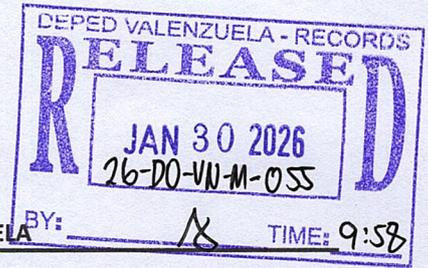




DepEd ICT Unit
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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division
 Superintendent**

January 27, 2026

To: All Public Elementary and Secondary Schools Heads

Dear Sirs/Mesdames:

This is in reference to the attached letter from Dr. Ayra Jhoanna G. Aguirre-Rubillos, Assistant OIC- Valenzuela City Epidemiology and Surveillance Unit, dated January 21, 2026, regarding the Guidelines for the Issuance of Certificates for School Clinicians Submitting Weekly Notifiable Diseases Report (WNDR), the content of which is self-explanatory.

Relative to this, SDO- Valenzuela City through the School Health and Nutrition Section of the School Governance and Operations Division is in full support for continued partnership in promoting a safe and healthy school environment in Valenzuela City.

For appropriate action.

Very truly yours,

NOEL D. BAGANO
 Schools Division Superintendent

Division Letter No. 026, s. 2025

SGOD/ROS



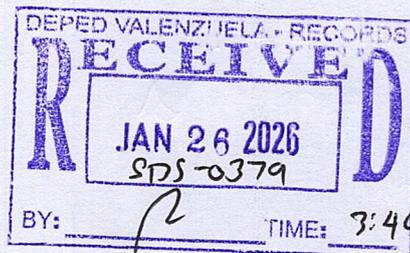
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January 21, 2026

DR. NOEL D. BAGANO
 Schools Division Superintendent
 Department of Education – Valenzuela City
 Marulas, Valenzuela City



Subject: Guidelines for the Issuance of Certificates for School Clinicians Submitting Weekly Notifiable Diseases Report (WNDR)

Dear Dr. Bagano:

Greetings!

The Valenzuela City Epidemiology and Surveillance Unit (CESU) expresses its appreciation to school clinicians for their efforts in report submission, going above and beyond their respective duties in schools, which significantly contributes to strengthened disease surveillance, data analysis and effective case management in the school setting.

Thus, in reference to the **SDO Valenzuela Division Letter (DL) No. 0972, s. 2025**, titled "*Implementation of Weekly Reporting of Notifiable Diseases by School Clinicians*," we respectfully submit the guidelines on the issuance of **Certificate of Appreciation and Certificate of Recognition** as a form of acknowledgment of school clinicians' dedication and commitment to the timely, accurate and consistent submission of disease surveillance reports.

We respectfully request your support in the adoption and dissemination of these guidelines to concerned school personnel. Thank you for your continued partnership in promoting a safe and healthy school environment in Valenzuela City.

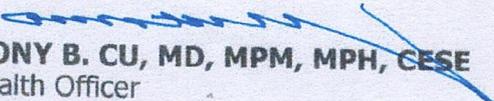
Respectfully yours,


AYRA JHOANA AGUIRRE-RUBILLOS, MD
 Asst. OIC, Valenzuela City

Noted by:


DONDY Z. MARASIGAN, MD
 OIC Head, Valenzuela CESU

Endorsed by:


ANTHONY B. CU, MD, MPM, MPH, CESE
 City Health Officer



VALENZUELA CITY EPIDEMIOLOGY AND SURVEILLANCE UNIT

Guidelines for the Weekly Notifiable Diseases Report (WNDR) Issuance of Certificates to School Clinicians in SDO Valenzuela City

I. Purpose

To establish clear, fair and standardized procedure for the issuance of **Certificates of Appreciation** and **Certificates of Recognition** to School Clinicians of the Schools Division Office of Valenzuela City based on Weekly Notifiable Diseases Reports (WNDR), in compliance with Republic Act No. 11332 (Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act).

I. Legal Basis

Republic Act (RA) 11332, the "Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act," applies to both public and private schools in the Philippines as key partners in disease surveillance. Under RA 11332, there are four primary legal obligations placed on educational institutions to prevent and control outbreaks, to wit:

1. **Mandatory Reporting:** Schools must accurately and immediately report any "notifiable diseases" or health events of public health concern to the health authorities (Department of Health, LGU City Health Office)
2. **Active Participation:** Schools are required to actively participate in official disease surveillance and response activities, provided they are capacitated to do so.
3. **Full Cooperation:** Educational entities must cooperate with health authorities during epidemiologic investigations, which include contact tracing, patient interviews and the review of medical records.
4. **Response Implementation:** Schools must follow and implement official response measures such as quarantine, isolation and other rapid containment protocols issued by the DOH.

II. Types of Certificates

A. Certificate of Appreciation

This certificate is issued **monthly and quarterly** to acknowledge consistent compliance and cooperation in reporting.

B. Certificate of Recognition

This certificate is issued **quarterly** to school clinicians who rank **Top 1 to Top 5** based on validated performance indicators.

III. Eligibility Criteria

A. Certificate of Appreciation

A school clinician must meet **ALL** of the following:

1. Submitted **all required WNDR** for the covered period
(4 morbidity weeks per month; 12 morbidity weeks per quarter)
2. Achieved at least **75% on-time submission**
(Reports submitted on **Mondays** at least 3 per month; at least 9 per quarter)
3. Reports are **complete** with no major missing data
4. Responded promptly to CESU data validation or clarification requests



VALENZUELA CITY EPIDEMIOLOGY AND SURVEILLANCE UNIT

B. Certificate of Recognition (Top 1 to 5)

To qualify for ranking, a school clinician must:

1. Have **100% report submission** for the evaluation period
2. Reports are **complete** with no major missing data
3. Responded promptly to CESU data validation or clarification requests
4. Timeliness will be scored as follows:

Classification	Definition	Multiplier
On-time Submission	No. of WNDR submitted on Mondays	8.33
Late submission	No. of WNDR submitted on Tues. to Fri. of same week	-2
Super late submission	No. of WNDR submitted on the following week	-3

$$\text{Total Score} = [8.33 (\text{No. of On-time submissions})] + [(-2)(\text{No. of Late Submissions})] + [(-3)(\text{No. of Super late submissions})]$$

Example: School Clinician A submitted total of **9 WNDR on Mondays**, **2 report submitted on Tuesday** and **1 report was submitted the following week**.

Score: $[8.33(9) + (-2)(2) + (-3)(1)] = 74.97 - 4 - 3 = 67.97$

5. Ranking Indicators:

Timeliness-	50%
Accuracy-	20%
Completeness-	10%
Responsiveness to CESU-	20%
TOTAL-	100%

Prepared by:

Ayra Jhoana G. Aguirre-Rubillos
AYRA JHOANA G. AGUIRRE- RUBILLOS, MD
 Assistant OIC, Valenzuela City Epidemiology and Surveillance Unit

Noted by:

Dondy Z. Marasigan
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 OIC, Valenzuela City Epidemiology and Surveillance Unit

Approved by:

Anthony B. Cu
ANTHONY B. CU, MD, MPM-HSD, MPH-EOH, CESE
 City Health Officer