



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III – Central Luzon
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
San Ignacio St., Poblacion, City of San Jose del Monte 3023



January 4, 2019

DIVISION MEMORANDUM

No. 007, s. 2019

TO: Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

CONDUCT OF ANNUAL PHYSICAL EXAMINATION (APE) TO ALL TEACHING AND NON-TEACHING PERSONNEL OF THE SCHOOLS DIVISION OFFICE OF SAN JOSE DEL MONTE CITY

1. In compliance with Civil Service Memorandum Circular No. 17 s 1998, this Office will conduct an Annual Physical and Dental Examination to all Teaching and Non-Teaching Personnel in all Public Elementary and Secondary Schools of the Division of San Jose del Monte City starting February 11 to April 30, 2019. This is to ensure that all personnel are fit to perform the assigned roles and functions.
2. In connection with this, the following laboratory examinations are required as part of the APE:
 - 2.1 Complete Blood Count (CBC)
 - 2.2 Urinalysis
 - 2.3 Chest X-ray (except for pregnant women)
 - 2.4 Electrocardiogram (ECG)
 - 2.5 Blood Chemistry:
 - a. Fasting Blood Sugar (FBS)
 - b. Lipid Profile
 - c. BUN (Blood Urea Nitrogen)
 - d. Creatinine
 - e. BUA (Blood Uric Acid)
 - f. SGPT
3. Laboratory examination may be done in a laboratory / medical institution of your choice. The Division Office WILL NOT endorse any laboratory, clinic or hospital where the said examinations can be done. However, it is suggested that the examination be done in a reliable laboratory to avoid repetition of questionable results.
4. Teacher's Health Examination Cards will be filled out by the Division Medical Officer. Those who prefer to avail the services of City Health Centers for the Annual Physical Examination may do so in proper coordination with the City Health Office.
5. All personnel who had undergone their laboratory / medical examination 6 months before the schedule will still undergo Annual Physical Examination. Consolidated reports must be submitted to the SDO - School Health and Nutrition Unit three (3) days after their scheduled APE.
6. For information and guidance.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent