



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 0210, s. 2025

September 16, 2025

**PREPARATORY ACTIVITIES OF THE
SCHOOL-BASED IMMUNIZATION PROGRAM**

To : Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
Chief of the Curriculum Implementation Division
All Public Schools District Supervisors
All Public Elementary and Secondary Public School Heads and
Principals
All Concerned

1. This has reference to the letter from the City Health Office dated September 12, 2025, re: School-Based Immunization Program, which will be conducted in October 2025.
2. Anent this, the Local Health Centers will closely coordinate with the school principals and school heads, teachers, and school clinic in-charge to conduct SBI related activities.
3. Further, the roles and responsibilities of the School Clinic In-Charge are the following:
 - issue notification letters and consent forms to parents/guardians of eligible school learners;
 - endorse the masterlist of Grade 1, Grade 7, and Grade 4 female learners to the respective local health centers; and
 - coordinate with the Local Health Center (Barangay Health Stations) schedule for the Parent's Orientation.
4. For inquiries and concerns, kindly contact the SBI Focal, Moolien Jane A. Estimada, Nurse II, and SBI Focal Alternate, John Carlo Ceniza, Nurse II.
5. For your information and compliance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

Enclosed.: As stated.
SGOD/ABA/mje

RELEASED

SEP 17 2025



Address: City Hall Compound, Km 31, JP
Laurel, Panabo City, Davao del Norte
Telephone No: (084) 823-1469, (084) 628-4066

RECORDS SECTION, SDO PANABO CITY
BY 



Republic of the Philippines
Province of Davao del Norte
CITY OF PANABO
CITY HEALTH OFFICE

*Service to Panaboans
Service to God*

September 12, 2025

JINKY B. FIRMAN, CESO VI

Schools Division Superintendent
Panabo City Division



Dear **Ms. Firman**,

Greetings of Good Health!

In line with Department Memorandum No. 2025-0318 Revised Guidelines on the Implementation of School-Based Immunization, the Panabo City Health Office, through the National Immunization Program, is seeking your good office's valuable support and collaboration in the upcoming School-Based Immunization (SBI) Program.

As stipulated in the memorandum, the Local Health Centers will closely coordinate with school principals, teachers, and school nurses to conduct SBI activities. Specifically, the following roles and responsibilities are outlined:

1. Teachers-in-charge/School Nurses shall issue notification letters and consent forms to parents/guardians of eligible school learners.
2. The masterlist of Grade 1, Grade 7, and Grade 4 Female learners enrolled for the current school year shall be endorsed to the respective local health centers.
3. The Local Health Center (Barangay Health Stations) shall coordinate with schools to secure the masterlist of enrollees for vaccination.

We sincerely acknowledge the Department of Education – Panabo City Division for your unwavering commitment to support these health initiatives and look forward to our continued partnership in the roll-out and implementation of the School-Based Immunization CY 2025.

For clarifications and coordination, kindly contact Ms. Adrielle Shine B. Ada, RPh, Panabo City Health Office National Immunization Program Coordinator, through this number 09282008560.

Thank you for your attention to this matter.

Respectfully yours,

ERANIE L. PANGILINAN, RN, MD, MMHoA
CGADH I-CHO/ Program OIC
Panabo City Health Office

