



Republic of the Philippines
Department of Education
REGION III
Schools Division of Bulacan

August 31, 2022

DIVISION MEMORANDUM

No. 302, s. 2022

FINAL SCHEDULE OF SDO PERSONNEL ANNUAL LABORATORY AND PHYSICAL EXAMINATION

To: Assistant Schools Division Superintendents
Division Chiefs
Division and District Supervisors
Unit Heads, OSDS and SGOD
All others Concerned

1. Please be informed that the final schedule of SDO Personnel Annual Laboratory and Physical Examination shall be held on September 16, 2022, and September 20, 2022, from 6:00AM to 12:00noon at SDO Conference Room, City of Malolos, Bulacan. The Table below is the schedule of personnel for the said activity to ensure smooth flow and at the same time to ensure that health protocols are properly observed.

DAY 1 (Sept.16, 2022)	Time of Extraction	Time of Last Meal September 15, 2022	UNIT/SECTION
CONFERENCE ROOM	6:30 - 6:59 am	8:30 pm	SGOD(19), SHNU(Friday group- 13)
	7:00 - 7:29 am	9:00 pm	CID(18)
	7:30 - 7:59 am	9:30 pm	AO (9), HR (14) UNIT Heads- 14
	8:00- 8:29 am	10:00 pm	ICT(2), Payroll (5), Records (9)
	8:30 - 8:59 am	10:30 pm	SDS (3), ASDS (5), Legal (3)
	9:00-9:29 am	11:00 pm	PSDS (27)
DAY 2 (Sept. 20, 2022)	Time of Extraction	Time of Last Meal September 19, 2022	UNIT/SECTION
CONFERENCE ROOM	6:30 - 6:59 am	8:30 pm	SHNU(26)
	7:00 - 7:29 am	9:00 pm	(Tuesday group/Monday group)
	7:30 - 7:59 am	9:30 pm	Cashier (4),
	8:00- 8:29 am	10:00 pm	Supply (4), Finance (13), Budget (5)
	8:30 - 8:59 am	10:30 pm	SNHU (22) (Thursday group/ Wednesday group)
	9:00-9:29 am	11:00 pm	COA (8), Candido Bello (1)

2. All other provisions stated in the **Division Memorandum 258 s. 2022** shall remain in effect.
3. Immediate and wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD., CESO V,
Schools Division Superintendent

