



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

May 22, 2023

DIVISION MEMORANDUM
SGOD- 2023 - 444

ANNUAL PHYSICAL EXAMINATION OF DEPED EMPLOYEES

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
District Coordinating Principals
Public Elementary and Secondary School Administrators
All Others Concerned

1. Department of Education upholds the principle of promoting the welfare, safety and security of learners and personnel at all times. All DepEd personnel are encouraged to take care of their health as it is the most important thing that can be done for one's self and family.
2. Pursuant to the DepEd Memo 22, S. 2015 entitled Annual Physical Examination of DepEd Employees (Teaching and Non-Teaching Personnel) and as per RA 11223 or the Universal Health Care Act and its Implementing Rules and Regulation, and in compliance to the Civil Service Commission Memorandum Circular No. 17, s. 1989, all teaching and non-teaching personnel are required to undergo Annual Physical Examination.
3. The following diagnostic tests shall be **required to all personnel**:
 - a. Complete Blood Count
 - b. Urinalysis
 - c. Chest X-ray PA (except pregnant women)
 - d. Sputum analysis (pregnant women)
4. For personnel that is **35 years old and older** the following additional laboratories are **required**.
 - a. Lipid profile



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- b. Fasting blood sugar
- c. Serum Uric Acid
- d. Creatinine
- e. SGPT

5. The following tests are **optional**.

Test	Personnel
Glycosylated hemoglobin (HbA1c)	Long term Diabetes Mellitus
12L Electrocardiogram (ECG)	Long term Hypertension
Papanicolaou smear (Pap Smear)	Women >21 years old – once in three years Women >40 years old – once a year
Prostate Specific Antigen (PSA)	Men >50 years old

- 6. All personnel who have undergone their laboratory/medical examination six (6) months before the deadline will still undergo the annual physical examination.
- 7. Teachers' Annual Health Examination Form 86 may be filled out by the DepEd Medical Officer or any government-licensed physician.
- 8. Oral Examination shall be conducted by the Division Dentist. Oral health services must be done following the protocols stated under DOH Memorandum No. 2020-0327 or the Interim Guidelines on the Management of Patients and Delivery of Oral Health Services During the COVID-19 Pandemic.
- 9. Strict compliance to DepEd Order No. 14 S. 2020, "Guidelines on the Required Health Standards in Basic Education Offices and Schools" is a must during the conduct of physical examination.



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10. Employees are entitled to a one (1) day Official Time as approved by the School Head/PSDS.

11. A separate Memorandum will be forwarded for the schedule of the Medical and Dental Examination which will be conducted in the respective District School Medical and Dental Clinics on July to August, 2023.

12. Form 86 and its attachment (Laboratory results) will be submitted to the District Office for compilation, to be submitted to the Division Office on or before June 30, 2023.

13. Immediate and wide dissemination of this Memorandum is earnestly desired.

CRISTY C. EPE
Schools Division Superintendent



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