



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

August 12, 2024



DIVISION MEMORANDUM

No. 296, 2024

TO: Assistant Schools Division Superintendent
CID/SGOD/OSDS
Public Elementary and Secondary School Heads
Teaching and Non-teaching Personnel
All Others Concerned


**REITERATION ON THE SUBMISSION OF PERSONNEL FOR THE ANNUAL
MEDICAL EXAMINATION OF DEPED CY 2024**

1. In great value for teachers and personnel safety, health, and welfare and for the benefit of the learners and the entirety of the school community, this memorandum reiterates the importance of the annual medical examination in accordance with Civil Service Commission Memorandum Circular No. 17 s 1989, all SDO Tabuk City employees (Teaching and non-teaching personnel) are required to undergo Annual Physical examination.
2. The annual medical and physical examination expense of teaching personnel is covered by cash allowance granted under Dep Ed Order No. 13 s 2021 entitled "Supplemental Guidelines on the Grant of Cash Allowance to Teachers".
3. In relation to this, all personnel who have not yet complied are advised to undergo the following diagnostic tests shall be required for the medical examination:
 - a. Chest X-ray PA view (Except for pregnant women)
 - b. Complete Blood Count
 - c. Urinalysis
4. For personnel with existing comorbid conditions (e.g. hypertension, diabetes mellitus, chronic kidney diseases, etc.) additional laboratory tests may be required by the Medical Officer or their attending physician as deemed necessary.
5. Teaching and Non-Teaching Annual Health Examination and Form 86 certification may be conducted by any of the following:
 - a) Any government-based physician.
 - b) Any private medical practitioner on personnel's preference.
6. Final submission of medical documents or Form 86 is on **August 27, 2024** at the division office.
7. Immediate dissemination and compliance of this memorandum is strongly desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 



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