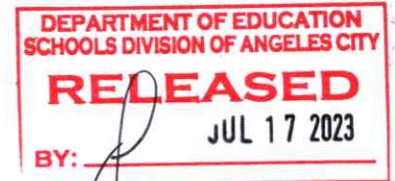




Republic of the Philippines  
Department of Education



July 14, 2023

**DIVISION MEMORANDUM**  
**No. 256, S. 2023**

**ANNUAL PHYSICAL EXAMINATION OF TEACHING AND NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Unit Heads  
Heads of Public Elementary and Secondary Schools

1. Civil Service Commission Memorandum Circular No. 17, s. 1989 on "Physical and Mental Fitness for Continued Employment in the Public Service" provides that the Commission shall maintain a healthy government workforce that can adequately meet the demands of the service.

2. Moreover, pursuant to DECS Memorandum No. 184, S. 1993, and DECS Memorandum No. 500, S. 1997 and Regional Memorandum No. 58, S. 2003 regarding the Teacher's Health Welfare Enhancement Program, and as a manifestation of concern by this Division for the health status of its employees, all teaching and non-teaching personnel are required to undergo an annual physical examination to ensure that they are physically fit to perform their assigned roles and functions.

3. Listed below are the different diagnostic examinations required by the department, **except for pregnant women in their first and second trimesters of pregnancy**, who are advised to undergo **SPUTUM MICROSCOPY. FASTING: Last meal is 10-12 hours before the procedure.**

- a) ECG
  - b) Fasting Blood Sugar (FBS)
  - c) Lipid Profile (Total Cholesterol, HDL, LDL and Triglycerides)
  - d) Blood Uric Acid (BUA)
  - e) CBC
  - f) Urinalysis
  - g) Creatinine
  - h) SGPT
- Chest X-ray (10x12)

4. Employees may avail themselves of the required laboratory examination for **P500.00** through on-site mobile services by St. Zacharia Clinical Laboratory at **Angeles Elementary School**, Personal Health Insurance, or the laboratory of their choice.

5. All results of the laboratory examination should be submitted to the School Health and Nutrition Unit of this division on or before **August 18, 2023**.



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6. Rest assured that the results will be attached to CS Forms 86 for filing, evaluation, and intervention purposes only, are always protected, and are not exposed to risks and vulnerabilities like unauthorized access, processing, sharing, and disclosure as per the Data Privacy Act of 2012.
7. Enclosed is a list of schedules for the on-site mobile services by St. Zacharia Clinical Laboratory for reference and guidance.
8. Wide dissemination and compliance to this Memorandum is desired,

A handwritten signature in black ink, appearing to read "R. Pozon".

**RONALDO A. POZON PhD, CESO V** *nr*  
Schools Division Superintendent

Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

HEALTH EDUCATION                      PROGRAMS  
SCHOOLS

SGOD/SHNU-NURSE VEE-MO/July 14, 2023



Republic of the Philippines  
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**ENCLOSURE 1:** A list of schedules for the on-site mobile services by St. Zacharia Clinical Laboratory:

**DATE: July 31, 2023, and August 1, 2023**

**Day 1-2**

**VENUE: Angeles Elementary School**

**SCHOOLS:**

Division Office Personnel

EAST DISTRICT SCHOOLS INCLUDING HIGH SCHOOLS and INTEGRATED SCHOOLS)

FGNMHS (JHS, SHS)

ANGELES CITY SENIOR HIGH SCHOOL

BVRHS (JHS, SHS)

DCNDSMHS

**DATE: August 2 and 3, 2023**

**Day 3-4**

**VENUE: Angeles Elementary School**

NORTH DISTRICT SCHOOLS INCLUDING HIGH SCHOOLS and INTEGRATED SCHOOLS)

SOUTH DISTRICT SCHOOLS INCLUDING HIGH SCHOOLS and INTEGRATED SCHOOLS)

CMRICTHS

RLLMHS (JHS, SHS) ANNEX AND MAIN

ACSciHS (JHS, SHS)

**DATE: August 4, 2023**

**Day 5**

**VENUE: Angeles Elementary School**

**SCHOOLS:**

WEST DISTRICT SCHOOLS INCLUDING HIGH SCHOOLS and INTEGRATED SCHOOLS)

ACNHS (JHS, SHS)

ACNTS (JHS, SHS)