



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

August 4, 2023

DIVISION MEMORANDUM
No. 340, s. 2023

**ANNUAL LABORATORY AND PHYSICAL EXAMINATION OF TEACHERS
AND NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
School Health Section
All others Concerned

1. Anent to DepEd Memo No. 22 s 2015 entitled Annual Physical Examination of All DepEd Employees (Teaching and Non-Teaching Personnel), and RA 11223 on the Universal Health Care Act and It's Implementing Rules and Regulations, all teaching and non-teaching personnel are required undergo Annual Physical Examination. Hence, all teaching and non-teaching personnel are expected to submit laboratory and physical examination results to their respective district offices for elementary schools while at the office of the school heads for the secondary schools on or before August 14, 2023.
2. The School Health Section shall collect and review the laboratory and physical examination results for further evaluation, management, and referral. After review of these results, updating of health records shall be conducted by the assigned health personnel and return the submitted laboratory results to the clinic teacher for filing at the school clinic for future reference.
3. The activity aims to determine the annual health status of all personnel to detect the occurrence of illness (PTB, Hypertension, Diabetes Mellitus) if it has already set in and thereafter, prevent its further progression, if not totally treat it, and to ensure that all personnel are physically, mentally, and emotionally fit to perform at their best in the delivery of their mandated services.
4. Laboratory services may be availed from any chosen laboratory provider/ health facility.
5. Listed laboratory examinations are required for all personnel to detect presence of lifestyle diseases. except for pregnant women on their 1st and 2nd trimester who are advised to undergo sputum microscopy.
 - a. Chest x ray (at least 11 x 14 film) chest x ray taken 6 months or earlier should have another one taken.
 - b. Urinalysis
 - c. Complete blood count (hemoglobin, hematocrit)
 - d. ECG



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- e. Blood Chemistry (fasting blood sugar, lipid profile (total cholesterol, triglycerides, HDL, LDL), SGPT, BUN, Creatinine and Uric Acid).
6. All personnel who shall undergo laboratory examinations are advised not to take anything by mouth (NPO) for 8-10 hours until the tests are done the following morning.
7. It is expected that all participants observe minimum health protocols in the conduct of this activity to prevent the spread of communicable diseases.
8. Immediate and wide dissemination of this Memorandum is desired.


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