



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024-046

To : Public Schools District Supervisors  
 School Heads of Public Elementary and Secondary Schools  
 Secondary School Nurse  
 Health and Nutrition Unit  
 All other concerned

Subject : **ANNUAL PHYSICAL EXAMINATION OF TEACHING AND NON-TEACHING PERSONNEL**

Date : January 22, 2024

This has reference to Division Memorandum SGOD-2023-205 re the Annual Medical Examination of Teaching and Non-Teaching Personnel.

Pursuant to Department of Education Memorandum No. 22, s. 2015 and in compliance with Special Provisions General Appropriation Act of FY 2023, section 13 that states the "Cash allowance to teachers shall be used for 5,000 per classroom teacher for every school year to augment the expenses for teaching supplies and materials, for internet subscription and other communication expenses and an annual medical examination.

In line with this, it is requested that all teaching and non-teaching personnel shall undergo Annual Medical Examination. All laboratory results shall be attached to Form 86 (Medical Health Record) signed by medical officer or any government physician for medical clearance.

The following laboratory is recommended:

1. CBC
2. Chest X-ray
3. Urinalysis
4. FBS (**optional but highly encouraged**)

All teaching personnel may opt to have their laboratories done at hospital facilities or medical laboratory facilities. School Heads shall ensure that all personnel under their respective schools undergo the physical examination.

Results of the Annual Physical Examination shall be consolidated by the clinic teachers and should be submitted to the Health and Nutrition Unit on or before **February 29, 2024**. Original laboratory results shall be attached on the said consolidated reports.

Immediate and wide dissemination of this memorandum is desired.

DepEd Schools Division of Digos City

RECORDS SECTION

**RELEASED**  
 24-115680  
 DATE: JAN 24 2024 TIME: 1:12 PM

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
 OIC- Schools Division Superintendent

Enclosed: As stated.  
 SGOD/HNU/lop



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



Republic of the Philippines  
**Department of Education**  
 DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
 SGOD -2023- 205

To Assistant Schools Division Superintendent  
 Curriculum Implementation Division  
 Education Program Supervisors  
 Public Schools District Supervisors  
 School Heads of Public Elementary and Secondary Schools  
 All Others Concerned

Subject **ANNUAL MEDICAL EXAMINATION OF TEACHING AND NON-TEACHING PERSONNEL**

Date May 26, 2023

Pursuant to Department of Education Memorandum No. 22 s. 2015 and in compliance with Special Provisions General Appropriation Act of FY 2023, section 13 that states the "Cash allowance to teachers shall be used for 5,000 per classroom teacher for every school year to augment the expenses for teaching supplies and materials, for internet subscription and other communication expenses and an annual medical examination.

In line with this, it is requested that all teaching and non-teaching personnel shall undergo Annual Medical Examination. All laboratory results shall be attached to Form 86- (Medical Health Record) signed by medical officer or any government physician for medical clearance.

The following laboratory is recommended:

1. CBC
2. Chest X-ray
3. Urinalysis

For or those with comorbidities additional laboratory exams may be required upon the recommendation of the medical officer or physician.

Consolidated reports on the annual medical examination shall be incorporated with the quarterly submission of SHD form 5 which is submitted every 10th day of the month of the succeeding quarter.

For information and strict compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO**

Assistant Schools Division Superintendent  
 Officer-in-Charge

Office of the Schools Division Superintendent  
 Schools Division of Digos City

RECORDS SECTION

**RELEASED**  
 27-102686

DATE: MAY 29 2023 TIME: 1:22 PM

BY: *[Signature]*

Enclosure: As stated.  
 OSDS/HNU/mpeht



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

Revised

NRU

23-19406



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM  
ESSD-2023-203

Dep. E.I.T.  
10-2686  
- 25 MAY 2023  
4:16

To : Schools Division Superintendents

Subject: ANNUAL MEDICAL EXAMINATION OF TEACHING AND NON-TEACHING PERSONNEL

Date : May 24, 2023

Pursuant to Department of Education Memorandum No. 22 s. 2015 and in compliance with Special Provisions General Appropriation Act of FY 2023, section 13 that states the "Cash allowance to teachers shall be used for 5,000 per classroom teacher for every school year to augment the expenses for teaching supplies and materials, for internet subscription and other communication expenses and an annual medical examination."

In line with this, it is requested that all teaching and non-teaching personnel shall undergo **Annual Medical Examination**. All laboratory results shall be attached to Form 86- (Medical Health Record) signed by medical officer or any government physician for medical clearance.

- The following laboratory is recommended:
1. CBC
  2. Chest X-ray
  3. Urinalysis

For or those with comorbidities additional laboratory exams may be required upon the recommendation of the medical officer or physician.

Consolidated reports on the annual medical examination shall be incorporated with the quarterly submission of SHD form 5 which is submitted every 10<sup>th</sup> day of the month of the succeeding quarter.

Immediate and wide dissemination of this Memorandum is desired.

By the Authority of the Regional Director

**ALLAN G. FARNAZO**  
Director IV

ROB/D4/mim

**REBONFAMIL R. BAGUIO**  
Director III

23-19406



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147

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