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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

June 28, 2024

Division Memorandum
No. 199, s. 2024

**ANNUAL PHYSICAL EXAMINATION (MEDICAL AND DENTAL) OF TEACHERS
AND NON-TEACHING PERSONNEL OF DEPED VIGAN CITY**

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

1. In reference to **DepEd Memo No. 22 s. 2015 or The Annual Physical Exam of DepEd employees (Teaching and Non-Teaching personnel), DepEd Order no. 44, s. 2004** re: Strengthening DepEd's TB prevention and Control Program through Adoption of the Comprehensive and Unified Policy on TB Control Program in the Philippines (CUPTBCP) and **Civil Service Memorandum Circular No. 17 s. 1989 (Physical and Mental Fitness for Continued Employment in the Public Service**, all Non-teaching and Teaching personnel are required to undergo Annual Physical Examination (APE).
2. The APE aims to ensure that all employees are physically fit to perform their assigned duties and responsibilities.
3. The following diagnostic tests are recommended (whichever is applicable):
 - a. Chest X-ray (as a requirement for health profiling)
 - b. Complete Blood Count (CBC)
 - c. Urinalysis (UA)
 - d. Breast Exam (Women above 30)
 - e. Digital Rectal Exam (Men above 40)
 - f. 40 years old and above: 12-Lead Electrocardiogram (12-Lead ECG) and blood chemistry.
4. This memorandum serves as Laboratory and Diagnostic Request to be presented at the laboratory/hospital of choice of the employee.
5. Annual Physical Examination (APE) for SDO personnel shall be done at the SDO - Clinic starting **July 9, 2024 - July 12, 2024**. APE for school-based personnel shall be done starting **July 16, 2024** onwards in their respective



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schools. Please refer to the attachment for the schedule of APE in schools. Personnel with existing comorbidities are **strongly advised** to have their regular check-up and follow up with their attending physicians.

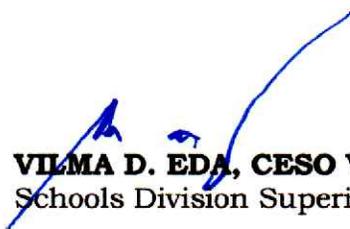
6. Laboratory and diagnostic results will be presented to the Medical Officer during your scheduled APE. Validity of results are as follows:
 - a. Chest X-ray PA – 6months
 - b. Complete Blood Count - 1 month
 - c. Urinalysis - within a week

7. The following School Health and Nutrition Personnel will assist during the APE:
 1. Laurie Angela M. Agati – Nurse
 2. Charmaine T. Antiporda - Nurse
 3. Ericha S. Baja – Nurse
 4. Maria Korynne P. Taborda – Nurse

8. For queries please contact Dr. Arlyn D. Batulan, Medical Officer III and OKD Focal person at 09771031648.

9. This memorandum shall serve as Travel Order for the School Health and Nutrition Personnel.

10. Immediate dissemination of this memorandum is desired


VILMA D. EDA, CESO V
Schools Division Superintendent



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SCHEDULE OF ANNUAL PHYSICAL EXAMINATION OF SCHOOL-BASED PERSONNEL

DATE	SCHOOLS	TIME
July 16, 2024	GES	9:00 AM - 10:00 AM
	MES	10:10 AM - 11:10 AM
	BPES	1:30 PM - 3:00 PM
	VNHSW	3:00 PM - 4:00 PM
July 17, 2024	NES	8:30 AM - 11:00 PM
	VNHSE	1:00 PM - 4:00 PM
July 18, 2024	PIS	9:00 AM - 10:30 AM
	JSES	10:40 AM - 11:40 AM
	APES	1:00 PM - 3:00 PM
	BMSE	3:10 PM - 4:00 PM
July 19, 2024	VCS	Whole Day
July 29, 2024	BMSW	Whole Day
July 30, 2024	RES	8:30 AM - 9:00 AM
	RPES	9:10 AM - 10:10 AM
	CCES	10:20 AM - 11:20 AM
	CAPEs	1:30 PM - 2:30 PM
	CAMES	2:45 PM - 4:00 PM
July 31, 2024	TES	8:30 AM - 9:30 AM
	SPBES	9:45 AM - 10:45 AM
	SJES	1:30 PM - 3:30 PM
August 1, 2024 (onwards)	ISNHS (per department)	



Republic of the Philippines
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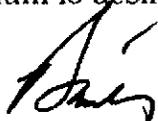
19 MAR 2015

DepEd MEMORANDUM
No. **22**, s. 2015

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

To : Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. All Department of Education (DepEd) teaching and non-teaching personnel shall undergo annual physical examination in compliance with the Civil Service Commission Memorandum Circular No. 17, s. 1989.
2. Chest X-ray and laboratory examinations shall only be done as recommended by the physician.
3. Teachers' Annual Health Examination Form 86 may be filled out by the DepEd Medical Officer, *Tamang Serbisyong Kalusugang Pampamilya* (TSEKAP) Service Provider Medical Officer or any government-licensed physician. All DepEd teaching and non-teaching personnel are encouraged to avail of the TSEKAP formerly known as the *Primary Health Care Benefit 1 (PCB1) Package*.
4. To avail of the TSEKAP services, teachers must visit their assigned service provider for enlistment. Profiling of medical history will then be done to determine the needed physical examination. All concerned may refer to DepEd Memorandum No. 30, s. 2014 entitled *Expansion of PhilHealth Primary Care Benefit 1 (PCB1) Package to cover Personnel of the Department of Education*.
5. The teachers' annual health clearance shall be based on the filled out Form 86 or its equivalent health clearance certificates provided by the TSEKAP physician.
6. This Memorandum shall rescind the statement in Item 3B, Paragraph 2 of DepEd Order No. 44, s. 2004 entitled *Strengthening DepEd's TB Prevention and Control Program Through Adoption of the Comprehensive and Unified Policy on TB Control in the Philippines (CUPTBCP)* requiring Chest X-ray in the Teachers Annual Health Clearance.
7. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

References:

DepEd Memorandum No.: (30, s. 2014)
DepEd Order: No. (44, s. 2004)

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

EMPLOYEES
HEALTH AND NUTRITION
PROGRAMS
SCHOOLS
TEACHERS

R: Alma DM annual physical examination of DepEd employees
0092 February 10/March 11/17, 2015



JUL 14 2004

DepED ORDER
No. 44, s. 2004

**STRENGTHENING DepED's TB PREVENTION AND CONTROL PROGRAM THROUGH
ADOPTION OF THE COMPREHENSIVE AND UNIFIED POLICY ON TB CONTROL
IN THE PHILIPPINES (CUPTBCP)**

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. In compliance with Executive Order No. 187, s. 2003, the Department of Education through the Health and Nutrition Center, shall strengthen the implementation of its TB Prevention and Control Program. It will adopt the Comprehensive and Unified Policy on TB Control in the Philippines (CUPTBCP) utilizing the Directly Observed Treatment Short Course (DOTS) Strategy.
2. The salient features of the MOA are the roles and responsibilities of each agency. The DOH shall assist DepED on program needs – provision of medicines, microscopes and other supplies and materials, capability building activities, monitoring and evaluation; and shall serve as referral center for pulmonary cases in the field. The DepED shall integrate TB prevention messages in the school curricula and shall collaborate with DOH on the provision of health services, conduct of surveys, training of health personnel and on the planning, monitoring and evaluation of the DepED TB Prevention and Control Program. Coordination shall likewise be conducted with the local government units (LGUs), NGOs and PTCAs to create awareness on TB.
3. Regional Directors and Schools Division Superintendents shall oversee the implementation of the following:
 - A. Health Information Dissemination and Education
 - School health and nutrition personnel shall disseminate information on TB prevention and control to the pupils/students, teachers and non-teaching personnel.
 - Student government organizations, scouts and youth leaders shall create awareness on TB prevention and control.
 - School heads shall be oriented/re-oriented on the DepED TB Prevention and Control Program and CUPTBCP utilizing the DOTS strategy.
 - Meetings shall be held with the Parent-Teacher-Community Associations (PTCAs) giving emphasis on TB prevention and control.

"Educating for a Strong Republic"

- Updates on TB control shall be published in school papers/organs/newsletters to lessen the stigma on TB.
- Health instruction in the classroom giving emphasis on prevention, early diagnosis and proper treatment of TB shall be intensified.
- TB modules developed for the DepED-GSK "Healthy Lungs" Project shall be utilized to supplement health teaching in Grades V and VI.

B. Health Service Delivery

- Direct sputum smear examination shall be the initial diagnostic tool in case finding.
- * - As part of the Teachers Health Welfare Enhancement Program, all teaching and non-teaching staff will undergo health profiling and annual physical examination including chest x-ray in compliance with Civil Service Commission Memorandum Circular #17, s. 1989. The conduct of chest x-ray is not to screen TB but as part of the annual physical examination. All chest x-ray results suggestive of TB shall be subjected to sputum microscopy to establish the diagnosis of TB.
- School nurses trained on sputum microscopy shall assist in the conduct of direct sputum smear examination to facilitate diagnosis of PTB. They shall coordinate with established DOH validation centers to validate result and to ensure a systematic referral system.
- Division offices with trained nurse-microscopist shall provide a safe, spacious and enabling work environment for the microscopic examination of sputum specimens.
- Standardized chemotherapy in accordance with the DOTS strategy should be strictly implemented. A treatment partner shall be identified to ensure compliance to medication by the patient. The partner may be the clinic teacher or principal in the same school where the patient is a member of the staff, or the school nurse stationed in the school district.
- Recording and reporting of cases shall be done on the standardized National TB Program (NTP) forms.

C. Monitoring

- Monitoring shall be done regularly at the regional/division levels utilizing the prescribed forms. Monitoring reports shall be incorporated in the quarterly accomplishment report of the Regional/Division Health and Nutrition Units/Section (RHNU/DHNS). The DOH TB coordinators, in coordination with the school health personnel, shall monitor regularly the implementation of TB prevention and control program in the schools.

D. Collaboration with the stakeholders

- Close collaboration shall be established with Parent-Teacher-Community Associations, Local Government Units, Municipal Health Officers (MHO), DOH TB Coordinators, and established local TB validation committees for sputum microscopy.

E. Administrative Support

- School heads shall provide administrative support including appropriate funding for the effective operations of the DepED TB Prevention and Control Program in their areas of responsibility.
- Principals shall be held accountable for the complete treatment/cure of the members of his/her teaching/non-teaching staff found positive for TB.

4. All schools medical officers and nurses-in-charge shall be trained by DOH on the CUPTBCP utilizing the DOTS strategy. The members of the regional HNU staff who had already undergone training by the DOH at the Splash Mountain Resort, Laguna, on September 2-5, 2003 are expected to coordinate the training at the regional and division levels. Such series of trainings shall be managed by the Health and Nutrition Center, in close coordination with the Infectious Disease Control Division of DOH. Training of selected school nurses on sputum microscopy shall likewise be conducted, in coordination with DOH and the Research Institute for Tropical Medicine (RITM) to complement the services provided for TB diagnosis. The Region/Division Action Plans shall be formulated during the training, and the trained staff shall immediately operationalize such plans in their areas.

5. A quarterly accomplishment report shall be prepared and submitted to the Office of the Secretary, Attention: Health and Nutrition Center, DepED Complex, Meralco Avenue, Pasig City.

6. Immediate dissemination of and compliance with this Order is directed.



EDILBERTO C. DE JESUS
Secretary

Encls.:

As stated

Reference:

Allotment: 1--(D.O. 50-97)

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

HEALTH EDUCATION
PROGRAMS
TEACHERS
EMPLOYEES