



Republic of the Philippines
Department of Education

Date

DIVISION MEMORANDUM

NO. 241, s. 2024

**PROJECT KAAKBAY: KAMPUS KALUSUGAN
LAUNCHING OF SCHOOL HEALTH COUNCILS (SHC) AND SCHOOL PROJECTS IN THE FIVE
PARTICIPATING SCHOOLS IN SORSOGON**

To: Education Program Supervisor (Science)
Public Schools District Supervisors/OIC-PSDSs
School Principals/Heads of the five participating schools:

1. Donsol National Comprehensive High School (1st District)
2. Pilar National Comprehensive High School (1st District)
3. Gubat National High School (2nd District)
4. Gallanosa National High School (2nd District)
5. Bulan National High School (2nd District)

1. In line with the partnership of the Department of Education Schools Division of Sorsogon and Unilab Foundation in the implementation of Project Kaakbay Kampus Kalusugan in the five participating schools in Sorsogon, a launching of the School Health Council (SHC) and School Projects shall be conducted in order to mark the formal establishment of the SHC within the participating schools and to jumpstart the implementation of each of the schools' health-related projects.
2. The Launching of School Health Councils (SHC) and School Projects **shall be conducted from October 23 to 25, 2024 (Wednesday to Friday) at each school.** The schedule of the program per school is as follows:

Date:	Time:	School and Venue
October 23, 2024 (Wednesday)	2:00 PM – 4:00 PM	Bulan National High School
October 24, 2024 (Thursday)	9:00 AM – 11:00 AM	Gallanosa National High School
	2:00 PM – 4:00 PM	Gubat National High School
October 25, 2024 (Friday)	10:00 AM – 12:00 NN	Donsol National Comprehensive High School
	1:00 PM – 3:00 PM	Pilar National Comprehensive High School

3. The attendance and full cooperation of all members of the School Health Council, including trained learners, is highly expected on their scheduled date. The following are the expected participants of the said activity per school:

1. School Principals
2. Assistant School Principals

3. Science Department Head
 4. STEM Subject Group Head/Coordinator
 5. School Nurse/Clinic Teachers/Teacher Designate
 6. Assigned Teacher Coordinators of Project Kaakbay
 7. PTA President/Representative
 8. Community Leader Representative
 9. Project Kaakbay Volunteers (all Trained Learners)
4. All Public Schools District Supervisors/OIC-PSDSs are also highly enjoined to attend the said launching in the schools within their jurisdiction. Travel expenses relative to this activity shall be charged against School MOOE subject to the usual accounting and auditing rules and regulations.
5. In preparation for the activity, the participating schools are reminded of the following:
- a. Each school must submit their School Health Council's **Project Proposal** to Unilab Foundation's Project Kaakbay on or before October 16, 2024 (Wednesday).
 - b. Each school must **prepare a brief program** to officially launch their School Health Council and Project.
 - c. The **requested attire** for the activity:
 - i. **Learners** - Blue Project Kaakbay T-Shirt
 - ii. **School Health Council Members** -- White Project Kaakbay Polo Shirt
6. Packed meals will be provided for the attendees mentioned above during the launch event.
7. For information, guidance, and compliance of all concerned.


WILLIAM B. GANDO, CESO VI
Schools Division Superintendent

Annex A

Draft Operating Guidelines of the School Health Council

I. Name and Domicile

- a. The council shall be known as the School Health Council (SHC).
- b. The School Health Council shall be situated inside the school premises.

II. Declaration of Principles and Objectives

- a. The SHC shall lead the school in designing, streamlining, and implementing programs, projects, and activities that promote the health of the learners and the entire school community.
- b. The SHC recognizes the learners (PK volunteers), parents/guardians and community leaders as active collaborators in designing, implementing and monitoring health-related projects including the mandated programs for schools.
- c. The SHC shall have the following objectives:
 - i. Support the implementation of the flagship programs of the Department of Education (Oplan Kalusugan sa DepEd) in the school such as: (a) School-Based Feeding Program (SBFP) complemented by other nutrition support programs; (b) Medical, Dental, and Nursing Services, including the School Dental Health Care Program (SDHCP); (c) Water, Sanitation, and Hygiene (WASH) in Schools (WinS) Program; Adolescent Reproductive Health; (d) National Drug Education Program supported by comprehensive tobacco control; and the (e) School Mental Health Program;
 - ii. Identify other programs, projects, and activities that aim to address other issues and concerns on health that do not fall under any of the ongoing programs in schools;
 - iii. Mobilize and encourage community participation and initiative in health-related movements and actions;
 - iv. Monitor and evaluate the effectiveness of health programs, projects, and activities implemented within the school.

III. Composition of the School Health Council

- a. Membership
 - i. School Principal/Head (Chairperson)
 - ii. Assistant School Principal (Vice Chairperson)
 - iii. Science Department Head (Vice Chairperson)
 - iv. STEM Subject Group Head/Coordinator (Vice Chairperson)
 - v. School Nurse/Clinic Teacher/Guidance Counselor (School Health Programs Lead)
 - vi. Teacher Coordinators (School Health Programs Co-Lead)
 - vii. Parents and Teachers Association Representative (School Health Programs Support)
 - viii. Community Leader Representative (School Health Programs Support)
 - ix. All bonafide junior and senior high school learners, capacitated through the Project Kaakbay: Kampus Kalusugan. (School Health Programs Support)

- b. **Duties and Obligations of Members**
 - i. Every member must support and promote the thrusts and objectives of the SHC.
 - ii. Every member must abide by the SHC operating guidelines.
 - iii. Every member must participate actively in all school health-related activities.
- c. **The Advisory Board shall provide strategic oversight of the School Health Council which includes but is not limited to issuance of corresponding issuances and assistance in the monitoring and evaluation of the school projects that facilitate the overall program implementation. The Board shall be composed of the following:**
 - i. SDS Sorsogon Province and/or ASDS Sorsogon Province
 - ii. Concerned Learning Area Supervisors/Education Program Supervisors of SDO Sorsogon Province

IV. Selection and Composition of the Officers

- a. **The SHC shall be composed of the following:**
 - i. School Principal/Head as Chairperson
 - ii. Assistant School Principal as Vice Chairperson
 - iii. Science Department Head (Junior High School) as Vice Chairperson
 - iv. STEM Subject Group Head/Coordinator (Senior High School) as Vice Chairperson
 - v. School Nurse/Clinic Teacher as School Health Programs Lead
 - vi. Two Designated Teacher Coordinators (Junior High School and Senior High School) as School Health Programs Co-Leads
 - vii. Selected Capacitated Learners as part of the School Health Programs Supports
 - viii. PTA Representative as one of the School Health Programs Supports
 - ix. Identified Community Leader Representative as one of the School Health Programs Supports
- b. **Duties and Obligations of the Officers**
 - i. **Chairperson (School Principal/Head)**
 - 1. Provide overall leadership in the operation of the School Health Council, including recommending approval and implementation of its programs, projects, and activities.
 - 2. Coordinate with the advisory council to ensure the alignment of its PPAs with the mandate of the Department.
 - ii. **Vice Chairpersons (Assistant Principal, Science Department Head, and STEM Subject Group Head/Coordinator)**
 - 1. Assist the Chairperson in managing and overseeing the operations of the School Health Council in carrying out its objectives.
 - 2. Assume the duties and responsibilities of the Chairperson in their absence, including presiding over meetings and making decisions on behalf of the Council.
 - 3. Facilitate the conduct of meetings and other similar activities.
 - iii. **School Health Programs Lead (School Nurse/Clinic Teacher/Guidance Counselor)**

1. **Oversee the design and development of school health programs and initiatives that align with the school's overall health objectives.**
 2. **Work with other members of the School Health Council to identify health needs and priorities within the school community.**
 3. **Develop detailed plans, timelines, and budgets for health programs and activities.**
 4. **Lead in coordinating the execution of health programs and activities within the school.**
 5. **Manage the allocation of resources, including materials and personnel, for the successful implementation of programs.**
 6. **Lead in coordinating with local health agencies, NGOs, and other community partners to enhance and support school health initiatives.**
 7. **Lead in tracking the progress of health programs and assessing their impact on the school community.**
 8. **Lead in developing and using evaluation tools, such as surveys and feedback forms, to measure the effectiveness of programs.**
 9. **Lead in providing regular reports to the School Health Council on the outcomes and impact of health initiatives.**
- iv. **School Health Programs Co-Lead (Teacher Coordinators)**
1. **Work closely with the School Health Programs Lead in the design and development, implementation, and tracking of progress of school health programs**
 2. **Lead the coordination with School Health Programs Supports and members (learners) in the development and implementation of school health PPAs.**
 3. **Assist in coordinating with PTA representative, local health agencies, NGOs, and other community partners to enhance and support school health initiatives.**
 4. **Lead the PK volunteers in data collection and monitoring the status of program implementation.**
- v. **School Health Programs Support (PK Trained Learners & PTA and Community Leaders)**
1. **Assist the School Health Programs Co-Lead in designing and planning school health programs and initiatives through conducting needs assessments, and mapping of current programs and other similar school projects.**
 2. **Collaborate in identifying the health needs and priorities of the school community.**
 3. **Help create detailed plans, schedules, and resources for health programs, ensuring they align with the school's health objectives.**
 4. **Support the implementation of health-related projects through advocacy activities, mobilization of learners, data collection, documentation and presentation of results.**
 5. **Participate actively in team meetings and discussions by contributing ideas and feedback.**

V. Meetings and Quorum

- a. The SHC shall conduct a regular meeting (at least once a month) on a day agreed upon by the officers of the SHC.
- b. Special meetings of the SHC may be called upon by the Chairperson, School Health Programs Lead/Co-Lead approved by the Chairperson, and or by a majority of the SHC officers.
- c. The majority of the officers of the SHC (50% +1) shall constitute a quorum. In the event that 50% is not a whole number, 50% shall be understood to be the next higher whole number.
- d. Each officer of the SHC is entitled to only one vote.
- e. No proxy shall be allowed.
- f. Should there be a need for breaking a tie as a result of voting, the school head or his/her designate shall have the final decision which shall be taken as final and executory.

VI. Finance

- a. The SHC funds shall be allocated but not limited to the Maintenance and Other Operating expenses of the school.
- b. The SHC may undertake fund-raising activities to subsidize its PPAs.
- c. The council may accept donations in the form of goods, services, and/or cash from any member or any public or private person or institution, for as long as it will not affect the integrity of the SHC.
- d. The Chairperson and the School Health Programs Lead shall be the signatories of all fund disbursement of the SHC. All fund disbursements must be accompanied by a resolution noted by the Chairperson.
- e. Council funds shall be liquidated at the end of every activity and each term.

VII. Mandated Programs, Projects, and Activities

- a. The School Health Council shall support the implementation of the programs mandated by the Department.
- b. The council may establish PPAs that do not fall under the national health programs to address the issues and concerns identified by the school community related to health, including health emergency health crisis and responses.

VIII. Turnover and Vacancies

- a. The representatives of the School Health Council may be subject to change because of transitions in leadership management and elections or appointments from their respective organizations.
- b. If there is a change in the school administration, the current officers will stay the same unless the new principal or school head signifies in writing the new designations.
- c. Any vacancy in the officers' position by reason of death, resignation, impeachment, or transfer shall be filled subject to the evaluation of the majority of the council and approval from the Chairperson.

IX. Monitoring and Evaluation

- a. The SHC, through the School Head/Principal, shall lead and facilitate the conduct of the monitoring and evaluation of the project implementation with the assistance of the following:
 - i. School Health Programs Lead (School Nurse/Clinic Teacher/Guidance Counselor) shall

1. Lead in tracking the progress of health programs and assessing their impact on the school community.
 2. Lead in developing and using evaluation tools, such as surveys and feedback forms, to measure the effectiveness of programs.
 3. Lead in providing regular reports to the School Health Council on the outcomes and impact of health initiatives.
- ii. School Health Programs Co-Lead (Teacher Coordinators)
1. Lead the PK volunteers in data collection and monitoring the status of program implementation.

Annex B

Revised Organizational Structure

