



TC 2505 - 581

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

Division Memorandum
No. 291, s. 2024

2025 ANNUAL PHYSICAL EXAMINATION 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):

Category	Description	Laboratory Test
A	All Teaching and Non-Teaching Personnel below 40 years old with no risk factors	1. Chest Xray PA View (except pregnant women) 2. Urinalysis 3. Complete Blood Count
B	All Personnel aged 40 years old and above OR ; Younger than 40 years but with the any of following risk factors: overweight/obese, cigarette or e-vape smoker, with	1. Chest Xray PA View 2. Urinalysis 3. Complete Blood Count 4. Blood Chemistry





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	long-term intake of any maintenance medications, hypertensive, diabetic, asthmatic, heart disease, kidney disease, lung disease, cancer, other long standing diseases	(Fasting for 8 – 10 hours required for blood chemistry tests) 5. Electrocardiogram
C	Other recommended laboratory tests/exams: a. Women 21 yrs old and above b. Men 50 yrs old and above c. Women 40 yrs old and above	a. Pap Smear (Women) b. PSA (Prostate Serun Antigen) Test (Men) c. Breast examination (mammogram)

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 from **May 26, 2025- May 28, 2025**. APE for school-based personnel shall be done starting **July 7, 2025** onwards in their respective schools. Laboratory and diagnostic results will be presented to the Medical Officer during your scheduled APE. Personnel with existing comorbidities are **strongly advised** to have their regular check-up and follow up with their attending physicians.
6. Laboratory tests must be accomplished according to their prescribed period of validity. To wit:
- Chest Xray PA View – not earlier than **6 months** prior to physical examination
 - Blood Chemistry – not earlier than **3 months** prior to physical examination
 - Complete Blood Count – not earlier than **1 week** prior to physical examination
 - Urinalysis – not earlier than **1 week** prior to physical examination
7. Schools are instructed to prepare the following forms to be used during the APE:
- SHD Form 4 – Teacher's Health card and Health Examination Record
 - SHD Form 1c – Medical Treatment Record





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8. Photo copies of the chest xray result and laboratory exam results shall be submitted to the School Health and Section through the Record Section after the conduct of APE in each school.
9. 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
10. For queries please contact Dr. Arlyn D. Batulan, Medical Officer III and OKD Focal person at 09771031648.
11. This memorandum shall serve as Travel Order for the School Health and Nutrition Personnel.
12. Immediate dissemination of this memorandum is desired.



VILMA D. EDA, CESO V
Schools Division Superintendent

