



205-1224

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

Division Memorandum  
No. 362, s. 2026

19 MAY 2026

**2026 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

- In reference to **DepEd Memo No. 22 s. 2015** (The Annual Physical Exam of DepEd Employees), **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 Program in the Philippines) and Civil Service Memorandum Circular No. 17 s. 1989 Physical and Mental Fitness for Continued Employment in the Public Service, all teaching and non-teaching personnel are required to undergo Annual Physical Examination (APE).
- The APE aims to ensure that all employees are physically fit to perform their assigned duties and responsibilities.
- The following diagnostic tests are recommended as 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 <b>OR;</b> Younger than 40 years but with the any of following risk factors: overweight/obese, cigarette or e-vape smoker, with long-term intake of any maintenance medications, hypertensive, diabetic, asthmatic, heart disease, kidney disease, lung disease, cancer, other long standing diseases	1. Chest Xray PA View 2. Urinalysis 3. Complete Blood Count 4. Blood Chemistry (Fasting for 8 - 10 hours required for blood chemistry tests) 5. Electrocardiogram
C	<b>Other recommended laboratory tests/exams:</b>	



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	a. Women 21 yrs old and above	a. Pap Smear (Women)
	b. Men 50 yrs old and above	b. PSA (Prostate Serun Antigen) Test (Men)
	c. Women 40 yrs old and above	c. Breast examination (mammogram)

4. This memorandum shall serve as a Laboratory and Diagnostic Request to be presented at the laboratory/hospital of choice of the employee.
5. Personnel with existing comorbidities are **strongly advised** to undergo regular check-ups and follow up with their attending physicians.
6. Laboratory tests must be completed within their prescribed validity period as follows:
  - a. Chest x-ray PA View – **6 months**
  - b. Blood Chemistry – **3 months**
  - c. Complete Blood Count – **1 week**
  - d. Urinalysis – **1 week**
7. Photocopies of the chest X-ray result and laboratory exam results shall be submitted to the School Health and Section through the Records Section on or before **June 11, 2026**
8. A separate memorandum will be issued for the schedule of Annual Physical Medical and Dental examination of Teaching and Non-Teaching Personnel in their respective schools.
8. For queries please contact Dr. Arlyn D. Batulan, Medical Officer III and OKD Focal Person at 09771031648.
9. Immediate dissemination of this memorandum is desired.

**VILMA D. EDA, CESO V**  
 Schools Division Superintendent

