



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

15 Feb 2024

DIVISION MEMORANDUM  
SGOD No. **029**, s. 2024

ANNUAL PHYSICAL EXAMINATION OF ALL SDO SOUTH COTABATO  
PERSONNEL FOR CY 2024

To: Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Teaching and Nonteaching Personnel  
All School Health Section Personnel  
All Others Concerned

1. Preventive care is a key to a healthier and more productive workforce. It leads to a reduction in healthcare costs and the amount of time employees miss work. Thus, in reference to the DepEd Memorandum No. 22, s. 2015 titled **All Department of Education (DepEd) Teaching and Nonteaching Personnel Shall Undergo Annual Physical Examination** which is in compliance with Civil Service Commission Memorandum Circular No. 17, s. 1989, all personnel are required to undergo Chest X-ray, Complete Blood Count (CBC), Platelet Count (PC), and Urinalysis (U/A). In addition, personnel who are pregnant and with medical conditions that contraindicates exposure to radiation, are not allowed to undergo Chest X-ray. Moreover, some additional blood chemistry tests such as Lipid Profile, SGPT, Creatinine and FBS are advised, but not required, for personnel with pre-existing medical conditions such as, but not limited to, Diabetes Mellitus, Hyperlipidaemia, Hypertension, Renal Disease, Obesity and Liver Disease.

2. This activity aims to:

- a. provide information as to the health status of all personnel of the Schools Division of South Cotabato;
- b. ensure the good health of all personnel through management of existing medical conditions following the investigation results as well as immediate referral of conditions requiring further management by a Specialist or Consultant; and
- c. provide a good opportunity to discuss any goals or lifestyle changes to work on to make an improvement in the health of all personnel.

3. Furthermore, all personnel shall update their dental record in compliance with the *Ok sa DepEd* policy for the establishment of oral health profile of teaching and nonteaching personnel.



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



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4. Anent this, CS form 86 and its attachments (laboratory results and updated dental record) will be submitted to the School Health Section Office and/or to our district nurses in every school for consolidation of data thereafter on or before **May 31, 2024**. Failure to comply will subject the employee to submit an explanation letter addressed to the Medical Officer, Dr. Amida A. Macalimbon, followed by a further referral to the SGOD Chief and then to the Division Superintendent for disciplinary actions.
5. For any inquiry regarding the conduct of this activity, personnel concerned are advised to contact Dr. Amida A. Macalimbon at cellphone no. 09554128559.
6. Immediate dissemination of this memorandum is directed.

For:   
CRISTOPHER T. FRUSA  
Chief Education Supervisor - SGOD 2/16/2024  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

AAM/DM -annual physical examination of all SDO south cotabato personnel for CY  
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