



Republic of the Philippines  
**Department of Education**  
 Region XVIII- Negros Island Region  
**SCHOOLS DIVISION OF SAGAY CITY**

**DIVISION MEMORANDUM**

May 13, 2025

No. 303, s. 2025

**PRESCRIBED ANNUAL PHYSICAL EXAMINATION OF DEPED  
 EMPLOYEES F.Y. 2025**

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

1. In line with **DepEd Memorandum No. 22, s. 2015**, titled “*Annual Physical Examination of DepEd Employees*,” and in support of the Department’s commitment to promote the well-being and preparedness of personnel, all teaching, teaching-related, and non-teaching personnel must undergo the **Annual Physical Examination (APE)** in compliance with **Civil Service Commission Memorandum Circular No. 17, s. 1989**.
2. In this regard, all personnel must present the following **laboratory results** during their scheduled medical check-up:
  - a. **Complete Blood Count (CBC)** – taken within six (6) months before the scheduled check-up
  - b. **Urinalysis** – taken within six (6) months before the scheduled check-up
  - c. **Chest X-ray (PA view)** – taken within one (1) month before the check-up (except for pregnant women)
3. The medical and dental check-ups will be conducted at the **Division Clinic from 9:00 AM to 11:00 AM and 1:00 PM to 3:00 PM**. Please refer to Enclosure 1 of this memorandum for the complete check-up schedule.
4. The Annual Physical Examination (APE) for **teachers will begin in July 2025**, following the scheduled dates per school. However, **those who wish to undergo their APE earlier may visit the Division Clinic as early as May 2025, until June 6, 2025**.
5. **All Division Office personnel** are required to complete their Annual Physical Examination (APE) by **May 30, 2025**.
6. Personnel who are unavailable on their scheduled date due to class responsibilities or other valid reasons may undergo medical check-up at any **private or government health facility**.
7. The prescribed **Medical Forms** may be downloaded through the following link or QR code:
 

<https://tinyurl.com/2tz3sv67>


8. Schools must submit the transmittal, along with the signed medical forms, on or before **August 29, 2025**. Please indicate in the transmittal the names of those who are **pregnant, newly hired personnel**, and individuals who have **not yet submitted** their medical forms.



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9. Newly hired personnel from January 2025 onwards are exempt from undergoing another medical check-up, provided they are identified as newly hired in the transmittal.
  
10. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion, or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
  
11. Immediate dissemination and compliance of this memorandum is desired.

**DANNIE CLARK M. UGUIL**  
OIC- Schools Division Superintendent



Enclosure : As stated  
Reference : DepEd Memorandum No. 22, s. 2015  
Allotment : N/A  
No. of Pages : 4 pages  
To be indicate in the **Perpetual Index** under the following subjects:

**MEDICAL CHECK-UP**

**EMPLOYEES**

**HEALTH**

FN: AJAD/SGOD



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Enclosure 1

**Schedule of Medical and Dental Check-up**

**Venue:** Division Clinic

**Time:** 9am-11am and 1pm to 3pm

Date	School
July 1, 2025	P.R. Katalbas II Elementary School
	P.R. Katalbas I Elementary School
	Macamilco Elem. School
	Onofre dela Paz Elem. School
	Pacol ES
	Serafin V. Aguilar IS - Elem
	Serafin V. Aguilar IS - Sec
	Josebio Gonzaga ES - Extension
	Sagay City Eco-zone Farm School
	Baviera ES
	Tuong Elementary School
	July 2, 2025
Cpo. Bago National HS	
Cpo. Bago NHS-Manara Extension	
Patricio Baviera National High School	
Uychiat Elem. School	
Sawahon National High School	
R.T. Halipa Elem. School	
Sherman Hill Int Sch. - Elem. & Sec.	
Valeriana G. Añalucas Elem. School	
Campo Santiago Elem. School	
Jesus Lizares NHS	
July 3, 2025	
	Molocaboc Integrated School - Sec
	B. Mahilum ES
	B. Mahilum - HS Extension
	Bulanon NHS-Onofre Extension
	Laon Elementary School
	Romeo V. Agustin Elem. School
	Sir Arthur Cooper Elementary School
	Manara Elementary School
	July 4, 2025
Melchor Salcedo Elem. School	
Matabas Elementary School	
Molocaboc II Elem. School	
Cpo. Himogaan Elem. School	
Hautea Elementary School	
Filomeno Pascual Elem. School	
AEMSES (SOF)	

Date	School
July 7, 2025	Maquiling Elem. School - Ext.
	Maquiling Elem. School
	Bato National High School-Main
	Bato NHS - SHS
July 8, 2025	Old Sagay Elem. School
	B.V. Rodriguez Elementary School
July 9, 2025	Colonia Divina IS - Elem.
	Colonia Divina IS - Sec & SHS
	Cesar Gamboa Elementary School
	Bato Central Elem. School
	Briones-Salcedo Elem. School
July 10, 2025	Himogaan Baybay IS - Elem
	Himogaan Baybay IS - JHS
	Himoga-an Baybay IS - SHS
	Sagay City Farm School
	Alfredo E. Marañon Elem. School
July 11, 2025	Eusebio Lopez Memorial IS - Sec
	Eusebio Lopez Memorial IS - Elem
	Eusebio Lopez Memorial IS- SHS
July 14, 2025	Gen. Luna Elementary School
	Trinidad De Gonzaga National High School
	Ricardo Gamboa Elementary School
	Sagay City Ecozone Farm School
	Vito Elem. School
July 15, 2025	Jose B. Puey Sr. Elementary School
	Raymundo Tupas SESCO Extn.
July 16, 2025	Bulanon Farm School
	Josebio Gonzaga Elem. School-Main
	Fabrica Elementary School
	ALS
July 17, 2025	Gil Lopez Elementary School
	Maria Lopez Elementary School





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Date	School
July 18, 2025	Bulanon Elem.School
	Talusan Elem. School
	Old Sagay National High School
July 21, 2025	Sagay City Senior High School
	Vito National High School & SHS
July 22, 2025	Lopez Jaena Elem. School
	Raymundo Tupas Elem. Sch.
	Ella T. Canoy-Esperancilla ES
	Plaridel Elem. School
July 23, 2025	SNHS
July 24, 2025	SNHS