



January 9, 2019

REGIONAL MEMORANDUM

No. 012, s. 2019



SUBJECT: ANNUAL PHYSICAL EXAMINATION OF TEACHING AND NON-TEACHING PERSONNEL

**TO: ALL SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF FUNCTIONAL DIVISION
This Region**

1. The Civil Service Commission Memorandum Circular No. 17, s. 1989 states that All DepEd Teaching and Non-Teaching Personnel shall undergo annual physical examination.
2. The Annual Physical Examination shall be conducted to ensure that employees are physically fit to perform their assigned roles and functions to give quality, healthy and safe services as public servant.
3. All DepEd Employees are required to undergo Laboratory or Diagnostic tests which includes:
 - A. Complete Blood Count (CBC), Urine Analysis, standard Chest X-ray (except for pregnant women). Pregnant women are required to submit Sputum Analysis in lieu of Chest X-ray.
 - B. Additional tests:
 - a. For female employees, Pap smear (21 years old and above) and Mammogram (40 years old and above)
 - b. For male employees, Digital Rectal Exam and prostate screening (40 years old and above).
 - c. For Personnel who are 40 years old and above and those who are Hypertensive and Diabetic: Fasting Blood Sugar (FBS), Lipid Profile, Creatinine, Uric Acid, SGPT and ECG
4. All personnel who had their laboratory/medical examination six (6) months before the schedule will still undergo the annual physical examination except Chest X-ray.

ESSD/mnl
1/9/2019

Document Tracking No.

01 - 0376



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph



5. Oral Dental Evaluation is also required to all personnel as part of Annual Dental Clearance.
6. Form 86 will be utilized in accordance to DepEd Memorandum No.22, s. 2015.
7. A consolidated report on the Annual Health Examination shall be submitted to the Regional Office on or before May 31, 2019.
8. For your information and strict compliance.


FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director

ESSD/mnl
1/9/2019

Document Tracking No.



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph