



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

OSDS 2022 040

To: **ALL DIVISION OFFICE PERSONNEL**

Subject: **DIVISION OFFICE PERSONNEL ANNUAL MEDICAL CHECK-UP**

Date: **October 24, 2022**

In the interest of health and wellness of all office personnel of this Division, be informed that there will be a scheduled Annual Medical/Laboratory Test on November 4, 2022 in Digos City Division Office ground. A mobile laboratory of ULTRALAB DIAGNOSTIC CENTER will be available on that day from 6 am to 9 am.

Personnel not available on that day or those on work-from-home mode should be present.

The Laboratory tests include the following:

- A. Lipid Profile
- B. SGPT
- C. FBS
- D. Chest X-Ray
- E. CBC
- F. Urinalysis
- G. Serum Uric Acid

The Division Office Personnel are advised to have Nothing per Orem (NPO) or no intake for the Laboratory tests for at least 8 to 10 hours prior to blood extraction.

Medical results will be evaluated by the Physician on November 7, 2022 at 10:00 am – 12 am at the Digos City Division Office Ground. Personnel not available on this schedule will only receive the laboratory results. Evaluation of their laboratory results shall be with their own choice of Physician at their own expense.

Attached is the list of the Division Office Personnel and the process flow during Laboratory Test and Medical Consultation/Evaluation.

Medical and Laboratory fees are chargeable against Division MOOE.

For information and compliance.

DepEd Schools Division of Digos City  
**RECORDS SECTION**

**RELEASED**

DATE: Oct 24 2022 TIME: 4:15 pm  
BY: [Signature]

Enclosed: As stated  
OSDS/HNU/jaa

For and in the absence of the  
Schools Division Superintendent

[Signature]  
**BEVERLY S. DAUGDAUG, EdD**  
Chief, Curriculum Implementation Division  
Officer-In-Charge



No.	NAME (Family Name, First Name, MI)	Position	Signature
1	Epe, Cristy C.	SDS	
2	Arnaez-Llaban, Clarisse Joy C.	Attorney III	
3	Misal, Noreliza A.	Accountant III	
4	Tambilawan, Neptune L.	Administrative Officer V	
5	Chiong, Aleli M.	Administrative Officer IV	
6	Bontia, Myhraa Faye L.	Administrative Officer IV	
7	Diamante, Rosario B.	Administrative Officer IV	
8	De Mesa, Rofelia T.	Administrative Officer IV	
9	Repollo, Arlen D.	Administrative Assistant III	
10	Escalona, Heidi B.	Administrative Assistant III	
11	Rosalita, Mary Sol S.	Administrative Assistant III	
12	Obenza, Merlyn E.	Administrative Assistant III	
13	Pius, Genie Delos R.	Administrative Assistant III	
14	Salazar, Maria Leonora P.	Administrative Assistant III	
15	Nahine, Jona Moilereen M.	Administrative Assistant III	
16	Asarak, Sheena A.	Administrative Assistant III	
17	Dealgue, Mary Ann I.	Administrative Assistant III	
18	Alcaide, Roseter C.	Administrative Assistant III	
19	Iyog, Sharon Ann S.	Administrative Assistant III	
20	Marata, Evangeline B.	Administrative Assistant III	
21	Arriate, Ruby F.	Administrative Assistant II	
22	Tabalba, Ethel M.	Administrative Assistant II	
23	Duran, Ina Abigail A.	Administrative Assistant I	
24	Cabardo, Daynie Beth D.	Administrative Aide VI	
25	Ibañez, Marieflor E.	Administrative Aide VI	
26	Moral, Catherine N.	Administrative Aide VI	
27	Evarretta, Karyl A.	Administrative Aide VI	
28	Escaner, Gwendolyn Mara L.	Administrative Aide VI	
29	Daugdaug, Beverly S.	Chief Education Supervisor	
30	Tabanao, Mary Glor D.	Education Program Supervisor	
31	Salanga, Gemma P.	Education Program Supervisor	
32	Jasmin, Luzminda B.	Education Program Supervisor	
33	Cadungog, Mishel C.	Education Program Supervisor	
34	Niones, Joan M.	Education Program Supervisor	
35	Nieves, Ronilyn P.	Education Program Supervisor	
36	Lucero, Jessica G.	Public Schools District Supervisor	
37	Casimiro, Helen A.	Public Schools District Supervisor	
38	Juezan, Ida I.	Public Schools District Supervisor	
39	Fortun, Mary Joy B.	Public Schools District Supervisor.	
40	Alde, Ferna Renira T.	Public Schools District Supervisor	
41	Oliva, Cherry Rossette E.	Public Schools District Supervisor	
42	Timon, Elvie E.	Education Program Specialist II	
43	Comaingking, Juvy A.	Librarian II	
44	Robiños, Myleen C.	Project Development Officer II	
45	Mayonila, Adelyn P.	Administrative Aide VI	
46	Oliver, Sollie B.	Chief Education Supervisor	
47	Bohol, Cherrie Anne B.	Education Program Supervisor	
48	Franconas, Helen N.	Engineer III	

49	Dalope, Myracel J.	Dentist II	
50	Asarak, Jasmine A.	Dentist II	
51	Uy, Cecile C.	Education Program Specialist II	
52	Peñas, Dhelmie Christine S.	Nurse II	
53	Dandoy, Ireene P.	Nurse II	
54	Sanoy, Daissy Jane P.	Nurse II	
55	Escabillas, Hazel Marie L.	Nurse II	
56	Cardines, Juvy A.	Administrative Officer II	
57	Moral, Claire Marris N.	Administrative Officer II	
58	Ymalay, Alnie Fe V.	Administrative Officer II	
59	Rabaya, Bonafe Cathrine B.	Administrative Officer II	
60	Beterbo, Marichu C.	Administrative Officer II	
61	Alcala, April Rose A.	Administrative Officer II	
62	Lagunsay, Danica A.	Administrative Officer II	
63	Ranara, Geraldine M.	Administrative Officer II	
64	Solon, Helena O.	Administrative Officer II	
65	Gonzales, Giselle D.	Administrative Assistant III	
66	Calva, Ethel D.	Administrative Assistant II	
67	Espacio, Christy Maximarie M.	Administrative Assistant II	
68	Barotoc, Narelhind B.	Administrative Assistant II	
69	Bejarin, Kristin Marie Y.	Nurse II	
70	Durano, Frances Millicent R.	Nurse II	
71	Posadas, Julie Ann N.	Project Development Officer I	

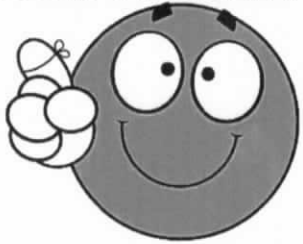
No.	NAME (Family Name, First Name, MI)	Position	Signature
1	Mana-Ay Jr., Basilio P.	ASDS	
2	Pascual, Stephen R.	ITOfficer I	
3	Alcomendras, Francis Jude D.	AO V	
4	Ranollo, Marcelino E.	AO IV	
5	Mara-Asin, Guy R.	AO IV	
6	Loma, Aljun Jay A.	AdAs III	
7	Zambra, Vincent S.	AdAs III	
8	Gayud, Rotsen Ray N.	AdAs III	
9	Pantonial, Renante A.	AdAs III	
10	Estomo, Joel E.	AdAs II	
11	Espacio, Dominador O.	AdA VI	
12	Cardines	Jayzon	
13	Vendiola, Ricardo V.	AdA I	
14	Endrina, Tito M.	EPS	
15	Cabrella, Jem Boy B.	EPS	
16	Salinas Jr., Gervasio R.	EPS	
17	Bisaga, Angel V.	EPS	
18	Bongcayao, Neil D.	PSDS	
19	Pillerin, Clarence S.	PSDS	
20	Cataluña, Ely G.	PSDS	
21	Peñas, Patriotiso O.	PSDS	
22	Rebosquillo, Marjun B.	EPS II	
23	Monserate, Reyzen O.	SEPS	
24	Senarillos, Peter-Jason C.	SEPS	
25	Dedace, Ronald B.	SEPS	
26	Fuentes, Xavier S.	SEPS	
27	Alejandro, Airon M.	Planning Officer III	
28	Mateo, Eleser D.	EPS II	
29	Gomito, Joel B.	Nurse II	
30	Castanares, Mark V.	AO II	
31	Ayop, Ramel M.	AO II	
32	Evaretta, Ruben	AO II	
33	Loyola, Qumran M.	AO II	
34	Bengil, Jessrael T.	AdAs III	
35	Ebol, Danilo Jr. M.	AdAs III	
36	Maravilles, Jose Israel M.	PDO I	

# LABORATORY DAY

Date: November 04, 2022, 6:00 am-9:00 am

Venue: Tent at the Parking Area

## DON'T FORGET

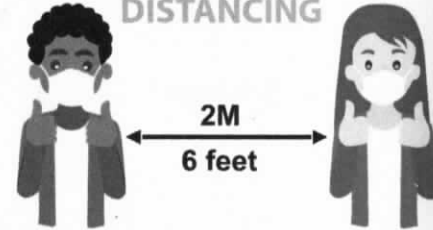


Fasting for 8-10 hours prior.



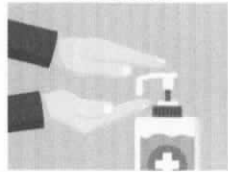
CARRY YOUR OWN PEN

SOCIAL DISTANCING



### Step 1

Sanitation of hands.



### Step 2

Registration

Register and get laboratory requests.



### Step 3

Go to the Med Tech and hand over the lab request for FBS, SGPT, Lipid Profile, and SUA.



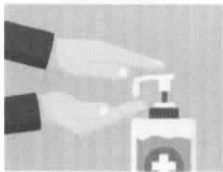
### Step 4

Have blood extracted.



### Step 8

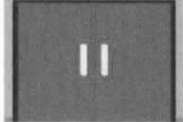
Sanitation of hands.



### Step 7

Go to the X-ray Area, hand over the last lab request and have your Chest X-ray done.

X-RAY ROOM



### Step 6

Place sample Urine on top of its lab request on the designated area.



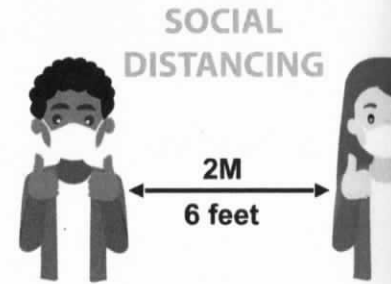
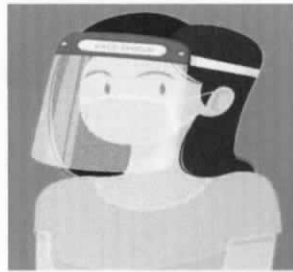
### Step 5

Go to the CR and obtain your sample Urine.



**MEDICAL CONSULTATION DAY**  
**Date: November 7, 2021, 10:00 am**  
**Venue: Tent at the Parking Area**

**DON'T FORGET**



**Step 1**

**Sanitation of hands.**



**Step 2**

**Get your Form 86 and Laboratory results.**



**Step 3**

**Register**



**Step 4**

**Proceed with history taking and vital signs.**



**Step 5**

**Proceed with Medical consultation.**



**Step 6**

**Give all the results and form 86 to the Health and Nutrition Unit personnel.**

