



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III

SCHOOLS DIVISION OFFICE OF BATAAN



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January 6, 2020

DIVISION MEMORANDUM

No. 01, s.2020

ANNUAL PHYSICAL EXAMINATION OF DEPED EMPLOYEES (TEACHING AND NON-TEACHING PERSONNEL)

To: Assistant Schools Division Superintendent
Chiefs of Division, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Division Unit Heads
All Division Office Personnel
All Others Concerned

1. Pursuant to DepEd Memorandum No. 22, s. 2015 dated March 19, 2015 regarding the Annual Physical Examination of DepEd Employees (Teaching and Non-Teaching Personnel), as a manifestation of concern by this Office on the health status of its employees, all teaching and non-teaching personnel are **mandated** to undergo annual physical check-up in compliance with the Civil Service Commission Memorandum Circular No. 17, s 1989.

2. The Annual Physical Examination shall be conducted to ensure that all employees are physically fit to perform their assigned roles and functions to give quality, healthy and safe services as public servant.

3. All DepEd Employees are required to undergo Laboratory Examination which includes Hemoglobin, Complete Blood Count(CBC), BUN, Creatinine, Uric Acid, Fasting Blood Sugar (FBS) Cholesterol, Urine Analysis and ECG for personnel who are 40 years old and above and those who are symptomatic. Chest X-ray is required to all employees except for pregnant women.

4. All personnel who had their laboratory/medical examination six (6) months before the schedule will still undergo the annual physical examination except Chest X-ray.

5. The result of the Laboratory Examination must be interpreted by their Private and Public Physician for Certification of Fit to Work. All results shall be submitted to the

“WE MOULD HEROES”

VISION

“We mould heroes who demonstrate love, integrity, and competence to realize their full potential and contribute significantly to building the nation.”

MISSION

To ensure and promote the right of every Filipino to quality, equitable, efficient, and complete basic education where:
- Students learn in a safe, healthy, gender-sensitive, able, and nurturing environment.
- Teachers facilitate learning and consistently nurture every learner.
- Administrators and staff in all levels of the institution ensure an enabling and supportive environment for effective learning to happen.
- Parents, community, and other stakeholders are actively engaged and share responsibility for developing the learners.

QUALITY POLICY

I. Providing quality products and services to our customers and meeting regulatory and all applicable ISO 9001:2015 requirements.
II. Considering and meeting all external and internal issues relevant to our business operation and that affect our QMS in achieving its purpose.
III. Substantiating and meeting the requirements in documented policies that are relevant to the ability of our QMS to meet customer and applicable regulatory requirements.
IV. Continuously improve our QMS by reducing operational inefficiencies and



ISO 9001:2015 CERTIFIED



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District Nurses and be forwarded to the SGOD- Health and Nutrition Unit (Attn: District Nurses in-charge) on or before March 30, 2020.

6. Any Concerns directly related to the schedule and proper conduct of this activity shall be coordinated with the Public School District Supervisors. However, the reliability and integrity of the results of the laboratory and diagnostic tests shall be under the full responsibility of the Laboratory/ Medical Clinic.

7. Immediate dissemination of and strict compliance with this Memorandum is desired.


ROMEO M. ALIP, Ph.D. CESO V
Schools Division Superintendent

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“WE MOULD HEROES”

VISION

We dream of Filipinos who demonstrate love, high quality and unique values and competencies enabling them to realize their full potential and achieve meaningfulness in building the nation.

MISSION

To protect and preserve the right of every Filipino to quality, equitable, relevant, and meaningful education service.
Students learn in a child-friendly, gender-sensitive, safe, and nurturing environment.
Teachers facilitate learning and consistently nurture every learner.
Administrators and staff on the basis of the institution, ensure an enabling and supportive environment for effective learning to happen.
Family, community, and other stakeholders are actively engaged and share responsibility for delivering life-long learning.

QUALITY POLICY

I. Providing quality products and services to our customers and meeting regulatory and all applicable ISO 9001:2015 requirements.
II. Identifying and meeting all internal and external needs relevant to our products and services.
III. Determining and meeting the requirements of interested parties that are relevant to the ability of our QMS to meet customer and applicable regulatory requirements.
IV. Continuously improve our QMS by reducing operational inefficiencies and enhancing customer satisfaction.



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