



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



July 24, 2024

**DIVISION MEMORANDUM**

No. 283 s. 2024

**CONDUCT OF SIMULTANEOUS HEIGHT AND WEIGHT ASSESSMENT  
AND SUBMISSION OF NUTRITIONAL STATUS REPORT BASELINE FOR  
SY 2024-2025**

To: **Chief, Curriculum Implementation Division**  
**Chief, School Governance & Operations Division**  
**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 baseline data for submission of the Nutritional Status Report and the urgent need for the identification of beneficiaries for the School-Based Feeding Program for SY 2024-2025 implementation set by the Bureau of Learner Support Services-School Health Division (BLSS-SHD), all elementary and secondary schools will have a 2-day simultaneous height and weight assessment on **July 29-30, 2024**.
2. For big schools, the activity may last for 2-3 days.
3. Submission of school Nutritional Status Report will be on or before **Aug 4, 2024** for the elementary schools and on or before **August 15** for the secondary schools.
4. Kindly check Enclosure No. 1 for the guidelines in the conduct of Height and Weight Assessment and Enclosure No. 2 for the composition of Health and Nutrition Personnel/District Technical Working Group.
5. For information and compliance.

  
**MA. LIZA R. TABILON EdD., CESO V**  
*Schools Division Superintendent*



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

1. The School Health and Nutrition Unit (SGOD) personnel as Division TWG and the Secondary School nurses as District TWG will *randomly* visit schools both in the elementary and secondary during the scheduled date for the Height and Weight Assessment on **July 29-30, 2024**. The conduct, verification of actual measurement and checking of the data taken by the MAPEH teachers with the assistance of the class advisers 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 SBFP School Focal Person together with the respective class advisers during the weighing of pupils and students.
3. The class adviser submits the data 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, Mr. Emmanuel F. Bacaltos for the division consolidation.

**Enclosure No. 2**

<b>Health and Nutrition Personnel Div TWG/District Technical Working Group</b>	
<b>North District</b>	Cielidel V. Timosa Clees Paul Z. Tabiliran Jeffrey Bolingkit
<b>South District</b>	Jo-Ann Borbon Geilou Yabres Sheila Quimpo
<b>East District</b>	Jan Rina N. Bitancor Chris Rey VIII A. Herrera Gina R. M. Ramos



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<b>West District</b>	Emmanuel F. Bacaltos  Julie Ann Myla P. Ricafort  Jayrick C. Balagbagan
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