



Republic of the Philippines  
**Department of Education**  
REGION XI

**SCHOOLS DIVISION OF DAVAO DEL NORTE**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-0105

To: Janette G. Veloso, EdD, CESO VI - Assistant Schools Division Superintendent  
Eduard C. Amoguis, EdD – Chief, Curriculum Implementation Division  
Ernie M. Aguan, EdD – Education Program Supervisor  
All Concerned Public Schools District Supervisors  
All Concerned School Heads  
All Concerned School Health Personnel  
All Concerned Non-Teaching Personnel  
All Others Concerned

Subject: **ANNUAL PHYSICAL EXAMINATION OF TEACHING AND NON-TEACHING PERSONNEL OF THE DISTRICTS AND DIVISION OF DAVAO DEL NORTE CY 2025**

Date: March 17, 2025

1. In line with Section 5 of P.D. No. 1597 and Republic Act No. 9798 (Further Rationalizing the System of Compensation and Position Classification in the National Government), as well as DO No. 14, s. 2020 on Guidelines on the Required Health Standards in Basic Education Offices and Schools, Republic Act No. 11223 (Universal Health Care), and CSC-DOH-DOLE JMC No. 1, s. 2020 on Occupational Safety and Health (OSH) Standards for the Public Sector.
2. The observance of the above 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 of public services. This Office requires all teaching and non-teaching staff to undergo an Annual Physical Examination.
3. To ensure full compliance with the above, the Health and Nutrition Unit of this Office instructs that the following be done in accordance with the Philippine Guidelines on Periodic Health Examination (2023 Updates), the **diagnostic tests** listed in this memorandum shall be attached with the **Teacher Health Card and Health Examination Records** filled out by their **ATTENDING PHYSICIAN**, **photocopy of the prescription given by the attending physician**, and **screen**

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Address: Mankilam, Tagum City, Davao del Norte  
Telephone Number: (084) 823 5170  
Website: [www.depeddavnor.ph](http://www.depeddavnor.ph) | Facebook: DepEd Davao del Norte



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**shot of the confirmation message of the Google link** shall be attached and submitted to the district nurse.

4. The aforementioned legal basis for the dental examination shall incurred wherein Dental Examination is required. In such manner, a copy of the **dental certificate** from the **ATTENDING DENTIST with remarks or recommendations** shall also be submitted through the district nurse and to be countersigned by the **Division's Dentist**.
5. **Form 86** shall only be signed by the **Division's Medical Officer** once all the stipulated requirements are present.
6. Please refer to the accompanying forms attached in this memorandum.
7. School Heads are directed to arrange the schedule of their teachers to avoid disruption of classes.
8. 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.
9. Submission of the required forms shall start on April 1, 2025 until April 16, 2025.
10. 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.
11. For widest dissemination and **STRICT COMPLIANCE**.

  
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

Enclosed: As Stated

SGOD/SHS/hsv

FN: ANNUAL PHYSICAL EXAMINATION OF TEACHING AND NON-TEACHING PERSONNEL OF THE DISTRICTS AND DIVISION OF DAVAO DEL NORTE CY 2025

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**MINIMUM LABORATORY TEST REQUIRED**

<b>Minimum Laboratories:</b>  Complete blood count  Urinalysis  Chest X-ray - PA or Sputum AFB for <i>pregnant</i>  Stool exam	<b>Other laboratories</b> such as: Fasting Blood Sugar, Serum Uric Acid, Serum Creatinine, SGPT, ECG shall be upon the discretion of the attending physician
<ul style="list-style-type: none"><li>• <b>Women aged 30 to 65 years:</b><ul style="list-style-type: none"><li>○ Papanicolaou Smear (Frequency as per advised by the Ob-Gyne/Midwife)</li></ul></li></ul>	
<ul style="list-style-type: none"><li>• <b>All ages 50 yo and above are encouraged:</b><ul style="list-style-type: none"><li>○ Fecal Occult Blood Test or FOBT</li><li>○ Prostate-specific antigen (PSA)</li></ul></li></ul>	
<ul style="list-style-type: none"><li>• <b>All teaching and non-teaching personnel shall answer the google link.</b></li></ul> <div data-bbox="711 1203 877 1406"><p>SCAN ME</p></div>	
<ul style="list-style-type: none"><li>• <b>Health forms</b></li></ul> <div data-bbox="702 1508 877 1756"><p>SCAN ME</p></div>	
<ul style="list-style-type: none"><li>• <b>For your laboratory request, please like and message the DepEd DavNor-School Health and Nutrition Section Facebook Page</b></li></ul>	

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The laboratory results shall be valid for **90 days** (reference: Levy-Fix, G., Gorman, S. L., Sepulveda, J. L., & Elhadad, N. (2018). When to re-order laboratory tests? Learning laboratory test shelf-life. *Journal of Biomedical Informatics*, 85, 21–29. <https://doi.org/10.1016/j.jbi.2018.07.019>). However, the discretion to repeat the laboratories shall also depends to the clinical standpoint of the attending physician.

We encourage to utilize the e-Konsulta package to the area near your residence:

- City Health Office of Tagum
- Davao del Norte Hospital – Carmen Zone
- Davao del Norte Hospital – Kapitalong Zone
- Emilio B. Rivera Primary Care Centers Inc.
- Emilio B. Rivera Primary Care Centers, Inc.
- Kapitalong Municipal Health Office
- Municipal Health Office - New Corella
- Panabo City Health Office
- RHU - Braulio E. Dujali
- Rivera Medical Center, Inc.
- Rural Health Unit - Carmen
- Rural Health Unit Santo Tomas

Prepared by:

  
**HENRY S. VILLAROSA JR., MD, DFM**  
Medical Officer III