



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

October 30, 2020

**DIVISION MEMORANDUM**

No. 199, s. 2020

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

**ANNUAL PHYSICAL EXAMINATION OF NON-TEACHING PERSONNEL IN THE DIVISION**

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 non-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 and to promote the health, safety and well-being of all in the midst of COVID-19 Pandemic.
3. 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.



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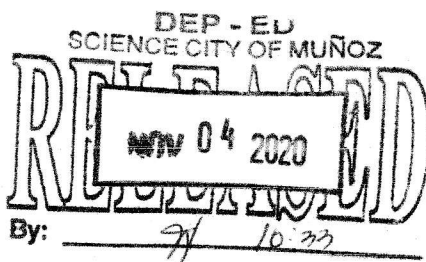


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- e.12 Lead ECG with official reading for 40 years old and above and with known chronic non-infectious disease like Hypertension, Asthma, Diabetes, Thyroid Diseases and other Cardiovascular diseases.
- All employees are required to have no food and liquid intake for 10 to 12 hours prior to blood extraction.
  - Non-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.
  - Submission of laboratory results at the Human Resource Unit is on or before December 15, 2020 for filing purposes. Online medical and dental consultation is highly recommended in accordance with the New Normal Setting in Public and Private Institutions alike. For queries, you may contact Marianne C. Coronel, MD, Medical Officer III via cellphone number 09285040801.
  - Immediate dissemination and compliance of this memorandum is earnestly desired.



*[Signature]*  
**DANTE G. PARUNGAO, CESO VI**  
OIC- Schools Division Superintendent

SGOD/SHNS/MCC



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