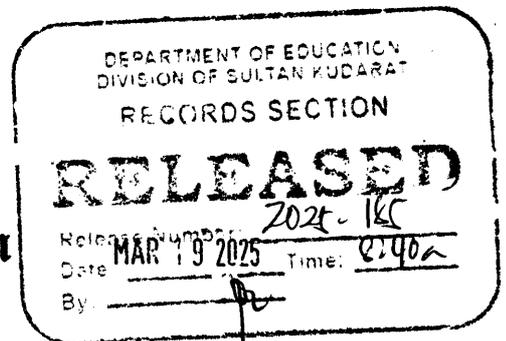




Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT



March 17, 2025

Office MEMORANDUM  
SGOD-SHS No. **28** s. 2025

**2025 FIRST QUARTER HEALTH AND WELLNESS CHECK-UP  
OF SELECTED DIVISION OFFICE PERSONNEL WITH COMORBIDITIES**

To: Chiefs of Functional Divisions  
Education Program Supervisors  
This Division

1. In reference to DepEd Order No. 28, s. 2018, titled "*Policy and Guidelines for Oplan Kalusugan sa DepEd*", which aims to provide basic medical services to learners and employees, this Division, through the School Health and Nutrition Section, will conduct its First Quarter Health and Wellness Check-up for selected Division Office personnel with comorbidities on **March 18-21, 2025**, from **9:00 AM to 3:00 PM**, at the Division Clinic, DepEd Sultan Kudarat Division.

2. The activity aims to monitor, track progress of the employee's overall health status and adjust the medications to ensure their safety and overall well-being. Specifically, the activity will conduct the following procedures and examinations:

- 2.1 medical history interview
- 2.2 physical health examinations
- 2.3 blood sugar, uric acid and total cholesterol monitoring
- 2.4 medical consultations
- 2.5 adjustment of prescribed medications if necessary
- 2.6 set action plan and target individual health goal for the next 3 months
- 2.7 address other health issues and concerns

3. In compliance with Data Privacy Act of 2012, a separate invitation letter will be directly sent to selected division office personnel. Participants may opt to fast at least 10 hours prior to the activity to ensure the quality of results.

4. Participants are advised to arrive at least 5 minutes before the assessment. Nurses on duty are directed to pre-assess the personnel by recording their vital signs and updating the past medical history status on their health card.

5. Participants may also bring their latest laboratory results and prescriptions to expedite the check-up process. The medical officer may require further diagnostic tests and referrals if necessary.

AHG/SGOD-SHS/2025 FIRST QUARTER HEALTH AND WELLNESS CHECK-UP OF SELECTED DIVISION OFFICE PERSONNEL WITH COMORBIDITIES /DSK-DIT-DivMemov2r0.0e01.08.21/March 17, 2025



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6. Persons with cough and colds or flu-like symptoms must wear face mask properly, practice social distancing and carry a hand disinfectant. Performing of handwashing and/or hand disinfection after leaving the area is a must.
7. For more information, questions and concerns on this event, please contact any division health personnel, or AKIFA H. GUINDO, MD, Medical Officer III at contact no. 0968-8541253 or email at akifa.guindo@deped.gov.ph
8. For information and compliance of all concerned.

  
**DR. MELROSE B. PERALTA CESE**  
Assistant Schools Division Superintendent  
/ **CRISPIN A. SOLIVEN JR., CESE**  
Schools Division Superintendent  


Encl/s.: *None*

References: DepEd Order No. 28 s. 2018

To be indicated in the Perpetual Index under the following subject

**HEALTH**

**EMPLOYEES**

**FY 2025**

AHG/SGOD-SHS/2025 FIRST QUARTER HEALTH AND WELLNESS CHECK-UP OF SELECTED DIVISION OFFICE  
PERSONNEL WITH COMORBIDITIES /DSK-DIT-DivMemov2r0.0e01.08.21/March 17, 2025



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