



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

August 22, 2023

SCHOOLS DIVISION MEMORANDUM

No. 320, s. 2023

**SCHOOLS DIVISION ANNUAL PHYSICAL EXAMINATIONS OF DEPED
PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Heads
All Others Concerned

1. Pursuant to Civil Service Commission Memorandum Circular No.17, s.1989 titled *Physical and Mental Fitness for Continued Employment in the Public Service*, the Schools Division Office of Science City of Munoz will conduct annual medical examinations of SDO and School Personnel on August 23-25, 2023 from 5:00 a.m to 12:00 n.n at Munoz Central School and Munoz National High School-Main (JHS) respectively.
2. This activity aims to ensure that all DepEd Personnel are physically and mentally fit to efficiently perform their assigned tasks and functions and give quality service to all stakeholders and clientele.
3. The diagnostic examinations required by the agency include Complete Blood Count, Blood Chemistry including Fasting Blood Sugar, Lipid Profile, Liver Enzyme Test (SGPT, SGOT), Kidney Profile (Creatinine and BUN), Urinalysis, Chest Radiology with the exclusion of pregnant employees and 12 Lead ECG for 40 years old and above and with known comorbidities.
4. All concerned personnel are required to have no food and liquid intake for 8 to 10 hours prior to blood extraction and should take a light meal or snack before fasting. Fasting time of more than 10 hours will have erroneous and inaccurate laboratory findings. All are advised to avoid alcohol intake and must be well- rested a day before the scheduled blood extraction. Wearing of white plain cotton T-shirt on both male and female employees and non-wire brassiere for female employees is a must to avoid inaccurate chest x-ray results, and preferably no wearing of gold or metal jewelries during ECG taking. Food or snacks may be consumed only after the blood extraction.
5. The School Health and Nutrition (SHN) Unit shall provide medical consultation, health analyses, treatment, prescriptions and referrals to all personnel in the agency once the official laboratory results are available.

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Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
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6. All DepEd personnel are required to submit pertinent laboratory findings including the analysis of the SHN to Personnel Section for advisory, guidance and reference purposes.
7. Enclosed is the schedule of annual medical examinations.
8. For queries, you may contact MARIANNE C. CORONEL, MD, Medical Officer III at 09285040801 or via DepEd email at marianne.coronel@deped.gov.ph.
9. Immediate and wide dissemination of this Memorandum is earnestly desired.


JOHANNA N. GERVACIO, PhD, CESO V
Schools Division Superintendent



MCC/ schools division annual physical examination of deped personnel
008/ August 17, 2023



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