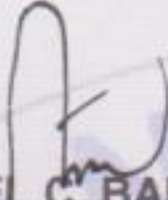




CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

TO: OIC, Asst. Schools Div. Superintendent
OIC Chiefs, CID and SGOD
ALL Education Program Supervisors
Health & Nutrition Unit Personnel
And All Other Concerned

FROM: 
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT: **GUIDELINES ON USE OF DOWNLOADED FUNDS FOR AUGMENTATION OF TRAVEL EXPENSES OF HEALTH PERSONNEL FOR CY2018**

DATE: April 30, 2018

The Bureau of learner Support Services – School Health Division (BLSS-SHD)- under the Office of the Secretary and Office of the Undersecretary for Administration- oversees and manages the Integrated School Health and Nutrition Program (ISHNP) that aims to improve the state of health and nutritional well-being of the school populace.

Additional travel allowance to Regional and Schools Health Division Personnel have been provided by the BLSS-SHD since 1997. The funds are allocated to augment travel expenses provided by the Regional and Schools Division offices in the conduct of health and nutrition services to learners, including teaching and non teaching personnel in different schools in their respective areas. Moreover, the additional travel allowance is deemed necessary to enable health personnel to cover more schools and reach schools from Geographically Isolated and Disadvantages Areas (GIDA).

Following are the guidelines on the utilization of downloaded funds for the augmentation of travelling expenses of health personnel:

1. The additional travel expenses shall support Health and Nutrition personnel to:
 - a. Monitor health and nutrition programs and projects;
 - b. Conduct nutritional assessment of learners;
 - c. Conduct health appraisals and interventions;
 - d. Deliver medical and dental services, treatment, consultation, and referral of learners;
 - e. Attend intra- and inter- agency meetings, workshops, or conferences;
 - f. Attend scientific meetings that are important in updating technical knowledge in health and nutrition.



CITY SCHOOLS DIVISION OF ANTIPOLO

2. All Regional and Schools Division Health personnel, except those who are assigned to one (1) school only, are covered for this purpose subject to the submission of all requirements needed for the payment of travelling expenses and in accordance with the usual accounting and auditing rules and regulations.
3. The additional travelling expenses of health personnel in the Regional Office (RO) is computed at Php 1,000.00 per month times twelve (12) months. The RO's are requested to augment any shortages on the travel allowances.
4. The additional travelling expenses of health personnel in the Schools Division Offices (SDO's) is computed at Php 600.00 per month times twelve (12) months for Medical Officers, Dentists-in-Charge, Nurses-in-Charge, and Nutritionist-Dieticians; Php 400.00 per month times (12) months for Dentists II, Nurses II, and Dental Aides. The SDO's are requested to augment any shortages in travelling expenses.
5. The computation of the additional travel allowance was based on the submitted Updated List of Health Personnel from each RO and SDO.

Attached is the memorandum from Central Office.

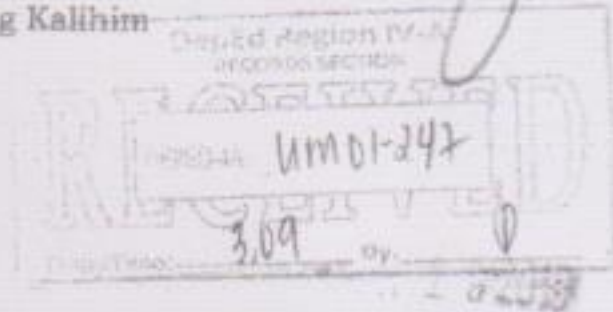
For immediate and appropriate action

UM 194 S. 2018
@H&NU/jcf



90% SDSs
For your appropriate
action please find please
John Arden
John Arden

Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim



3401

MEMORANDUM
10 April 2018

For: **All Regional Directors**

Subject: **GUIDELINES ON USE OF DOWNLOADED FUNDS FOR AUGMENTATION OF TRAVEL EXPENSES OF HEALTH PERSONNEL FOR CY2018**

The Bureau of Learner Support Services - School Health Division (BLSS-SHD) - under the Office of the Secretary and Office of the Undersecretary for Administration - oversees and manages the Integrated School Health and Nutrition Program (ISHNP) that aims to improve the state of health and nutritional well-being of the school populace.

Towards this end, additional travel allowance to Regional and Schools Division personnel have been provided by the BLSS-SHD since 1997. The funds are allocated to augment travel expenses provided by the Regional and Schools Division offices in the conduct of health and nutrition operations and activities, and delivery of medical, dental, nursing, and nutrition services to learners, including teaching and non-teaching personnel in different schools in their respective areas. Moreover, the additional travel allowance is deemed necessary to enable health personnel to cover more schools and reach schools from Geographically Isolated and Disadvantaged Areas (GIDA).

Following are guidelines on the utilization of downloaded funds for the augmentation of traveling expenses of health personnel:

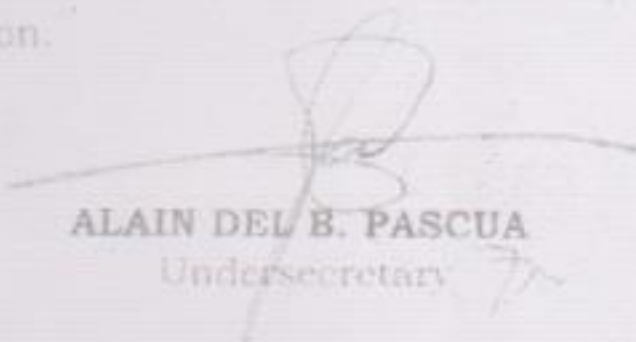
1. The additional travel expenses shall support Health and Nutrition personnel to:
 - a. Monitor health and nutrition programs and projects;
 - b. Conduct nutritional assessment of learners;
 - c. Conduct health appraisals and interventions;
 - d. Deliver medical and dental services, treatment, consultation, and referral of learners;
 - e. Attend intra- and inter-agency meetings, workshops, or conferences;

Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

1. Attend scientific meetings that are important in updating technical knowledge in health and nutrition.
2. All Regional and Schools Division Health personnel, except those who are assigned to one (1) school only, are covered for this purpose subject to the submission of all requirements needed for the payment of traveling expenses and in accordance with the usual accounting and auditing rules and regulations.
3. The additional traveling expenses of health personnel in the Regional Office (RO) is computed at P1,000 per month times twelve (12) months. The ROs are requested to augment any shortages on the travel allowances.
4. The additional traveling expenses of health personnel in the Schools Division Offices (SDOs) is computed at P600 per month times twelve (12) months for Medical Officers, Dentists-in-Charge, Nurses-in-Charge, and Nutritionist-Dieticians; P400 per month times twelve (12) months for Dentists II, Nurses II, and Dental Aides. The SDOs are requested to augment any shortages in traveling expenses.
5. The computation of the additional travel allowance was based on the submitted Updated List of Health Personnel from each RO and SDO.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary