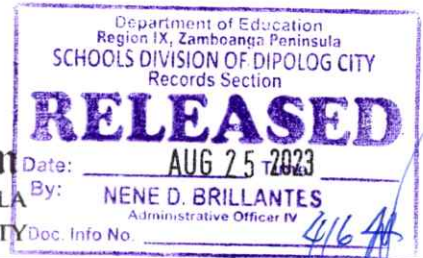




Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



August 22, 2023

DIVISION MEMORANDUM

No. 416, s. 2022

**Conduct of Simultaneous Height and Weight Assessment and
Submission of Nutritional Status Report Baseline for SY 2022-2023.**

To: **CID Chief**
SGOD Chief
All Public Schools District Supervisors
All Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel
All School Health and Nutrition Personnel
This Division

1. In view of the deadline for submission of Nutritional Status Report Baseline for SY 2023-2024 set by the Bureau of Learner Support Services-School Health Division (BLSS-SHD) on September 15, 2023, all elementary and secondary schools will have a simultaneous height and weight assessment on **August 29, 2023**.
2. For big schools, the activity may last for 2-3 days.
3. Submission of School Nutritional Status Report will be on or before **September 7, 2023**.
4. For **School-Based Feeding Program recipient schools**, the SBFP School Coordinator may finalize the identified beneficiaries through the school baseline data and based on the number of pupils identified previously by the Division SBFP Focals.
5. Kindly check Enclosure No. 1 for the guidance in the conduct of Height and Assessment and Enclosure No. 2 for the composition of Health and Nutrition Personnel/District Technical Working Group.
6. For information and compliance.

MA. LIZA R. TABILON, EdD., CESOV
Schools Division Superintendent
Office of the Schools Division Superintendent



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Enclosure No. 1: Guidance in the conduct of Height and Weight Assessment

1. The School Health and Nutrition Section personnel as Division TWG and the Secondary School nurses as District TWG will *randomly* visit schools both in the elementary and secondary during the schedule of the Height and Weight Assessment on **Aug. 29 to Sept 1, 2023**. The verification of actual measurement and checking of the data taken by the class advisers and clinic teachers will be done by the School Nutritional Status Coordinator, School SBFP Core Group and Health and Nutrition Section personnel.
2. The School NS Coordinator will be assisted by the Clinic teacher and SBFP School Focal Person together with the respective class advisers during the weighing of pupils and students. There will be a separate Focal person for SBFP and Nutritional Status Reporting especially in big schools.
3. The class adviser consolidates the data and submits the report to the Grade Leader/School NS coordinator for the final consolidation.
4. The NS Report shall be submitted five (5) days after the conduct of the Height and Weight assessment to the assigned District Nurse for verification and finally forwarded to the Division NS Focal Person.

Enclosure No. 2

Health and Nutrition Personnel/District Technical Working Group	
North District	Cielidel V. Timosa Clees Paul Z. Tabiliran
South District	Jo-Ann Borbon Geilou Yabres Sheila Quimpo
East District	Jan Rina N. Bitancor Chris Rey VIII A. Herrera Gina R. M. Ramos
West District	Emmanuel F. Bacaltos Julie Ann Myla P. Ricafort Jayrick C. Balagbagan

