



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

August 6, 2024

DIVISION MEMORANDUM
NO. 162, s. 2024

SDO SORSOGON- UNILAB FOUNDATION, INC. MEMORANDUM OF UNDERSTANDING (MOU) SIGNING CEREMONY AND PROJECT KAAKBAY: KAMPUS KALUSUGAN SCHOOL HEALTH COUNCIL WRITESHOP IN THE PROVINCE OF SORSOGON

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/OIC-PSDSs
School Principals/Heads and Concerned Teachers of the following 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. This is in reference to the partnership between the Schools Division Office of Sorsogon and the Unilab Foundation, Inc. for the ongoing implementation of Project Kaakbay: Kampus Kalusugan in the five (5) aforementioned schools in the Province of Sorsogon. To formalize the ongoing partnership in the program, a **Memorandum of Understanding (MOU) Signing Ceremony between SDO-Sorsogon Province and Unilab Foundation Inc.** will be held on August 29, 2024 at the **Vicenta Hall of Fernando's Hotel** located in 3799 Rizal Street corner N. Pareja Street, Sorsogon City. The attendance of all School Heads/Principals of the participating schools and the School Health Council in the said activity is highly expected as integral partners of the program.

2. Moreover, following the capacity-building activities of the participating learners (i.e. Enabling Skills Training, Basic Life Support Training, and Health Allies Training), the Project Kaakbay: Kampus Kalusugan School Health Council is being established. It will consist of the trained learners, school head/principal, school nurse/clinic teacher, Science department heads, STEM subject group head/coordinator, teacher coordinators, Parent Teacher Association (PTA), and community leaders from participating schools. The school health



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council will officially become part of the Project Kaakbay: Kampus Kalusugan Program and shall lead the planning, development, implementation, and assessment of health reforms and initiatives that will respond to the health needs of their respective schools. Hence, in an effort to institutionalize the School Health Council, Project Kaakbay shall conduct a **Writeshop with the School Health Council on August 29, 2024 at the aforementioned venue**. This activity aims to convene its members and representatives to collectively review the procedures and operations of the council as the program progresses in SY 2024-2025.

4. In this regard, full cooperation from your esteemed office and immediate actions on the following matters are being requested:

- a. Each school must **endorse the nine (9) school and community representatives** to participate in the activity scheduled for August 29, 2024:
 - (1) Learner representative from Grade 10
 - (1) Learner representative from Grade 12
 - (2) Teacher Coordinators
 - (1) School Head/Principal
 - (1) School Nurse/Clinic Teacher
 - (1) Science Department Head **or** STEM subject group head/coordinator
 - (1) Parent Teacher Association (PTA) representative
 - (1) Community Leader representative

** Participants from the school should have been those who have already participated in the previous activities of the Kaakbay.

- b. All the identified members and representatives must **confirm and sign up <https://bit.ly/Aug29-RSVP> on or before August 7, 2024 (Wednesday)**.

5. Enclosed are the **Program of the Activity** as reference and **Consent form** to be accomplished by the selected learner participants per school

6. In preparation for the activity, this Office informs and requests you of the following:

- a. Each school must submit a **School Health Needs Assessment** as a pre-work activity which shall guide the council in the conceptualization and planning of the school-based health project. This activity shall be participated in by all the learners, school and community representatives, with special emphasis on the School Nurse/Clinic Teacher. Attendance and documentation of the pre-work outputs need to be done.
- b. All participants are expected to **arrive at the venue by 8:00 AM** on August 29, 2024.
- c. The ULF-Project Kaakbay offers provision for an **overnight hotel accommodation from August 29 to 30, 2024 (Thursday to Friday) at Fernando's Hotel in Sorsogon City**.



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- d. Please ensure that the participating learners submit their **consent form** on or before August 29, 2024. You may use the attached consent form included in this memorandum.
- e. The learner representatives and school health council shall take note of the attire for the Writeshop activity:
- **Learners** – Blue Project Kaakbay T-Shirt
 - **Teacher Coordinators** – White Project Kaakbay Polo Shirt
 - **Other school health council representatives** – any smart casual attire
- f. Please prepare clothes sufficient for an overnight stay at the hotel. We also request that participants bring a light jacket/sweater (in case) and any regular/emergency medicines that they take.
- g. All meals within the duration of the activity (AM snacks, Lunch, PM snacks, and Dinner) will be fully covered by the organizers.
7. Education Program Supervisors in Science and Mathematics are expected to attend and extend the necessary technical assistance during the conduct of the said activity.
8. Expenses for meals, accommodation and training materials shall be shouldered by the Unilab Foundation, Inc. while travel and other incidental expenses of participants shall be charged against school MOOE/ local funds subject to the usual accounting and auditing rules and regulations.
9. For information, guidance, and compliance of all concerned.

WILLIAM B. GANDO, CESO VI
Schools Division Superintendent

PROJECT KAAKBAY: KAMPUS KALUSUGAN – SORSOGON
MOU Signing Ceremony with DepEd Schools Division Office – Province of
Sorsogon & Writeshop with the School Health Council
 August 29-30, 2024 | Vicenta Hall, Fernando’s Hotel, Sorsogon City

Day 1 – August 29, 2024 (Thursday)

Time	Activity
8:00 – 9:00 AM	Registration / Arrival of Participants
Preliminary Activities and MOU Signing Ceremony	
10:00 – 12:00 NN	Opening Prayer
	Welcome Remarks
	Dr. William E. Gando, CESO VI <i>SDS Sorsogon Province</i>
	Message of Gratitude
	Ms. Claire De Leon Papa <i>Operations Director, Unilab Foundation</i>
	Message of Support
	Engr. Raden D. Dimaano <i>Department Head, PDRRMO Sorsogon Province</i>
	Brief Context of Project Kaakbay
12:00 – 1:00 PM	Marie Joan Armada-Urieta <i>Programs & Strategic Support Director, Unilab Foundation</i>
	MOU Signing Ceremony
	Serving of AM Snacks
12:00 – 1:00 PM	Lunch
Activity Proper	
1:00 – 2:30 PM	Session 1: School Health Council (Guidelines and Structure)
	Jann Romeo S. Nacar <i>Project Lead, Project Kaakbay (Youth Engagement Program)</i>
2:30 – 3:25 PM	Session 2: Discussion of School Health Needs Assessment Outputs
	Focus Group Discussion to be facilitated by ULF Team (1 ULF team per table)
3:25 – 3:35 PM	Break
3:35 – 4:35 PM	Session 3: Project Management and Planning
	Jann Romeo S. Nacar <i>Project Lead, Project Kaakbay (Youth Engagement Program)</i>
	Serving of PM Snacks
	Presentation of Outputs

Closing Activities	
4:35 – 5:00 PM	Closing and Final Reminders Danella Rizle F. Valera <i>Project Specialist, Project Kaakbay (Youth Engagement Program)</i>
6:30 – 8:00 PM	Dinner

Day 2 – August 30, 2024 (Friday)

Time	Activity
8:00 – 11:00 AM	Breakfast / Free Time at Hotel
11:00 AM – 12:00 NN	Check-out at Fernando's Hotel, Sorsogon City

PROJECT KAAKBAY CONSENT FORM

This certifies that I, _____ allowing my son/daughter, _____, to participate in the activity of the **Project Kaakbay on August 29 to 30, 2024** at **Vicenta Hall of Fernando's Hotel** located in 3799 Rizal Street corner N. Pareja Street, Sorsogon City, which is the **Workshop with the School Health Council** that aims to convene its members and representatives to collectively conceptualize the procedures and operations of the council.

By affixing my signature, I agree to the following declarations:

1. I acknowledge that sufficient information has been provided by the organizers with respect to the planned activity, duration, location, method of transportation, participants, and supervision.
2. I understand that the Rules and Regulations established for the activity are designed for the safety and protection of the participants.
3. I agree not to hold the Unilab Foundation, Project Kaakbay, and DepEd Sorsogon Schools Division Office liable for any expense, loss, personal injury or accident of the students incurred outside of the official program laid out for this activity.
4. I hereby give my permission to Unilab Foundation (ULF), its employees, volunteers, and representatives, to photograph, film, and/or make video or sound recordings of my child, to quote or publish statements of my child and to use such photographs, films, video recordings, sound recordings and/or other statements for educational and promotional/advertising materials and for other purposes specified below.
5. I understand that my child may be identified in any photographs, news stories or publications that ULF considers appropriate for release to magazines, newspapers, ULF websites, and/or other publications. I further understand that any such photographs, films, video recordings, sound recordings and/or written works are the property of ULF, and that neither my child nor I am entitled to any compensation for or rights in these materials.

Signed:

Name and Signature of Parent/Guardian

Date Signed: _____

SCHOOL HEALTH ASSESSMENT NARRATIVE REPORT
Project Kaakbay: Kampus Kalusugan – Sorsogon

[Name of School]	[Complete address of the school]
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I. Background and Purpose

Describe the school being assessed, its demographics, geographic location, socio-economic characteristics, and any pertinent historical or contextual information.

Discuss the purpose of why you are conducting a school health assessment. Present the questions you want to be answered in the result of the assessment.

II. Methodology

Present the methods used for collecting information. Discuss the sample size, demographics, and any limitations. Describe the process used to analyze the collected data, including any statistical methods, qualitative analysis techniques, or frameworks applied.

a. Data Collection (FGDs, surveys, interviews, round-table discussion, secondary data analysis, etc.)

b. Strengths and Limitations

Strengths:

Limitations and Challenges:

c. Key Participants

SH Needs Assessment Participants	Method Used
<i>Ex: School Clinic (School Nurse/Clinic Teacher)</i>	<i>Ex: Focused-Group Discussion</i>
<i>Learners</i>	

III. Key Findings

Discuss the gaps, strengths, and challenges discovered in the school needs assessment results. What opportunities did you uncover?

Summary	
a. Strengths (What are the existing strengths of your school)	
b. Weaknesses (Where do you see lags in your findings? Identifying gaps can help guide the creation of your project.)	
c. Opportunities (Are there any known opportunities that you can take advantage of?)	
d. Threats (Things that need to be removed and start taking out from practice or system)	

IV. Recommendations and Next Steps

Propose immediate actions or interventions that can address pressing needs or concerns identified in the assessment. Suggest strategies for long-term improvements, policy changes, or community development initiatives based on the assessment findings.

V. Appendices

Include all the data resources used in the school health needs assessment. Attach copies of survey questionnaires or interview guides (if there's any) used during data collection.