



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

**Office of the Schools Division
Superintendent**

11 Mar 2025

DIVISION MEMORANDUM
SGOD No. **026** s. 2025

ANNUAL PHYSICAL EXAMINATION OF ALL SDO SOUTH COTABATO
PERSONNEL FOR CY 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Teaching and Nonteaching Personnel
All School Health Section Personnel
All Others Concerned

1. In reference to DepEd Memorandum No. 22, s. 2015 titled, **Annual Physical Examination of DepEd Employees (Teaching and Non-Teaching Personnel)**, all teaching and non-teaching personnel shall undergo annual physical examination in compliance with the Civil Service Commission Memorandum Circular No. 17, s. 1989.
2. This activity aims to:
 - a. provide information as to the health status of all teaching and non-teaching personnel,
 - 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. All personnel concerned are advised to contact and closely collaborate with their assigned district nurse or their school administrative officer for assistance. This memorandum shall serve as the "Laboratory Request" of the employee for the following:



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



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- a. Complete Blood Count (CBC) with Platelet Count (PC) **(Required)**
 - b. Urinalysis **(Required)**
 - c. Chest X-Ray–PA view **(Required)** Note: Pregnant personnel shall NOT undergo this test.
 - d. Dental Health Examination. This can be done by any Government Dentist. **(Required)**
 - e. GeneXpert MTB or Sputum AFB for 3 consecutive mornings for patients who were radiographically diagnosed with tuberculosis. **(Optional)**
 - f. Total Blood Chemistry (Fasting Blood Sugar, Lipid Profile, SGPT, Serum Creatinine and Blood Urea Nitrogen) and 12L ECG. Additional screening and diagnostic work-up for 40 years old and above with pre-existing medical conditions. **(Optional)**
 - g. Pap Smear. For awareness on Cervical and Breast Cancer, female employees who are 35 years old and above are encouraged to have pap smear and have consultation with their OB-Gyne while employed women of all ages are advised to do self-breast examination daily. Any suspicious palpable mass of any size should be further examined by a physician. **(Optional)**
 - h. Digital Rectal Exam (DRE). Male employees who are 40 years old and above are also advised to have a DRE and Prostate Specific Antigen (PSA). **(Optional)**
4. Civil Service Commission (CSC) Form 86 and its attachments (laboratory results and updated dental records) shall be submitted to the School Health Section Office and/or to the district nurses in every school for consolidation of data thereafter on or before **May 31, 2025**. An explanation letter addressed to the Medical Officer III, Dr. Mc Darlsel Canta, followed by a further referral to the SGOD Chief and then to the Schools Division Superintendent shall be required for employees who failed to comply for disciplinary actions.
5. Coaches, technical officials and other participants for annual sports events, festival of talents, schools press conferences, and council camp/jamborees must undergo physical examination and must secure medical clearance with their attending physician or from any licensed government or private physician to ensure their safety and well-being.



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6. All employees found with ailments, especially communicable diseases such as tuberculosis, pneumonia and other related disorders, must undergo treatment and shall secure medical clearance from any government or private physician prior to the start of classes to ensure the safety of the learners.
7. Employees with chronic illness/pre-existing medical conditions such as hypertension, dyslipidemia, hyperuricemia, diabetes mellitus, chronic kidney and other diseases shall secure medical clearance from any government or private physician.
8. Teachers shall charge their annual medical examination and health check-up to medical allowance once available this FY 2025. Non-teaching personnel may opt to go to any private or government health facility or any Philhealth *Konsulta* Providers (KPP).
9. Medical laboratory results and filled out Teacher's Health Card shall be submitted to their School Clinic In-Charge and shall be kept and filed in the School Clinic. Only the Division Medical Officer, Nurse In-Charge, School Nurse and the Clinic teacher are permitted to access the medical files.
10. The assigned school nurse shall submit a summarized form per assigned district to the Division Medical and Dental Services (MDNS) focal persons on or before **May 30, 2025**.
11. Enclosed are the names of the School Health Section staff who shall support employees and guide them to the closest Philhealth *Konsulta* Provider healthcare facility.
12. For further information and clarification, please contact Dr. Mc Darlcel Canta, Medical Officer III or Ms. Lilibeth E. Funa, Nurse In-Charge at mobile numbers 09465634689 or 09051380646.
13. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent



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Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
SCHOOLS

HEALTH EDUCATION
TEACHERS

PROGRAMS

MDC/DM-annual physical examination of all SDO south cotabato personnel for CY 2025
0000/March 11, 2025



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**List of PhilHealth Konsulta Accredited Facilities in South Cotabato
as of January 2025**

NAME OF HEALTH FACILITY	MUNICIPALITY
ALLAH VALLEY MEDICAL SPECIALISTS CENTER, INC	KORONADAL
CHO-KORONADAL	
DR. ARTURO P. PINGOY MEDICAL CENTER	
DR. EDGARDO R. SANDIG MEDICAL CLINIC	
LIFE CARE DIAGNOSTIC LABORATORY	
SOCOMEDICS MEDICAL CENTER	
SOUTH COTABATO PROVINCIAL HOSPITAL	
BAGONG POLOMOLOK MUNICIPAL HEALTH OFFICE PRIMARY CARE FACILITY	POLOMOLOK
DOLE CANNERY DISPENSARY	
HOWARD HUBBARD MEMORIAL HOSPITAL	
POLOMOLOK GENERAL HOSPITAL	
POLOMOLOK MUNICIPAL HOSPITAL	
UNIFIED ENGINEERING WORKERS MULTI PURPOSE COOPERATIVE	
TIBUD SA KATIBAWASAN MPC	
BANGA RURAL HEALTH UNIT	BANGA
DANTOM DOCTORS HOSPITAL	
DR. FRANCISCO C. PARCON CLINIC AND HOSPITAL	
CLINICA LUNTAO, INC	STO NINO
RHU - STO. NIÑO	
ZMK DOCTOR'S CLINIC AND HOSPITAL	
LAKE SEBU COMMUNITY HEALTH CARE COMPLEX (GONO MULUNG)	LAKE SEBU
DEI-CODA CLINIC	
RURAL HEALTH UNIT - LAKE SEBU	
LARIOSA CLINIC AND HOSPITAL, INC	SURALLAH
RURAL HEALTH UNIT - LAKE SEBU	
SOCCKSARGEN GENERAL HOSPITAL	
SURALLAH COMMUNITY HOSPITAL	
MUNICIPAL HEALTH OFFICE OF NORALA	NORALA
NORALA DISTRICT HOSPITAL	



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RHU TANTANGAN PRIMARY HEALTH CARE FACILITY	TANTANGAN
RURAL HEALTH UNIT- TAMPAKAN	TAMPAKAN
RURAL HEALTH UNIT TBOLI	T'BOLI
RURAL HEALTH UNIT-TUPI	TUPI



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List of School Health Section Personnels Per Municipality

FULL NAME (Last, First, M.I.)	MUNICIPALITY
BARNIEGO, MARIA VICTORIA A.	BANGA
LENA, AMOR V.	
NAVARES, MARIA UNILYNA A.	
VICENTE, MA. CECILLE P.	
CANLAS, DEMSON M.	LAKE SEBU
CHIO, SITIE ELMERA E.	
OMIPLE, ROSELIE G.	
PENEZA, MAYLYN F.	NORALA
QUISTO, HASMIN N.	
BALO, ERIK JOMIL N.	POLOMOLOK
ELAMBAYO, LEAH P.	
GARCESA, MARIVIC M.	
LOPEZ, GEMMA G.	
PATRICIO, ANALYN G.	
DAGUM, MARLYN O.	SURALLAH
LORENO, ROLLYMER D.	
MANUNTAG, KRISTINE ANDREA S.	
PADUA, DARRYLL ALDRIN T.	
TUPAS, ARNOLD R.	STO. NIÑO
FIGUEROA, ROMEL O.	
FUNA, LILLIBETH E.	TAMPAKAN
MIRAFUENTES, ANNIE MAY P.	
SALAZAR, MARY GRACE C.	TANTANGAN
JAVILLO, ERWIN B.	
RIVERA, JUDITH S.	
CABRERA, ANDREA C.	TUPI



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CARUMBA, ROEL G. JR.	
CLAUDIO, JESSELYN E.	
UMADHAY, JAMIE CARLO L.	
ADELANTAR, JOY D.	TBOLI
CANTO, MAYEN T.	
FACUNLA, ANGELO O.	
QUINTERO, NANETTE B.	