



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

04 JUL 2023

DIVISION MEMORANDUM

No. *966*, s. 2023

**REITERATION OF DEPED MEMORANDUM NO. 22, S. 2015 TITLED
“ANNUAL PHYSICAL EXAMINATION OF DEPED EMPLOYEES”
FOR SCHOOL YEAR 2023-2024**

TO : Assistant Schools Division Superintendents
Chief, CID and SGOD
Senior Education Program Specialists/Education Program Specialists II
Public Schools District Supervisors/Districts-in-charge
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby reiterates the **DepEd Memorandum No. 22, s. 2015** titled, *“Annual Physical Examination of DepEd Employees (Teaching and Non-teaching Personnel)”*. Furthermore, all DepEd personnel shall undergo annual physical examination in compliance with the **Civil Service Commission Memorandum Circular No. 17, s. 1989**.
2. To ensure that all DepEd teaching personnel are physically fit to perform their roles and functions, it is advised that the annual medical check-up be one of the requirements for the clearance of teachers at the end of the school year.
3. The following laboratory and radiologic examinations are being recommended by the Medical Officer:
 - a. **Complete Blood Count, Urinalysis, Chest X-ray (PA view)**
 - b. **Pregnant personnel should NOT have Chest X-ray PA**
4. Validity of the minimum requirements will be as follows:
 - a. Chest X-ray PA view – within 6 months
 - b. Complete Blood Count and Urinalysis – within 3 months
5. The Medical Officer may request appropriate additional tests if clinically warranted.
6. All personnel may be examined by Division Medical Officer and Dentists OR any government affiliated doctor and dentist.
7. The existing forms from the previous year’s examination shall be used. Only the newly hired personnel shall use a newly printed form.



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
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8. All School Heads are directed to collect ALL original copies of the laboratory results attached to the Health Examination Record and Dental Exam form of all personnel. The collected records shall be stored in their respective schools ONLY. Afterwards, a consolidation by school shall be made and submitted to their District Office. Then, the District Office shall make a summary report of all schools. A soft copy in PDF following this format: **Name of District_Consolidated Report_Annual PE** (i.e. *Tayasan II District_Consolidated Report_Annual PE*) shall be submitted to this Office through this email: depedhealthsection@gmail.com.
9. All forms and templates can be accessed through this link, <https://bit.ly/3RGTCNb>
10. Here enclosed is the schedule of field visit of the medical team.
11. The deadline may be extended at the start of school year 2023-2024 to give ample time for the personnel to comply with the laboratory requirements.
12. Immediate dissemination and full compliance to the contents of this Memorandum is desired.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

7/17/23

NCO/JMA-MKP/SGOD/IBP/klbc



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SCHEDULE OF FIELD VISIT

DATE	DISTRICTS	Venue
July 18, 2023 AM/PM	La Libertad 1 and 2	La Libertad CES SDHCP Clinic
July 19, 2023 AM/PM	Jimalalud 1 and 2	Jimalalud CES SDHCP Clinic
July 20, 2023 AM/PM	Manjuyod 1 and 2	Manjuyod CES SDHCP Clinic
July 21, 2023 AM/PM	Dauin	Dauin CES SDHCP Clinic
July 24, 2023 AM/PM	Tayasan 1 and 2	Tayasan CES SDHCP Clinic
July 25, 2023 AM/PM	Ayungon 1 and 2	Ayungon CES SDHCP Clinic
July 26, 2023 AM/PM	Sta. Catalina 3 and 4	Sta. Catalina CES SDHCP Clinic
July 27, 2023 AM/PM	Zamboanguita 1 and 2	Zamboanguita SDHCP Clinic
July 28, 2023 AM/PM	Sta. Catalina 1 and 2	Manolongon N. Lajot CES SDHCP Clinic
July 31, 2023 AM/PM	Bindoy 1 and 2	Bindoy CES SDHCP Clinic
August 1, 2023 AM/PM	Mabinay 1 and 2	Mabinay CES SDHCP Clinic
August 2, 2023 AM/PM	San Jose	San Jose CES SDHCP Clinic
August 3, 2023 AM/PM	Mabinay 3 and 4	Mabinay CES SDHCP Clinic
August 8, 2023 AM/PM	Sibulan 1 and 2	Sibulan CES SDHCP Clinic
August 9, 2023 AM/PM	Amlan	Amlan CES SDHCP Clinic
August 10, 2023 AM/PM	Siaton 3 and 4	Pio Macahig ES SDHCP Clinic
August 11, 2023 AM/PM	Siaton 1 and 2	Lindy Pajunar ES SDHCP Clinic
August 15, 2023 AM/PM	Bacong	Bacong CES SDHCP Clinic
August 16, 2023 AM/PM	NOHS	NOHS Gymnasium



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