



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

October 21, 2020

DIVISION MEMORANDUM

No. **196**, s. 2020

To: Assistant School Division Superintendent
Division Chiefs
Education Program Supervisors
Unit Heads
Teaching and Non-Teaching Personnel
All Others concerned

**ANNUAL PHYSICAL EXAMINATION OF TEACHING PERSONNEL IN THE
DIVISION AND THE GRANT OF FIVE HUNDRED PESOS FINANCIAL
ASSISTANCE TO PUBLIC SCHOOL TEACHERS FOR PAYMENT OF MEDICAL
EXAMINATION EXPENSES**

1. Pursuant to Civil Service Commission Memorandum Circular No. 17, s. 1989 and DepEd Order no.14, s.2020 entitled Guidelines on the Required Health Standards in Basic Education Offices and Schools, this office shall ensure that all teaching personnel shall undergo annual physical examination with the provisions of RA 11223 or the Universal Health Care Act and its Implementing Rules and Regulations. The conduct of the physical examination shall be in accordance with precautionary and protective measures in light of the COVID-19 health emergency.
2. The annual medical and dental examination shall be conducted to ensure that all employees are fit to perform their assigned duties and functions to render efficient and quality public service to all its clientele.
3. In connection with this, the Department of Education grants a Five Hundred Pesos (Php 500.00) Financial Assistance each to Public School Teachers for Payment of Medical Examination Expenses as being stipulated in DepEd Order No.028 s.2020. The said assistance aims to augment the budget of Public School Teachers for the medical expenses they may incur for the year 2020. The financial assistance also forms part of the effort of this Institution to promote and protect the health, safety, and well-being of all Public teachers in the midst of COVID-19 Pandemic.





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4. Public School Teachers as defined in RA 4670, otherwise known as Magna Carta for Public School Teachers refer to all persons engaged in classroom teaching in any level of instruction on full- time basis, including guidance counselors, school librarians, industrial arts or vocational instructors and all other persons performing supervisory and/or administrative functions in all schools, colleges and universities operated by the government or its political subdivisions, but this shall not include school nurses, school physicians, school dentist, and other school employees.
5. On the other hand, Public School Teachers who fall under the following circumstances are not entitled to the financial assistance for medical examination expenses:
 - A. Those who will be hired after November 30,2020;
 - B. Those who were on absence without leave (AWOL) as of November 30,2020;
 - C. Those who were no longer in service as of November 30,2020; and
 - D. Those who were found guilty of any offence in connection with their work and meted the penalty in the previous year.
6. Listed below are the different diagnostic examinations required by the Department:
 - a.Complete Blood Count
 - b.Complete Blood Chemistry including Fasting Blood Sugar, Liver Enzyme Test(SGPT and SGOT) and Kidney Profile (Creatinine and BUN), Blood Uric Acid, Lipid Profile (LDL, HDL, Total Cholesterol and Triglycerides)
 - c.Urinalysis
 - d.Chest X-ray (PA view) with official reading with the exclusion of pregnant employees.
 - e.12 Lead ECG with official reading for 40 years old and above and with known chronic non-infectious disease like Hypertension, Asthma, Diabetes, Thyroid Diseases and other Cardiovascular diseases.
7. All employees are required to have no food and liquid intake for 10 to 12 hours prior to blood extraction.
8. Teaching Personnel are advised to undergo laboratory examination with any Health Provider/ Diagnostic Center of their choice provided to strictly follow the required health standards and protocols under Community Quarantine.
9. Submission of laboratory results at the Human Resource Unit is on or before November 30,2020 for filling purposes. Online medical and dental consultation is highly recommended in accordance with the New Normal Setting in Public and Private

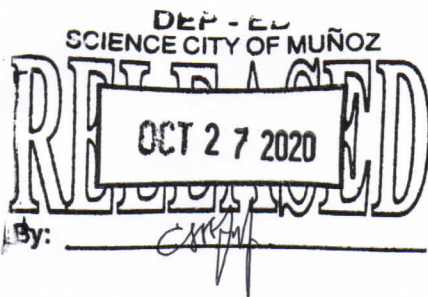





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Institutions alike. For queries, you may contact Marianne C. Coronel, MD, Medical Officer III via cellphone number 09285040801.

10. Immediate dissemination and compliance of this memorandum is earnestly desired.




DANTE G. PARUNGAO, CESO VI
OIC- Schools Division Superintendent

