DEPARTMENT OF EDUCATION
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LIGAO CITY DIVISION, LIGAO CITY

Republic of the Philippines
Department of Education
Region V– Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

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Office of the Schools Division Superintendent

October 8, 2026

100826561

DIVISION MEMORANDUM
No. 0487 s. 2026

ROLES AND RESPONSIBILITIES OF THE NURSE ON DUTY (NOD)

To: Asst. Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Health and Nutrition Unit Nurses
All Others Concerned

1. To ensure the uninterrupted delivery of essential health services, urgent medical responses, and routine field monitoring within this Division, this Office reiterates the roles and responsibilities of the Nurse-on-Duty, to wit:

a) **Mandatory NOD Clinical Coverage**: The designated Nurse-On-Duty (NOD) must remain physically present at the SDO Clinic during official working hours. The NOD is fully responsible for managing walk-in patients, addressing immediate medical concerns, coordinating emergency cases, and handling health-related inquiries sent to the SDO.
b) **Uninterrupted Field School Visits:** While the NOD maintains the SDO Clinic, all other assigned School Nurses must strictly adhere to their pre-approved itineraries for field deployments, routine school health assessments, and learner/ personnel screenings.
c) **Strict Post Integrity**: No designated NOD shall leave the SDO Clinic unattended, nor shall field nurses deviate from their scheduled school visits, without prior authorization.
d) **Proper Endorsement**: Any urgent schedule swaps or emergency leaves affecting the NOD rotation must be coordinated in advance through the Nurse-In-Charge and approved by the Medical Officer to ensure that a qualified nurse is always present at the SDO Clinic.

2. For information, guidance, and compliance.

NYMPHA D. GUEMO
Schools Division Superintendent

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