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Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



REGIONAL MEMORANDUM

No. 266-2016

To : SCHOOLS DIVISION SUPERINTENDENTS  
All Divisions

From :   
**BEATRIZ G. TORNO, Ph.D., CESO IV**  
OIC-Regional Director

Subject : OPERATIONAL GUIDELINES ON THE USE AND MAINTENANCE OF THE  
MOBILE DENTAL VAN

Date : September 15, 2016

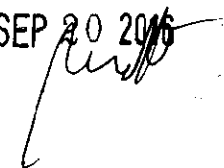
1. Attached is the Operational Guidelines on the Use and Maintenance of the Mobile Dental Van for information and guidance.
2. Immediate and wide dissemination of this Memorandum is desired.

Encl:

as stated

Reference:

DepEd Memorandum No. 141,s.2016

SEP 20 2016  


Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit

## OPERATIONAL GUIDELINES ON THE USE AND MAINTENANCE OF THE MOBILE DENTAL VAN



### I. Rationale:

Dental Health Program is one of the major programs of the Department of Education, Health and Nutrition that caters to the public school children and students in the region. The program envisioned quality oral health care to be more accessible to all by ensuring the availability of static and mobile dental health facilities as well as manpower and other resources to improve dental care.

As a parallel activity, the Department of Health, Central Office committed to provide Mobile Dental Van/Clinic including Dental Equipment as an initial response to have access to quality Dental Care and improve dental health care coverage in the region. Hence, as one of the partners of the Department of Health, the Department of Education, Cordillera Administrative Region received one Mobile Dental Van through the Bureau of Learner Support Services - Health and Nutrition Division of DepED, Central Office. The Mobile Dental Van is equipped with Dental Hand Instruments, Sterilizer and two (2) dental chairs to conduct dental services and a waiting area for promotion of Oral Health Education. The dental health services are to be given for free giving priority among school age children to improve the oral health of the learners for better education.

### II. Purpose of the Dental Mobile Van

The Dental Mobile Van was issued to the Regional Office to reach more school children with limited access to dental care and to provide basic oral health care among school-age children.

Per WHO, the Basic Oral Health Care refers to a package of essential services including oral disease prevention and oral health care. These may include availability of preventive, restorative and curative treatment to address oral care needs of the learners.

### III. Target Group:

Learners will be the priority. Teaching and non-teaching personnel may avail the services once the treatment/interventions of learners are done.

### IV. General Guidelines:

Responsibilities of the Regional Office as the over-all manager of the mobile dental van, the Regional Office shall:

1. ensure the availability of manpower such as dentists and other health personnel, driver and other operational expenses for the operation of the mobile dental van and dental equipment.
2. maximize the rational use of the dental mobile van as to its benefits to the target clientele.
3. supervise proper maintenance of the vehicle including all the dental equipment inside the dental mobile van.

4. use DepED Logo to the front and sides of the Dental Mobile Van to signify partnership between the DOH and the DepEd.
5. approve/transfer the vehicle/unit to the Schools Division Offices where it is needed.
6. designate a Focal Person to coordinate with the DOH, CO and DepED, CO for any concern arising from the operationalization of the dental mobile van.

B. Operation of the Dental Mobile Van

1. It shall be operated by a licensed driver who has undergone orientation conducted by the DOH, Central Office.
2. Daily vehicle maintenance
  - Check for the battery (should be fully charged), belt, light (Warning and information lamps) oil, fuel, air, sewage and water (water tank should be filled)
3. The following procedure shall be undertaken:
  - A. Starting Procedure
    - \* Turn key to On position and wait for 3-5 seconds before cranking the engine.
    - NOTE: 1. Depress Clutch pedal while cranking to prolong the life span of starter motor.
    - 2. When cranking takes too long and is unable to start the engine, switch of the key and let the engine rest for 1 minute before attempting to start the engine.
  - B. Warm-up Procedure
    - \* After starting the engine, DO NOT REV UP IMMEDIATELY.
    - \* Allow the engine to run in idle for about 3 or 5 minutes.
    - This is to safeguard the lubrication of the turbo charger.
  - C. Moving the Vehicle
    - \* Always move in the first gear to avoid abnormal wear on the gears.
    - NOTE: Regardless of vehicles/road condition, always move the vehicle using first gear.
  - D. Cool Down Procedure
    - \* Before stopping the engine completely, let the engine run at idle for 3 or 5 minutes in order to avoid thermal heat stress on the engine, turbo charger and other components.
    - This will also safeguard the lubrication.
  - E. Stopping Procedure
    - \* Turn the key to OFF position
    - \* Wait for the lamps to go out before removing the key
4. The Mobile Dental Van must always be parked in flat and safe location.

C. Dental Equipment Operation

1. It shall be operated by a licensed dentist (who has undergone orientation conducted by DOH Central Office)
2. The following Steps shall also be undertaken:
  - A. Step 1
    - Check the amount of clean water and sewage.
    - Do the adding of water or discharging work.
  - B. Step 2
    - Connect the Mains (home/external electricity). Plug the reel cable into the socket.
    - NOTE: Check that the mains can load 20 amperes of current.
    - Plug the cable from the control box into the cable reel
  - C. Step 3
    - Turn on the main switch for the whole vehicle and the turn on the power switch
  - D. Step 4
    - Turn on the inverter and at this moment 220 voltage power is supplied.
    - NOTE: Press ON for 3 seconds
  - E. Step 5
    - Turn on the 220 voltage power main switch
  - F. Step 6
    - You can turn on the sterilizer switch, air compressor switch, dental chair switch in the control box and 24 voltage water pump switch according to your need.
  - G. Step 7
    - Utilize needed equipment
3. Must be well maintained before, during and after use/treatment.

IV. Specific Guidelines:

1. The Mobile Dental Vehicle must be used in the implementation of Dental Health Program and other related activities.
2. The Education Support Services Division of the Regional Office, as the counterpart of the Bureau of Learner Support Services of DepED, Central Office shall designate a staff to oversee the utilization of the Mobile Dental Van according to its purpose.
3. The dentist and driver who will use the Dental mobile Van must undergo training and orientation provided by the Department of Health. The regional Office may coordinate with the DepED School Health Division, BLSS on the schedule of the Training and Orientation at the Dept. of Health, Central Office.
4. The Schools Division Offices must be allowed to use the Mobile Dental Vehicle whenever available and upon approval of their request from the Regional Office. There should be a recording scheme to monitor schedule of Mobile Dental Vehicle routing Schools Division Offices and to provide an equal opportunity of dental services among learners.
5. The consumables dental supplies/materials and other operating expenses are not included therefore, the Regional Office and or the Schools Division Office who will use the MDV shall shoulder the utility and operational expenses subject to accounting and auditing rules and regulations.
6. When it is used at the Division Office, expenses for the operation of the Dental mobile Van including dental materials, supplies and fuel expenses will be charged against Division Office funds and so with the regional office.
7. The maintenance cost and other expenses on the operation of the MDV must be included in the WFP of the Regional and Schools Division Offices to avoid delay on the use of the MDV.
8. The Dental Personnel can partner with other GOs and NGOs for provision of other resources like manpower and dental materials needed in the delivery of dental system regionwide.

V. Submission of Accomplishment Reports:

The schools division offices are required to submit accomplishment reports to the ESSD, Regional Office to be submitted at DepED, BLSS-Health Division on or before the closing of the school Year using the attached template.

Prepared by:



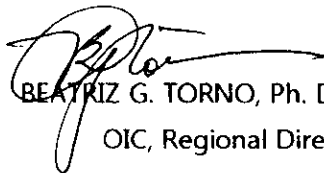
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Noted:



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APPROVED:



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