



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

DESIGNATION ORDER
2025-PER-020

TO : **YVAN JONAS A. TOLENTINO**
Nurse II

FROM : **SUSAN DL. ORIBIANA**
Schools Division Superintendent

SUBJECT : **DESIGNATION ORDER AS OFFICER-IN-CHARGE OF THE SCHOOL GOVERNANCE AND OPERATIONS DIVISION- SCHOOL HEALTH AND NUTRITION (SHN)**

DATE : January 2, 2025

1. In the exigency of service, you are hereby designated as Officer-In-Charge of the **School Governance and Operations Division-School Health and Nutrition** effective January 2, 2025.
2. You are expected to perform the duties and responsibilities attached to your designation and such other related functions as may be assigned until such time this designation order is rescinded.
 - a. Implement Division SHN Action Plan;
 - b. Coordinate, provide direction and serve as technical adviser on the programs, projects and activities in SHN concerns of the division;
 - c. Advise and assist the school OK sa DepEd coordinator and discharge its duties in between meetings;
 - d. Ensure that all schools shall prepare OK sa DepEd Plan addressing issues of their school following DepEd Order No. 028, s. 2018 and other related provisions;
 - e. Strengthen OK sa DepEd Programs, Projects and Activities;
 - f. Prepare, maintain, and keep all documentary requirements in SHN; and
 - g. Attend, submit, reports/data in the Central Office, Regional Office and Division Office in the implementation of the aforementioned program.
3. Immediate dissemination of and strict compliance with this Order is directed.

Concurred:

YVAN JONAS A. TOLENTINO
Nurse II