



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD -2023-479

To : All Division Office Personnel

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

Date : October 09, 2023

1. The Department of Education aims to ensure the health and well-being of not only its learners and teaching personnel, but also its Division Office Personnel.
2. In line with this, there will be an annual medical check-up to be held on **November 17, 2023** in Digos City Division Office Ground.
3. Before the medical consultation day, there will be a medical/laboratory test to be scheduled on **November 14, 2023**. The mobile laboratory of Ultralab X Diagnostic Center will be available only on that day and will only cater patients from **6:00 AM to 10:00 AM**.
4. Personnel not available on that day should be present. There will be no other schedule for the said laboratory test.
5. The laboratory tests include the following:
 - CBC with platelet
 - Urinalysis
 - Chest X-Ray
 - Serum Creatinine
 - Serum Uric Acid
 - Fasting Blood Sugar
 - Total Cholesterol
6. The Division Personnel are advised to have Nothing per Orem (NPO) or no intake of food or water for at least 8-10 hours prior to blood extraction.
7. Reading and evaluation of laboratory results by the physician will be on **November 17, 2023** at **8:00 AM to 11:00 AM** in Digos City Division Office Ground. Personnel who are not available during the check-up will only receive



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

Telephone Nos.: (082) 553-8375; (082) 553-8396



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- their laboratory results and shall be evaluated by their own choice of physician at their own expense.
8. Attached is the list of the Division Office Personnel and the process flow during Laboratory Test and Medical Consultation/Evaluation.
 9. Medical and Laboratory fees are chargeable against Division MOOE.
 10. For information and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD
Office-in-charge
Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION

RELEASED
27-110090
DATE: OCT 10 2020 TIME: 2:55 p
BY: *[Signature]*

Enclosure: As stated.
OSDS/HNU/top



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

No.	NAME (Family Name, First Name, MI)	Position	Gender	Office/School	Signature
1	Estacio, Melanie P.	SDS	Female	OSDS	
2	Alcaide, Roseter C.	Administrative Assistant III	Female	OSDS	
3	Alcala, April Rose A.	Administrative Officer II	Female	Elementary	
4	Alde, Ferna Renira T.	Public Schools District Supervisor	Female	CID	
5	Amigo, Diana Grace V.	Administrative Assistant III	Female	OSDS	
6	Arnaez-Llaban, Clarisse Joy C.	Attorney III	Female	OSDS	
7	Asarak, Jasmine A.	Dentist II	Female	SGOD	
8	Asarak, Sheena A.	Administrative Assistant III	Female	OSDS	
9	Barotoc, Narelhind B.	Administrative Assistant II	Female	Elementary	
10	Bejarin, Kristin Marie Y.	Nurse II	Female	SHS	
11	Beterbo, Marichu C.	Administrative Officer II	Female	Elementary	
12	Bohol, Cherrie Anne B.	Education Program Supervisor	Female	SGOD	
13	Cabardo, Daynie Beth D.	Administrative Aide VI	Female	OSDS	
14	Calva, Ethel D.	Administrative Assistant II	Female	Elementary	
15	Cardines, Juvy A.	Administrative Officer II	Female	Elementary	
16	Chiong, Aleli M.	Administrative Officer IV	Female	OSDS	
17	Clemente, Regie V.	Administrative Aide VI	Female	OSDS	
18	Comaingking, Juvy A.	Librarian II	Female	CID	
19	Dalope, Myracel J.	Dentist II	Female	SGOD	
20	Dandoy, Ireene P.	Nurse II	Female	SGOD	
21	Daugdaug, Beverly S.	Chief Education Supervisor	Female	CID	
22	De Mesa, Rofelia T.	Administrative Officer IV	Female	OSDS	
23	Devalgue, Mary Ann I.	Administrative Assistant III	Female	OSDS	
24	Diamante, Rosario B.	Administrative Officer IV	Female	OSDS	
25	Duran, Ina Abigail A.	Administrative Assistant I	Female	OSDS	
26	Durano, Frances Millicent R.	Nurse II	Female	SHS	
27	Escabillas, Hazel Marie L.	Nurse II	Female	SGOD	
28	Escalona, Heidi B.	Administrative Assistant III	Female	OSDS	
29	Escaner, Gwendolyn Mara L.	Administrative Aide VI	Female	OSDS	
30	Evarretta, Karyl A.	Administrative Aide VI	Female	OSDS	
31	Fortun, Mary Joy B.	Public Schools District Supervisor	Female	CID	
32	Franconas, Helen N.	Engineer III	Female	SGOD	
33	Gonzales, Giselle D.	Administrative Assistant III	Female	Elementary	
34	Ibañez, Marieflor E.	Administrative Aide VI	Female	OSDS	
35	Iyog, Sharon Ann S.	Administrative Assistant III	Female	OSDS	
36	Jasmin, Luzminda B.	Education Program Supervisor	Female	CID	
37	Juezan, Ida I.	Public Schools District Supervisor	Female	CID	
38	Lagunsay, Danica A.	Administrative Officer II	Female	Elementary	
39	Llanos, Myhrra Faye C.	Administrative Officer IV	Female	OSDS	
40	Lucero, Jessica G.	Public Schools District Supervisor	Female	CID	
41	Marata, Evangeline B.	Administrative Assistant III	Female	OSDS	
42	Misal, Noreliza A.	Accountant III	Female	OSDS	
43	Moral, Catherine N.	Administrative Aide VI	Female	OSDS	
44	Moral, Claire Marris N.	Administrative Officer II	Female	Elementary	
45	Nahine, Jona Moilereen M.	Administrative Assistant III	Female	OSDS	
46	Nieves, Ronilyn P.	Education Program Supervisor	Female	CID	
47	Niones, Joan M.	Education Program Supervisor	Female	CID	
48	Obenza, Merlyn E.	Administrative Assistant III	Female	OSDS	
49	Oliva, Cherry Rossette E.	Public Schools District Supervisor	Female	CID	
50	Oliver, Sollie B.	Chief Education Supervisor	Female	SGOD	

51	Pagayon, Bernadette	Administrative Officer II	Female	OSDS	
52	Peñas, Dhelmie Christine S.	Nurse II	Female	SGOD	
53	Pilarte, Lyra O.	Medical Officer III	Female	SGOD	
54	Pius, Genie Delos R.	Administrative Assistant III	Female	OSDS	
55	Rabaya, Bonafe Cathrine B.	Administrative Officer II	Female	Elementary	
56	Ranara, Geraldine M.	Administrative Officer II	Female	Elementary	
57	Repollo, Arlen D.	Administrative Assistant III	Female	OSDS	
58	Rosalita, Mary Sol S.	Administrative Assistant III	Female	OSDS	
59	Salanga, Gemma P.	Education Program Supervisor	Female	CID	
60	Salazar, Maria Leonora P.	Administrative Assistant III	Female	OSDS	
61	Sanoy, Daissy Jane P.	Nurse II	Female	SGOD	
62	Senires, Leilani T.	Education Program Supervisor	Female	CID	
63	Solon, Helena O.	Administrative Officer II	Female	Elementary	
64	Sy, Zandria M.	Education Program Supervisor	Female	CID	
65	Tabalba, Ethel M.	Administrative Assistant II	Female	OSDS	
66	Tambilawan, Neptune L.	Administrative Officer V	Female	OSDS	
67	Timon, Elvie E.	Education Program Specialist II	Female	CID	
68	Uy, Cecile C.	Education Program Specialist II	Female	SGOD	
69	Vallejo, Cherry Lyne B.	Education Program Specialist II	Female	CID	
70	Ymalay, Alnie Fe V.	Administrative Officer II	Female	Elementary	

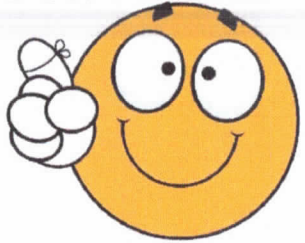
No.	NAME (Family Name, First Name, MI)	Position	Gender	Office/School	Signature
1	Mana-Ay Jr., Basilio P.	ASDS	Male	OSDS	
2	Alcomendras, Francis Jude D.	AO V	Male	OSDS	
3	Alejandro, Airon M.	Planning Officer III	Male	SGOD	
4	Bengil, Jessrael T.	AdAs III	Male	Elementary	
5	Bisaga, Angel V.	EPS	Male	CID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

LABORATORY DAY

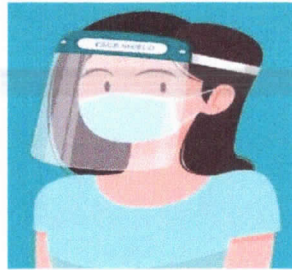
Date: November 14, 2023, 6:00 am- 10:00 am

Venue: Tent at the Parking Area

DON'T FORGET

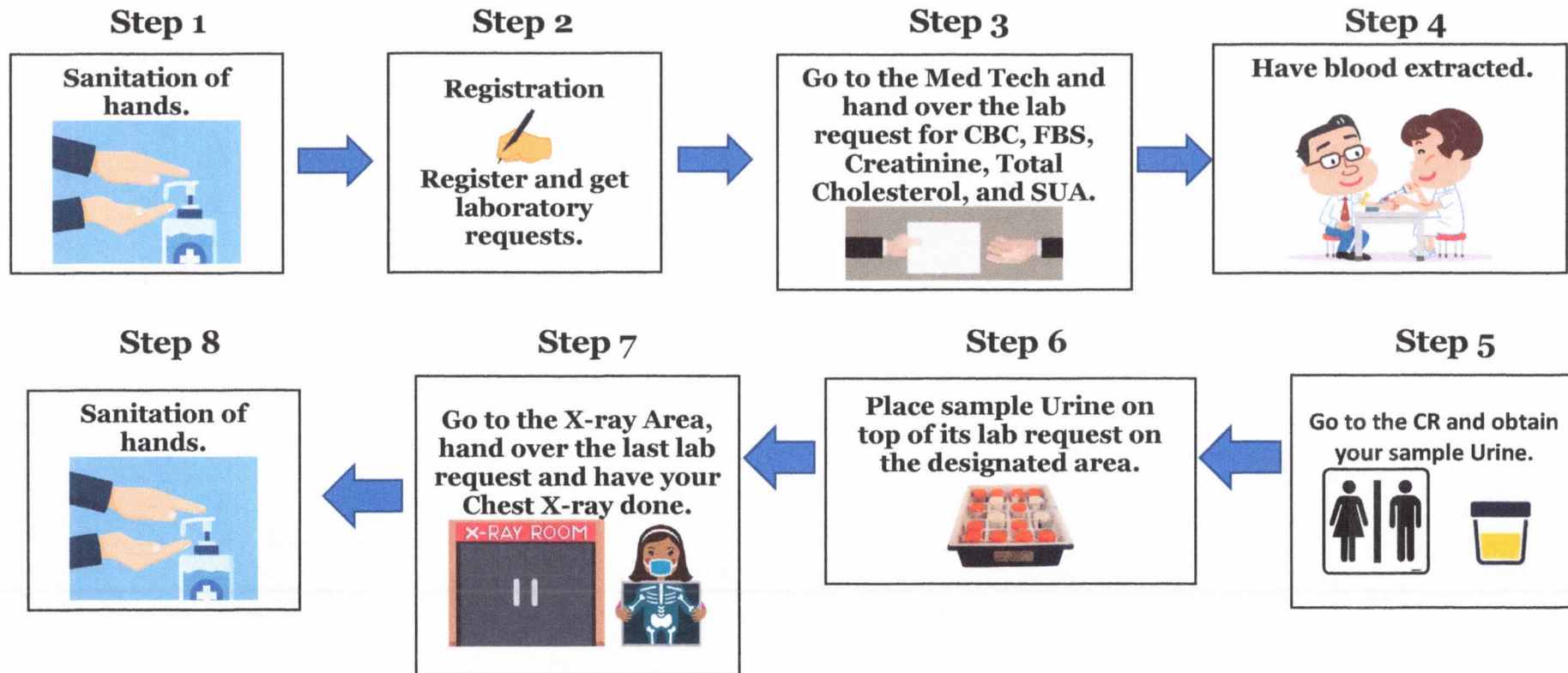
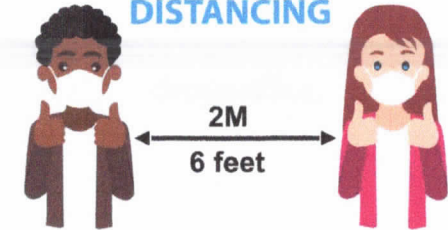


Fasting for 8-10 hours prior.



CARRY YOUR OWN PEN

SOCIAL DISTANCING

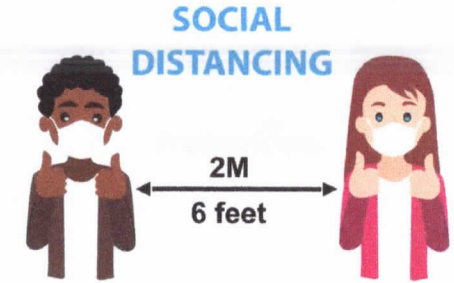
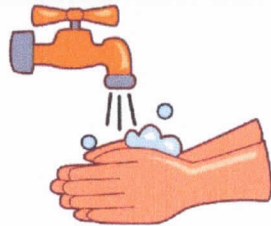
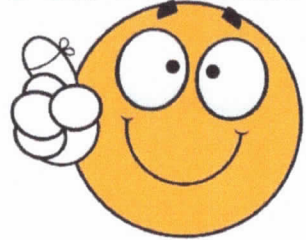


MEDICAL CONSULTATION DAY

Date: November 17, 2023, 8:00am-11:00 am

Venue: Tent at the Parking Area

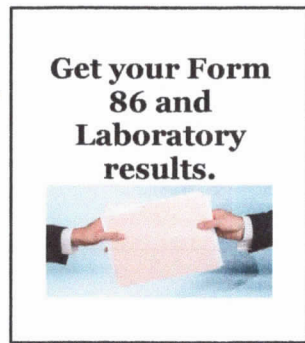
DON'T FORGET



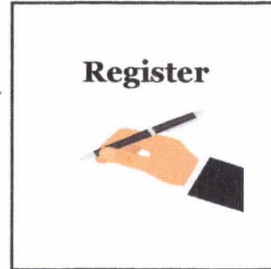
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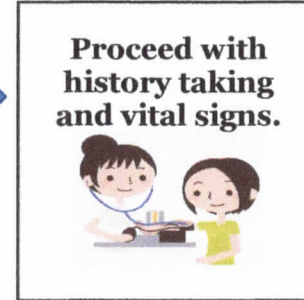
Step 2



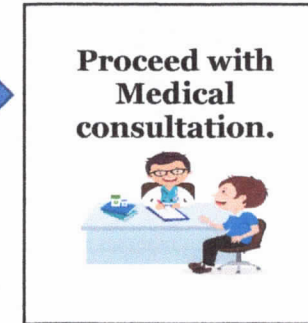
Step 3



Step 4



Step 5



Step 6

