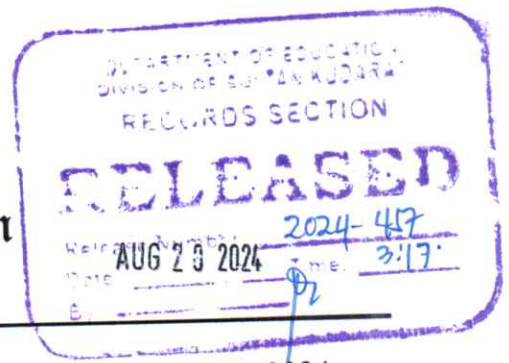




Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT



August 27, 2024

**Office MEMORANDUM**

No. **76** s. 2024

**HEALTHIER AS ONE: ANNUAL CHECK-UP AND LABORATORY EXAMINATION  
CUM SDO DENTAL CLINIC LAUNCHING AND EYE SCREENING FOR ALL  
DIVISION OFFICE PERSONNEL FOR FISCAL YEAR 2024**

To: Chiefs of Functional Divisions  
Education Program Supervisors  
This Division

1. In compliance with DO No. 014, s. 2020 and Civil Service Commission Memorandum Circular No. 17, s.1989 stating that All personnel shall undergo an annual physical examination, the Division Office, through School Health section and the Human Resource Development section will conduct its annual medical and dental health examination on **September 3-5, 2024 (8:00-5:00PM)** at the Kalimudan Hall and SDO Clinic office, DepED SK Division, Kenram, Isulan, Sultan Kudarat.

2. The annual physical examination includes the following:

- (a) Complete Blood Count
- (b) Chest Xray – PA view (Pregnant personnel should NOT undergo chest Xray)
- (c) Routine Urinalysis
- (d) Free consultations (Medical and Dental)
- (e) Cataract screening of personnel with comorbidities from eye specialist/Ophthalmologist
- (f) Random blood Sugar (RBS), Total Cholesterol and Uric acid testing for personnel with comorbidities and previous medical history.

3. The Physician may request appropriate additional tests such as Total Blood Chemistry, 12L ECG for 30 years old and above or if clinically warranted.

4. All Laboratory results will be kept at the School Health Section together with the Health Examination Record and Oral Health Examination Record forms which will serve as a clinic profile for all future consultations of division personnel.

5. Attached to this memorandum are the indicative schedule of activities.

AHG/SGOD-SHS/ HEALTHIER AS ONE: ANNUAL CHECK-UP AND LABORATORY EXAMINATION CUM SDO DENTAL CLINIC LAUNCHING AND EYE SCREENING FOR ALL DIVISION OFFICE PERSONNEL FOR FISCAL YEAR 2024/DSK-DIT-DivMemo v2r0.0e01.08.22/ August 27, 2024.



Address: Kenram, Isulan, Sultan Kudarat  
Telephone No.: (064) 471 1007  
Website: <https://divisionsk.org>  
Email: [depedsk.r12@deped.gov.ph](mailto:depedsk.r12@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT

6. Division office personnel may proceed directly to the designated area on the given schedule for laboratory work-up and health examination ensuring physical distancing, wearing of face mask properly and carrying a hand disinfectant, and performing handwashing and/or hand disinfection after leaving the area.
7. For more information, questions and concerns on this activity, please contact Ms. **MA. THERESA R. SEGURA, RN**, Division Medical and Dental Services Coordinator at 09778074428 or email at [matheresa.segura@deped.gov.ph](mailto:matheresa.segura@deped.gov.ph) or **Dr. AKIFA H. GUINDO, RPh**, Medical Officer III at 0968-8541253 or email at [akifa.guindo@deped.gov.ph](mailto:akifa.guindo@deped.gov.ph)
8. For the information, guidance, and compliance of all concerned.

**CRISPIN A. SOLIVEN JR., CESE**  
Schools Division Superintendent

Attachment.: As stated

Reference: As stated

To be indicated in the perpetual index with the following subject:

**FISCAL YEAR 2024      LAUNCHING      PROFILING      SCREENING**

AHG/SGOD-SHS/ HEALTHIER AS ONE: ANNUAL CHECK-UP AND LABORATORY EXAMINATION CUM SDO DENTAL CLINIC LAUNCHING AND EYE SCREENING FOR ALL DIVISION OFFICE PERSONNEL FOR FISCAL YEAR 2024/DSK-DIT-DivMemo v2r0.0e01.08.22/ August 27, 2024.



Address: Kenram, Isulan, Sultan Kudarat  
Telephone No.: (064) 471 1007  
Website: <https://divisionsk.org>  
Email: [depedsk.r12@deped.gov.ph](mailto:depedsk.r12@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT

Attachment to Office Memorandum No. **76** s. 2024

**INDICATIVE SCHEDULE OF ACTIVITIES**

Date/Time	Activity	Person/s Involved	In Charge
<b>Sept 3, 2024</b>  8:00am-4pm	Cataract screening  SDO Dental Clinic Launching  Medical, Nursing and Dental services.	All SDO personnel (OSDS, CID, CID personnel)	Ophthalmologist, Medical officer, Dentist In charge, Registered Nurses, Diagnostic laboratory personnel
<b>Sept 3,4,5, 2024</b>  8:00am-4:00pm	Laboratory Examination (Chest Xray, Complete blood count and Urinalysis and others)	All SDO personnel (OSDS, CID, CID personnel)	Medical officer, Dentist In charge, Registered Nurses, Diagnostic laboratory personnel

AHG/SGOD-SHS/ HEALTHIER AS ONE: ANNUAL CHECK-UP AND LABORATORY EXAMINATION CUM SDO DENTAL CLINIC LAUNCHING AND EYE SCREENING FOR ALL DIVISION OFFICE PERSONNEL FOR FISCAL YEAR 2024/DSK-DIT-DivMemo v2r0.0e01.08.22/ August 27, 2024.



Address: Kenram, Isulan, Sultan Kudarat  
Telephone No.: (064) 471 1007  
Website: <https://divisionsk.org>  
Email: [depedsk.r12@deped.gov.ph](mailto:depedsk.r12@deped.gov.ph)