



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

March 26, 2026

DIVISION MEMORANDUM
No. 0127, s. 2026

SUBMISSION OF LABORATORY RESULTS OF EMPLOYEES

To: Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. In compliance with the Civil Service Memorandum Circular No. 33 s. 1997 entitled *Policy on Working Conditions at the Workplace* and DepEd Order No. 16, s. 2025 also known as the *Guidelines on the Grant of Medical Allowance to the Department of Education Personnel*, this Office requires all teaching and non-teaching staff to submit the results of their Annual Physical Examination on May 4, 2026 until June 5, 2026.
2. Submission of Annual Physical Examination results aims to maintain a healthy workforce, which is one of the government's top priorities, as physical health significantly impacts the effective and efficient delivery public services.
3. Form 86 shall be signed by any licensed physician once all the stipulated laboratory requirements are present.
4. Personnel may avail of Official Time for laboratory tests and medical check-ups, for a maximum of two days, with a maximum of four hours per day. This is applicable to Non-Teaching and Teaching Related Personnel only. It is highly encouraged for personnel to utilize the HMO allocation where they are affiliated.
5. The Equal Opportunity Principle (EOP) must be followed at all times while providing developmental possibilities for learners and personnel, regardless of gender, religion, race, or political affiliation.
6. For widest dissemination and STRICT COMPLIANCE.



REBONFAMIL R. BAGUIO
Assistant Regional Director
Concurrent, Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As Stated
Sgod/shs:mcp
Fr: submission of laboratory results of employees



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Enclosure to DM No 012,7s. of 2026

MINIMUM LABORATORY TEST REQUIRED

Minimum Laboratories: Complete Blood Count (CBC) Urinalysis Chest X-ray – PA or Sputum AFB for <i>pregnant</i> Stool Exam	For hypertensive and diabetics, these are the additional laboratories: <ul style="list-style-type: none">• Fasting Blood Sugar• Lipid Profile• Serum Creatinine• SGPT• ECG w/reading
<ul style="list-style-type: none">• Women aged 30 to 65 years:<ul style="list-style-type: none">▪ Pap Smear (Frequency as per advised by the Ob-Gyne/Midwife)	
<ul style="list-style-type: none">• All ages 50 y.o. and above are encouraged:<ul style="list-style-type: none">▪ Fecal Occult Blood Test (FOBT)▪ Prostate-specific antigen (PSA)	

Prepared by:

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Medical Officer III