



Republic of the Philippines
Department of Education
 Region VI- Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

JUL 05 2024

DIVISION MEMORANDUM

No. 408, s. 2024

**PRESCRIBED ANNUAL PHYSICAL EXAMINATION
 OF DEPED EMPLOYEES F.Y. 2024**


To: Assistant Schools Division Superintendent
 Chief of Education Supervisors – CID & SGOD
 Public Schools District Supervisors
 Education Program Supervisors of CID and SGOD
 School Heads of Public Elementary and Secondary Schools
 All Others Concerned

1. Pursuant to DepEd Memorandum No. 22, s. 2015, titled "Annual Physical Examination of DepEd Employees," **all teaching, teaching-related, and non-teaching personnel must** undergo an Annual Physical Examination (APE) in compliance with Civil Service Commission Memorandum Circular No. 17, s. 1989.
2. In this regard, **all personnel are required** to present the following laboratory results during their scheduled check-ups with the DepEd medical officer:
 - a. **Complete Blood Count (CBC)** (valid within 6 months before the scheduled check-up)
 - b. **Urinalysis** (valid within 6 months before the scheduled check-up)
 - c. **Chest X-ray PA view result**, except for pregnant women (valid within 1 month of the check-up)
3. **Fasting blood sugar** (valid within 6 months) is required for personnel with the following cases:
 - a. previous high fasting blood sugar result.
 - b. known diabetic
 - c. with maintenance medication for blood sugar
 - d. with a history of positive glucose in the urinalysis result
4. For the scheduling of medical check-ups at the Division and Bato Central ES clinics, please refer to Enclosure 1. The hours for the check-ups are 8:00 to 11:00 a.m. with a cutoff time of 11:00 a.m., from 1:00 to 4:00 p.m. to guarantee that all patients are catered by 5:00 p.m. If time and transportation allow, Dr. Dominique Cheung might examine teachers physically once a year in schools.
5. **Personnel who will not comply with the Annual Physical Examination will not be issued any medical certificate for whatever purpose they need like, (Loan purposes, monetization, sports medical, etc.)**
6. In the absence of the DepEd medical officer, personnel can select any government or private physician to perform the annual physical examination and sign the CS Form 86 with remarks that they are fit to work. In case of check-ups to the City Health Office (CHO), a referral form must be secured first from the Division Clinic, and personnel must have their vital signs taken by the division nurses before going to the CHO. This arrangement is made to accommodate all DepEd-Sagay teaching and non-teaching personnel.
7. **After the physician signs the medical forms, schools through its School Heads, must collect and submit** it to the School Health and Nutrition Unit Office along with a transmittal form. This should be done once all school personnel have completed their medical examinations. The deadline for submission is one (1) week after the medical check-up schedule and must not be later than November 29, 2024.



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8. **Newly hired personnel from January 2024 are not required to undergo another medical check-up**, provided that it is clearly stated in the transmittal that they are newly hired.
9. Likewise, this is mandatory for all **Division non-teaching personnel and ALS teachers** and have their annual physical examinations every Friday at the Division Clinic, provided they comply with the check-up schedule and cut-off times on or before September 30, 2024. Dr. Dominique Cheung can accommodate a maximum of 30 patients at the clinic to ensure quality check-ups.
10. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
11. For guidance and compliance.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent 

Number of Pages including this Document: 5 pages

Enclosure: As stated

Reference: CSC MC No. 17, s. 1989

To be included in the Perpetual Index under the following subjects:

HEALTH

MEDICAL

PERSONNEL

AJAD/memo on Prescribed Annual Physical Examination of Deped Employees F.Y. 2024
July 4, 2024



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Enclosure 1

Schedule of Medical check-ups for the Annual Physical Examination		
DATE	DAY	SCHOOL
July 23 and 24, 2024	Tuesday, Wednesday	Jose B. Puey Sr. Elementary School
July 25, 2024	Thursday	Cesar Gamboa Elementary School Valeriana G. Añalucas Elem. School
July 30, 2024	Tuesday	Maria Lopez Elementary School
July 31, 2024 and August 1, 2024	Wednesday, Thursday	Old Sagay Elem. School
August 6, 2024	Tuesday	Colonia Divina IS- Elementary Colonia Divina IS- Secondary
August 13, 2024	Tuesday	Raynor Mesa Elementary School
August 14, 2024	Wednesday	Bato Central ES
August 15, 2024	Thursday	Macamilco ES Cpo. Himogaan ES
August 20, 2024	Tuesday	Lopez Jaena ES Gloria Poblador National High School
August 21, 2024	Wednesday	Maquiling ES - main Maquiling ES-Crossing Bago Extension
August 22, 2024	Thursday	Baviera ES Patricio M. Baviera National High School
August 27, 2024	Tuesday	Gen. Luna Elementary School Trinidad De Gonzaga National High School
August 28, 2024	Wednesday	Cpo. Santiago ES Sherman Hill IS
August 29, 2024	Thursday	Josebio Gonzaga Elem. School-Main
September 3, 2024	Tuesday	Elia T. Canoy-Esperancilla ES
September 4, 2024	Wednesday	Sir Arthur Cooper Elementary School
September 5, 2024	Thursday	Vito Elem. School
September 17, 2024	Tuesday	Sagay City Ecozone NHS Ricardo Gamboa Elementary School
September 18, 2024	Wednesday	Old Sagay National High School
September 19, 2024	Thursday	Plaridel Elem. School Bulanon Elem.School
September 24, 2024	Tuesday	Tuong Elementary School Raymundo Tupas Elem. School - Main and SESCO Extension
September 25, 2024	Wednesday	P.R. Katalbas I Elementary School B.V. Rodriguez Elementary School
September 26, 2024	Thursday	Talusan Elem. School
October 1, 2024	Tuesday	Sewahon National High School Rufino T. Halipa, Sr. ES
October 2, 2024	Wednesday	Gil Lopez Elementary School
October 3, 2024	Thursday	Hautea Elementary School Filomeno Pascual Elem. School



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October 8, 2024	Tuesday	Fabrica Elementary School Josebio Gonzaga ES - Extension
October 9 and 10, 2024	Wednesday, Thursday	Himogaan Baybay IS - Elem and Secondary
October 14 and 15, 2024	Monday and Tuesday	Bato National High School
October 16, 2024	Wednesday	Briones Salcedo ES P.R. Katalbas II Elementary School
October 17, 2024	Thursday	Serafin V. Aguilar IS -Elem and Secondary
October 22, 23 and 24, 2024	Tuesday, Wednesday, Thursday	Eusebio Lopez Memorial IS
October 29, 2024	Tuesday	Melchor D. Salcedo ES Cpo. Bago National High School -Main
October 30 and 31, 2024	Wednesday, Thursday	Bulanon Farm School
November 6 and 7, 2024	Wednesday, Thursday	Vito National High School & SHS
November 7, 11, 12, 13 and 14, 2024	Thursday and Monday to Thursday	Sagay National High School

DATE	DAY	SCHOOL	Venue
July 26, 2024	Friday	Pacol ES Manara ES Hamticon ES	Division Office
August 2, 2024	Friday	Molocaboc II Elem. School Matabas Elementary School Suyac Elementary School	Division Office
August 16, 2024	Friday	Alfredo E. Maraño Elem. School	Division Office
August 23, 2024	Friday	Onofre dela Paz Elem. School Bulanon Farm School- Onofre Extension	Division Office
August 30, 2024	Friday	B. Mahilum ES and High School Extension AEMSES (SOF)	Division Office
September 6, 2024	Friday	Molocaboc IS	Division Office
September 20, 2024	Friday	Sagay City Farm School Cpo. Bago National High School -Manara Extension	Division Office
September 27, 2024 and October 4, 2024	Friday	Sagay City Senior High School	Division Office
October 11, 2024	Friday	Uychiat ES Laon ES	Division Office

The schedule of check-ups is subject to change. Schools will be informed before any changes in the schedule.

SHD Form 4-A

HEALTH EXAMINATION RECORD

Name: _____ Division: _____ Department: _____
Date of Birth: _____ Type of Work: _____ Sex: _____ Civil Status: _____

1	Date:	Date:	Date:
	Height	Height	Height
	Weight	Weight	Weight
2	Temperature:		
3	Respiratory System:		
	Fluorography:		
	Sputum Analysis:		
4	Circulatory System:		
	Blood Pressure:		
	Pulse:		
	Sitting: Agility Test:	Sitting: Agility Test:	Sitting: Agility Test:
5	Digestive System:		
6	Genito-Urinary:		
	Urinalysis, etc.		
7	Skin:		
8	Locomotor System:		
9	Nervous System:		
10	Eyes: Conjunctivities, etc.:		
	Color Perception:		
11	Vision:		
	With glasses: Far: Near:	With glasses: Far: Near:	With glasses: Far: Near:
	Without glasses: Far: Near:	Without glasses: Far: Near:	Without glasses: Far: Near:
12	Nose:		
13	Ear:		
14	Hearing:		
	Right: Left:	Right: Left:	Right: Left:
15	Throat:		
16	Teeth and Gums:		
17	Immunization:		
18	Remarks		
19	Recommendation		
20	Employee's Signature:		
	Employee's Name (Print):		
21	Physician's Signature:		
	Physician's Name (Print):		