



Republic of the Philippines
Department of Education
 Schools Division of Benguet

DepEd-Benguet Division
 JUN 21 2024
 RELEASED

June 13, 2024

DIVISION MEMORANDUM

No. 209 s. 2024

**ANNUAL PHYSICAL EXAMINATION OF DEPARTMENT OF EDUCATION
 EMPLOYEES (TEACHING AND NON-TEACHING PERSONNEL) CY 2024-
 2025**

TO: Public Schools District Supervisors, Coordinating Principals
 Public Elementary and Secondary School Heads
 All Others Concerned

1. All Department of Education (DepEd) teaching and non-teaching personnel shall undergo annual physical examination in compliance with Civil Service Commission Memorandum Circular No. 17, s. 1989.
2. The annual medical 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 using the revised form 86.
3. The following are the requirements for the said examination:
 - A. CBC (Results within 2 weeks)
 - B. Urinalysis (Results within 2 weeks)
 - C. Chest X-ray (Results within 6 mos.)
4. **Chest X-ray** is required to all employees except for those pregnant women in their first or second trimester of pregnancy. (DO No. 44 s. 2004 Strengthening TB prevention and Control Program).
5. For personnel who are **40 years old and above** and with those who have known Hypertension, Cardiac Problem, Diabetes Mellitus or Kidney Disease: Blood Chemistry (Lipid Profile, HbA1c or FBS, BUN, Creatinine, SGPT, SGOT, Blood Uric Acid) is highly suggested. ECG and Whole Abdominal Ultrasound is also encouraged with known history or diagnosed to have Gallstones, Kidney Stones, Benign Prostate Hyperplasia, Myoma and Polycystic Ovarian Syndrome.



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6. It is further advised for female employees 30 years old and above that Pap Smear should be done for 3 consecutive years. If the 3 consecutive years resulted normal, the next Pap Smear would be after 5 years.

7. **Annual Health Examination Form 86** may be filled out by DepEd Medical Officer, or any government-licensed physician. Special cases for private doctors are considered if the personnel have been previously following up with the private physician/specialist.

8. Schedule of medical examination by DepEd Medical Officer at SDO-Benguet clinic or per district should be coordinated with nurse in charge for appointment and scheduling. Previous records of form 86 are highly encouraged to be brought for comparison.

9. A consolidated report per district on the Annual Physical Examination shall be submitted to SDO-SHNU on or before **August 9, 2024**. TP/NTP who are on sick leave are advised to furnish a copy of form 41 instead.

10. For Strict Compliance.

SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

FOR THE SDO:


SAMUEL T. EGGAEN JR. EdD, CESO VI
Assistant Schools Division Superintendent



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