



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

May 15, 2025

DIVISIONAL MEMORANDUM

No. 163, s. 2025

**ANNUAL PHYSICAL EXAMINATION OF DEPED EMPLOYEES
(TEACHING AND NON-TEACHING 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 2025.
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 June 03 to August 5, 2025*) in any public or private healthcare facility.
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: Lynneth E. Bajao, 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. Queries on this matter, can be channeled to Dr. Khary T. Aspacio, Medical Officer III at 0908 880 9367.



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: deped1miz@gmail.com

Our LEARNERS: The Diamonds of the Fortress.
ASENSO OZAMIZ!



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

6. 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

Pp: **GIEZEL C. GONGB** *[Signature]* 05/15/20
Public Schools District Supervisor

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

KTA/DM

_____/May 15, 2025 Annual Physical Examination of DepEd Employees (All Teaching and Nonteaching Personnel)



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: deped1miz@gmail.com

Our LEARNERS: The Diamonds of the Fortress.
ASENSO OZAMIZ!



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

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: _____

1. Age: _____ Height: _____ cm. Weight: _____ kg. BMI: _____
2. Temperature: _____ Pulse: _____ bpm Respiratory Rate: _____
3. Respiratory System: _____ O2 Saturation: _____
4. Chest X - Ray: _____ Date taken: _____
5. Sputum: _____
6. Circulatory System: _____
7. Blood Pressure: _____ Systole: _____ Diastole: _____
8. Drug Test: _____ Date Examined: _____
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 : _____

Government Physician

(Signature of Employee)



SUMMARY LIST OF PERSONNEL INFORMATION FORM

Total Number of Teaching & Nonteaching Personnel: _____

[illegible]

School Head





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

Enclosure C of Divisional Memorandum No. 163, s. 2025

SCHEDULE ON ANNUAL EXAMINATION

| Date | NAME OF SCHOOLS | |
|---------------|-----------------------------------------------------------|----------------------------------------------------------------|
| | Morning | Afternoon |
| June 3, 2025 | Andrea D. Costonera ES | Capucan C ES, Capucan ES |
| June 4, 2025 | Sancho V. Capa ES | Hilarion J. Ramiro, Jr ES |
| June 5, 2025 | Felipe Carreon CS (Kinder – Grade 2) | Felipe Carreon CS (Grade 3-6) |
| June 6, 2025 | Tabid NHS (Grade 7-8) | Tabid NHS (Grade 9-12) |
| June 10, 2025 | Ozamiz City CS (Kinder- Grade 2) | |
| June 11, 2025 | Ozamiz City CS (Gr 3- Gr 4) | |
| June 13, 2025 | Ozamiz City CS (Gr 5- Gr 6) | |
| June 17, 2025 | Catadman ES | |
| June 18, 2025 | Misamis Annex IS (Secondary) | Misamis Annex IS (Elementary) |
| June 19, 2025 | Sta Cruz ES, Bacolod ES | Labinay ES, Dalapang ES, Tipan ES |
| June 20, 2025 | Baybay CS | |
| June 24, 2025 | Maningcol CS | |
| June 25, 2025 | Doña Consuelo ES | Labinay NHS, Guingona ES |
| June 26, 2025 | Gregorio A. Saquin ES | Cruz Lanzado Saligan IS, Balintawak ES |
| June 27, 2025 | San Antonio ES | San Antonio NHS |
| July 1, 2025 | Gango ES | Narciso B. Ledesma CS |
| July 2, 2025 | Embargo ES, Mintalar ES | Faustino C. Decena ES |
| July 3, 2025 | Domingo A. Barloa ES | Sangay ES, Diego Tuastumban ES, Gotocan ES |
| July 4, 2025 | Guimad ES, Roman E. Mabanag ES | Juan Acapulco ES, Sinusa IS |
| July 8, 2025 | Labo NHS (Gr 7- Gr 8) | Labo NHS (Gr 9- Gr 10) |
| July 9, 2025 | Labo NHS (Gr 11 – Gr 12) | Labo CS |
| July 10, 2025 | Pulot ES | Pershing Tan Queto ES, Antero Hinagdanan ES, Jacinto Nemeño IS |
| July 11, 2025 | Pulot NHS (Gr 7-Gr 9) | Pulot NHS (Gr 10-Gr 12) |
| July 15, 2025 | Jose Lim Ho NHS (Grade 7- Gr 8) | Jose Lim Ho NHS (Grade 9- Gr10) |
| July 16, 2025 | Jose Lim Ho NHS (Grade 11- Gr12) | Bongbong ES, Dimaluna IS |
| July 17, 2025 | Maximino S. Laurete, Sr CS | Gala ES, Gala NHS |
| July 18, 2025 | Antero U. Roa CS | Montol NHS |
| July 22, 2025 | Cogon IS (Elementary & Secondary) | Marcelino C. Regis IS (Elementary & Secondary) |
| July 23, 2025 | Malaubang IS (Elementary) | Malaubang IS (Secondary) |
| July 24, 2025 | Ozamiz City School of Arts and Trades (Grade 7, 8 & 9) | |
| July 25, 2025 | Ozamiz City School of Arts and Trades (Grade 10, 11 & 12) | |



Address: IBJT Compound, Carangan, Ozamiz City
 Telephone No: (088) 545-09-88
 Telefax: (088) 545-09-90
 Email Address: deped1miz@gmail.com

Our **LEARNERS**: *The Diamonds of the Fortress.*
ASENSO OZAMIZ!




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

| | |
|---------------|--------------------------------------------------|
| July 29, 2025 | Ozamiz City National High School (Grade 7 & 8) |
| July 30, 2025 | Ozamiz City National High School (Grade 9 & 10) |
| July 31, 2025 | Ozamiz City National High School (Grade 11 & 12) |
| Aug. 1, 2025 | Alternative Learning System |
| Aug. 5, 2025 | Division Office |

Prepared by:


KHARY T. ASPACIO, MD
Medical Officer

Noted:


JHONNEL A. GUANGCO
EPS-I, OIC Office of the Chief –ES SGOD



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: deped1miz@gmail.com

Our **LEARNERS**: *The Diamonds of the Fortress.*
ASENSO OZAMIZ!