regional Nursing Supervisor (proposed), Supervising Research Nutritionist and Research Nutritionist. The regional director shall be given the leeway to designate a unit head giving consideration to the management capability, work experience, seniority and length of service of the health personnel.
4. The Regional Health and Nutrition Unit shall act as the implementing arm of the Regional Working Committee on Health and Nutrition whose function shall be modified in a manner that it will serve as the coordinating and planning body.
5. Inclosed are the organizational structure of the unit, the functions, duties and responsibilities of its personnel, modified membership, and functions of the regional working committee.
6. Immediate implementation of this Order is desired.

(SGD.) LOURDES R. QUISUMBING
Secretary

Incl.:
As stated

Reference:
None

Allotment: 1-2--(M.O. 1-57)

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

HEALTH EDUCATION
NUTRITION EDUCATION
PROGRAM, SCHOOL
PROJECTS

(Inclosure to DECS Order No. 63, s. 1969)

ORGANIZATIONAL CHART

REGIONAL HEALTH AND NUTRITION UNIT

REGIONAL DIRECTOR
ASST. REGIONAL DIRECTOR

HEALTH & NUTRITION UNIT

- 1 - Medical Services Supv. I
- 1 - Supervising Dentist
- 1 - Regional Nursing Supv. (Proposed)
- 1 - Supervising Research Nutritionist
- 1 - Research Nutritionist

General Functions of the Unit:

1. Takes the lead in the implementation of health and nutrition programs in coordination with the Regional and Division Working Committee on Health and Nutrition.
2. Prepares implementing guidelines in the implementation of health and nutrition programs.
3. Provides advisory and consultative services to other units/divisions in the regional office.
4. Conducts/Initiates staff development/trainings relative to health and nutrition programs.
5. Prepares resource materials and visual aids for health and nutrition.
6. Initiates health and nutrition researches.
7. Facilitates the establishment of intra/intersectoral linkages with government and non-government agencies in matters of health and nutrition activities.
8. Monitors/Evaluates health and nutrition programs in the region.
9. Acts as secretariat to the Health and Nutrition Working Committee.
10. Prepares plans and budgetary proposal for the regional implementation of health and nutrition programs.
11. Keeps records, prepares and submits required reports.

General Functions of the Unit Head

1. Coordinates the effective implementation of the health and nutrition programs in the region.
2. Acts as spokesman of the unit and represents the same during regional staff meetings.

Updated Membership of the Regional Working Committee in Health and Nutrition and Its Functions.

Composition

- Chairman - Regional Director
Vice Chairman- Asst. Regional Director
- Members - Chiefs of Elementary, Secondary, Higher, NonFormal, Vocational-Technical and Physical Education and School Sports Divisions
- General Education Supervisors II in Health/Health & Science, Nutrition/Home Economics and Agriculture
 - Medical Services Supervisor I
 - Supervising Dentist

Functions

1. Coordinates and plans for the effective implementation, supervision, monitoring and evaluation of health and nutrition programs in the region.
2. Acts as advisory body to the regional director in matters pertaining to health and nutrition.
3. Establishes linkages with other government and non-government agencies concerned with health and nutrition.
4. Reinforces the Health and Nutrition Unit in the supervision, monitoring and evaluation of health and nutrition programs.

DUTIES AND RESPONSIBILITIES OF MEDICAL SERVICES SUPERVISOR I

Under General Supervision:

1. Directs and supervises medical services.
2. Prepares and submits recommendations of program policies for the improvement of the medical services so that services may be geared to the health teaching in the schools.
3. Acts as consultant or resource person during conventions, workshops, seminars, etc.

4. Participates in the formulation of policies regarding health, science, physical education and other related subjects.
5. Gives medical advice on health matters and medical needs of school personnel, teachers and pupils to make them more effective in the teaching-learning process.
6. Prepares and recommends the program of expenditure and requisitions medicines, medical supplies and equipment.
7. Determines the appropriate needs of health education materials, references, etc., proposed for school use.
8. Participates in the preparation of health education materials, references, etc.
9. Conducts in-service training programs for medical personnel to upgrade their competencies in their respective areas.
10. Prepares and submits periodic, annual and other required reports.
11. Recommends appointment or promotion of medical services personnel.
12. Does related work.

DUTIES AND RESPONSIBILITIES OF SUPERVISING DENTIST

Under General Supervision:

1. Formulates plans and coordinates the operation of the school dental health program.
2. Supervises the school dental clinic and coordinates the dental health education activities and other special projects in the region.
3. Assists in the preparation of teaching guides and materials in dental health education.
4. Recommends the procurement of dental equipment, supplies and medicines.
5. Initiates and/or conducts dental health surveys, epidemiological studies and/or researches on dental health problems.
6. Promotes efficiency and maintains discipline of dental personnel.

7. Plans and/or coordinates the in-service, seminars, workshops, conferences, etc., on dental health activities.
8. Evaluates the implementation of the total school dental health program.
9. Prepares periodic annual and other required reports.
10. Coordinates with other allied health activities.
11. Does related work.

DUTIES AND RESPONSIBILITIES OF SUPERVISING RESEARCH NUTRITIONIST

Under General Supervision:

1. Plans, assigns, and reviews the work of research nutritionists engaged in the study of foods and nutrition.
2. Supervises the establishment of a baseline from which future evaluations of nutritional status would be assessed.
3. Assists in training of home economics teachers, school feeding officers and the public health staff.
4. Coordinates nutrition education activities in cooperation with the medical and health staff.
5. Assists in the evaluation of progress of the program and the nutritional status of the community from time to time.
6. Serves as consultant on matters pertaining to nutrition.
7. Supervises the research nutritionist in determining the nutrient values of foods.
8. Prepares and submits required reports.
9. Does related work.
 - a. In coordination with the HELE/nutrition supervisor constructs/standardizes tools or instruments for data collection
 - b. Monitors the implementation of all nutrition programs/projects in the region
 - c. Collates, analyzes, interprets data gathered as to program impact on process and product

- d. Prepares and submits reports to the Nutrition Division, SHNC through channels
- e. Supervises/monitors the conduct of height and weight taking of school children covered by the region.

DUTIES AND RESPONSIBILITIES OF RESEARCH NUTRITIONIST

Under General Supervision:

1. Conducts studies of the preparation, preservation and nutritional values of foods.
2. Gives dietary consultation services.
3. Tests menus for food and nutrient values.
4. Prepares and tests menus for low and moderate income families.
5. Tests recipes, foods and food products for standardization.
6. Demonstrates techniques in preparing food in accordance with approved menus to students, teachers, health personnel and others.
7. Conducts experiments to ascertain the best way of mixing rice with other cereals and to improve the preservation of foods and food product.
8. Evaluates meals in school and community with respect to nutritional adequacy, economic and psychological aspects for different age groups subsisting on various budget levels.
9. Recommends changes to improve dietary standards.
10. Does related work.
 - a. Assists in coordinating with the HELE/nutrition supervisor construct/standardize tools or instruments for data collection.
 - b. Assists in monitoring the implementation of all nutrition programs/projects in the region
 - c. Assists in collating, analyzing, interpreting data gathered as to program impact on process and product
 - d. Assists in preparing and submitting reports to the Nutrition Division, SHNC through channels
 - e. Assists in supervising/monitoring the conduct of height and weight taking of school children covered by the region.