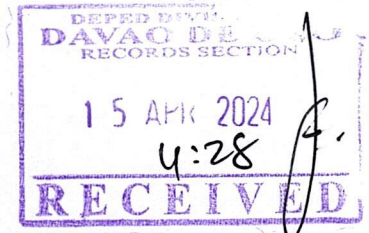




2024-04-17-0274



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

**Office of the Schools Division  
Superintendent**

April 15, 2024

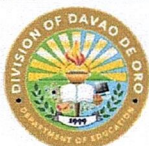
**Division Memorandum**

SGOD - No. 300, s. 2024

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

Subject: **ANNUAL PHYSICAL EXAMINATION OF DEPED EMPLOYEES**

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 **30 years old and older** the following additional laboratories are **required**.
  - a. Lipid profile



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)  
Email Address: davaodeoro@deped.gov.ph  
Website: www.depeddavaodeoro.ph

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Effectivity	09.12.22	Page	1 of 3



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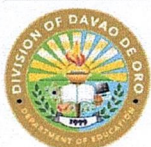
**Office of the Schools Division  
Superintendent**

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

5. The following tests are **encouraged** to identified personnel.

<b>Test</b>	<b>Personnel</b>
Glycosylated hemoglobin (HbA1c)	Diagnosed case of Diabetes Mellitus
12L Electrocardiogram (ECG)	Diagnosed case of 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 three (3) 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 is encouraged to all personnel. It may be conducted by any private or government dentist or by the Division Dentist during the scheduled physical exam.
- 9. Employees are entitled to a one (1) day Official Time as approved by the School Head/PSDS.
- 10. 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 2024**.



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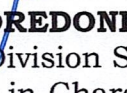

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**Office of the Schools Division  
Superintendent**

11. Form 86 and its attachment (Laboratory results) will be submitted to the District Office for compilation **on or before May 31, 2024.**
12. Immediate and wide dissemination of this Memorandum is earnestly desired.

By the authority of the  
Schools Division Superintendent:

  
**EMMA A. CAMPOREDONDO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge 



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Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	3 of 3