



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

July 4, 2023

**DIVISIONAL MEMORANDUM**

No. 194, s. 2023

**ANNUAL PHYSICAL EXAMINATION OF DEPED EMPLOYEES  
(TEACHING AND NONTEACHING PERSONNEL)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD and CID)  
Public Elementary and Secondary School Heads  
All Others Concerned  
This Division

1. In compliance with the Civil Service Commission (CSC) Memorandum Circular No. 17, s. 1989, re: Annual Physical Examination of DepEd Employees and Department of Education (DepEd) Order No. 22, s. 2015, re: Physical and Mental Fitness for Continued Employment in the Public Service, this Office enjoins all teaching and non-teaching personnel to undergo the annual physical examination including dental examination for Calendar Year 2023.
2. All DepEd employees shall undergo chest X-ray (*validity is within 12 months before the respective examination date*) except for pregnant women and urinalysis (*with validity within the week prior to the date of schedule which is from July 17 to September 14, 2023*) in any public or private healthcare facility. All concerned are advised to bring school/employee ID to avail of discounts in some facilities.
3. For awareness on Cervical and Breast Cancer and Prostate Cancer, female employees who are 35 years old and above are encouraged to have pap smear with their OB-Gyne, while employed women of all ages are advised to do self-breast examination daily. Please refer to youtube or google for reference. Any suspicious palpable mass of any size should be further examined by a physician. Male employees who are 40 years old and above are also advised to have a Digital Rectam Exam (DRE) by a physician/urologist. Prostatic Specific Antigen (PSA) Test is also highly advised.
4. All laboratory results, filled out Health Examination Form 86, and Summary List of Personnel Information Form (see attached enclosures A and B) shall be submitted to the Division Office per school, Attention: Lourben Mae O. Lumasag, Division Nurse for profiling. For the schedule on Annual Physical examination, see attached enclosure C. Moreover, employees with pre existing medical conditions are advised for further medical and/or laboratory work-up.
5. All employees are directed to strictly adhere to COVID-19 health and safety protocols at all times to reduce the risk of exposure and transmission of COVID-19.



Address: IBJT Compound, Carangan, Ozamiz City  
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Telefax: (088) 545-09-90  
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6. Queries on this matter, can be channeled to Dr. Alice Fe C. Paderanga, Medical Officer III at 0917-722-2026 or 0918-933-5034.
7. Immediate dissemination of this Memorandum to all concerned is desired.

**NIMFA R. LAGO, PhD, CESO VI** ✓  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

Enclosure: As stated

Reference: DepEd Order No. 22, s. 2015, re: Annual Physical Examination of DepEd Employees  
CSC Memorandum Circular No. 17, s. 1989, re: Physicam and Mental Fitness for Continued Employment in the Public Service

To be indicated in the Perpetual Index  
under the following subjects:

**EMPLOYEES                      HEALTH AND NUTRITION                      PROGRAMS                      SCHOOLS                      TEACHERS**

ACP/DM

\_\_\_\_\_/July 4, 2023 Annual Physical Examination of DepEd Employees (All Teaching and Nonteaching Personnel)



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Enclosure A of Division Memorandum No. \_\_\_\_\_, s. 2023

**GENERAL FORM 86**

**HEALTH EXAMINATION RECORD**

NAME: \_\_\_\_\_ Department: \_\_\_\_\_  
 Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Civil Status: \_\_\_\_\_ Sex: \_\_\_\_\_ Type of Work: \_\_\_\_\_  
 School: \_\_\_\_\_ District: \_\_\_\_\_ Contact#: \_\_\_\_\_  
 PHILHEALTH# \_\_\_\_\_ Date: \_\_\_\_\_

- HPN ( ) 1. Age: \_\_\_\_\_ Height: \_\_\_\_\_ cm. Weight : \_\_\_\_\_ kg. BMI: \_\_\_\_\_
- 2. Temperature : \_\_\_\_\_ Pulse: \_\_\_\_\_ bpm Respiratory Rate: \_\_\_\_\_
- DM ( ) 3. Respiratory System: \_\_\_\_\_ O2 Saturation: \_\_\_\_\_
- 4. Chest X - Ray : \_\_\_\_\_ Date taken: \_\_\_\_\_
- CA ( ) 5. Sputum : \_\_\_\_\_
- 6. Circulatory System: \_\_\_\_\_
- Asthma( ) 7. Blood Pressure : \_\_\_\_\_ Systole : \_\_\_\_\_ Diastole : \_\_\_\_\_
- 8. Drug Test : \_\_\_\_\_ Date Examined: \_\_\_\_\_
- Allergy ( ) 9. Blood Analysis : \_\_\_\_\_ Date taken: \_\_\_\_\_
- 10. Digestive System : \_\_\_\_\_
- 11. Genital Urinary : \_\_\_\_\_
- 12. Urinalysis : \_\_\_\_\_ Date Examined: \_\_\_\_\_
- 13. Skin : \_\_\_\_\_
- 14. Locomotor: \_\_\_\_\_
- 15. Nervous System : \_\_\_\_\_
- 16. Eyes conjunctiva : \_\_\_\_\_
- 17. Color perception : \_\_\_\_\_
- 18. Vision : Without eyeglasses : \_\_\_\_\_ With eyeglasses: \_\_\_\_\_
- 19. Ears : \_\_\_\_\_
- 20. Hearing : \_\_\_\_\_ Right ear: \_\_\_\_\_ Left ear: \_\_\_\_\_
- 21. Nose : \_\_\_\_\_
- 22. Throat : \_\_\_\_\_
- 23. Teeth and Gums : \_\_\_\_\_
- 24. Immunization : \_\_\_\_\_
- 25. Blood Type : “ \_\_\_\_\_ ”
- 26. Neuropsychiatric Examination : \_\_\_\_\_

Date examined: \_\_\_\_\_

REMARKS : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

RECOMMENDATION : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Employee)

\_\_\_\_\_  
 Government Physician



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Enclosure B of Divisional Memorandum No. \_\_\_\_\_, s. 2023

**SUMMARY LIST OF PERSONNEL INFORMATION FORM**

Name of School: \_\_\_\_\_ District: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_  
 Documents Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Total Number of Teaching & Nonteaching Personnel: \_\_\_\_\_

Name of Teachers	Grade Level	Age	Birthdate (mm/dd/yyyy)	Weight (kg)	Blood Pressure (if applicable)	Blood Type	Contact details (mobile#/Fb/email address)

Prepared by: \_\_\_\_\_  
 School Clinic In-charge

Noted: \_\_\_\_\_  
 School Head



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**SUMMARY LIST OF PERSONNEL INFORMATION FORM**

Name of School: \_\_\_\_\_ District: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_  
Documents Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Total Number of Teaching & Nonteaching Personnel: \_\_\_\_\_

Name of Teachers	Grade Level	Age	Birthdate (mm/dd/yyyy)	Weight (kg)	Blood Pressure (if applicable)	Blood Type	Contact details (mobile#/Fb/email address)

Prepared by:  
\_\_\_\_\_  
School Clinic In-charge

Noted:  
\_\_\_\_\_  
School Head



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Enclosure C of Divisional Memorandum No. \_\_\_\_\_, s. 2023

**SCHEDULE ON ANNUAL EXAMINATION**

Date	NAME OF SCHOOLS	
	Morning	Afternoon
July 17, 2023	Andrea D. Costonera ES	Capucao C ES, Capucao ES
July 18, 2023	Sancho V. Capa ES	Hilarion J. Ramiro, Jr ES
July 19, 2023	Felipe Carreon CS (Kinder – Grade 2)	Felipe Carreon CS (Grade 3-6)
July 20, 2023	Tabid NHS (Grade 7-8)	Tabid NHS (Grade 9-12)
July 21, 2023	Ozamiz City CS ( Kinder- Grade 2)	
July 24, 2023	Ozamiz City CS (Gr 3- Gr 4)	
July 25, 2023	Ozamiz City CS (Gr 5- Gr 6)	
July 26, 2023	Catadman ES	
July 27, 2023	Misamis Annex IS ( <i>Secondary</i> )	Misamis Annex IS ( <i>Elementary</i> )
July 28, 2023	Sta Cruz ES, Bacolod ES	Labinay ES, Dalapang ES, Tipan ES
July 31, 2023	Baybay CS	
August 1, 2023	Maningcol CS	
August 2, 2023	Doña Consuelo ES	Labinay NHS, Guingona ES
August 3, 2023	Gregorio A. Saquin ES	Cruz Lanzado Saligan IS, Balintawak ES
August 4, 2023	San Antonio ES	San Antonio NHS
August 7, 2023	Gango ES	Narciso B. Ledesma CS
August 8, 2023	Embargo ES, Mintalar ES	Faustino C. Decena ES
August 9, 2023	Domingo A. Barloa ES	Sangay ES, Diego Tuastumban ES, Gotocan ES
August 10, 2023	Guimad ES, Roman E. Mabanag ES	Juan Acapulco ES, Sinusa IS
August 11, 2023	Labo NHS (Gr 7- Gr 8)	Labo NHS (Gr 9- Gr 10)
August 14, 2023	Labo NHS (Gr 11 – Gr 12)	Labo CS
August 24, 2023	Pulot ES	Pershing Tan Queto ES, Antero Hinagdanan ES, Jacinto Nemeño IS
August 25, 2023	Pulot NHS (Gr 7-Gr 9)	Pulot NHS (Gr 10-Gr 12)
August 29, 2023	Jose Lim Ho NHS (Grade 7- Gr 8)	Jose Lim Ho NHS (Grade 9- Gr10)
August 30, 2023	Jose Lim Ho NHS (Grade 11- Gr12)	Bongbong ES, Dimaluna IS
August 31, 2023	Maximino S. Laurete, Sr CS	Gala ES, Gala NHS
Sept 1, 2023	Antero U. Roa CS	Montol NHS
Sept 4, 2023	Cogon IS (Elementary & Secondary)	Marcelino C. Regis IS (Elementary & Secondary)
Sept 5, 2023	Malaubang IS (Elementary)	Malaubang IS (Secondary)



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Sept 6, 2023	Ozamiz City School of Arts and Trades (Grade 7, 8 & 9)
Sept 7, 2023	Ozamiz City School of Arts and Trades (Grade 10, 11 & 12)
Sept 8, 2023	Ozamiz City National High School (Grade 7 & 8)
Sept 11, 2023	Ozamiz City National High School (Grade 9 & 10)
Sept 12, 2023	Ozamiz City National High School (Grade 11 & 12)
Sept 13, 2023	Alternative Learning System
Sept 14, 2023	Division Office

Prepared by:

  
**ALICE FE C. PADERANGA, MD, FPAFP**  
Medical Officer

Noted:

  
**SUSAN EPIFANIA B. CARPIO**  
Chief – ES SGOD



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