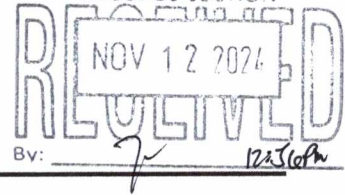




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION



12 Nov 2024

**DIVISION MEMORANDUM**

No. 414, s. 2024

**ANNUAL PHYSICAL EXAMINATION OF DIVISION-BASED PERSONNEL**

To: Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division

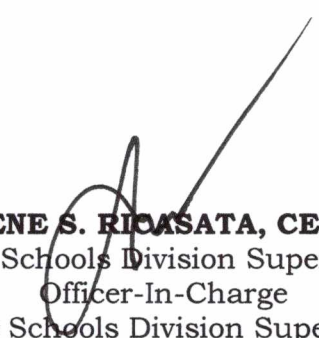
1. Pursuant to DepEd Memorandum No. 22, s. 2015 entitled Annual Physical Examination of DepEd Employees and in compliance to CSC Memorandum Circular no. 17, s. 1989 entitled Physical and Mental Fitness for Continued Employment in the Public Service, this office through the SGOD School Health Section announces that **all Division-based personnel are required to undergo annual physical examination** to ensure that employees are physically fit to perform their roles and function.
2. Periodic annual medical examinations may also reduce, or control spread of communicable diseases (such as Pulmonary Tuberculosis) through secondary prevention. According to Rule 1967.03 of Occupational Safety and Health Standards, periodic annual medical examinations shall be conducted in order to follow-up previous findings, to allow early detection of occupational and non-occupational diseases and determine the effect of exposure of employees to health hazards.
3. All Division-based personnel are advised to submit the following laboratory and diagnostic tests from any health facility of choice until December 5, 2024:
  - a. Complete Blood Count
  - b. Urinalysis
  - c. Chest X-ray
  - d. 12 Lead ECG for 40 years old and above
  - e. Blood Chemistry (optional for 40 years old and above or if with comorbidities such as Hypertension, Diabetes Mellitus, Chronic Kidney Disease, Cardiovascular Disease etc.)
  - f. Physical Examination Record (optional for those who avail an APE package with included physical exam or if with HMO provider)
4. The source of funding for Plantilla item personnel who choose to undergo laboratory tests conducted by SDO provider shall be charged against Division MOOE. Other employees may enroll to Philhealth's Konsulta package and make necessary arrangements with the nearest Konsulta package providers in the respective place of work or residence to avail of the free health services such laboratory screening tests.



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna  
Contact Nos.: (049) 547-0105 / (+63) 939-510-8779  
Email Address: deped.binancity@deped.gov.ph  
Website: depedbinan.com



5. Enclosed is list of Plantilla item personnel who prefers to avail SDO laboratory provider. The scheduled date and time will be posted once finalized.
6. For inquiries, please contact Roberto G. Azaña Jr., RN, MD, Medical Officer III at [roberto.azana@deped.gov.ph](mailto:roberto.azana@deped.gov.ph) or (049) 511 4191 loc. 128. For Philhealth Konsulta package enrollment, please contact Elizabeth V. Arroyo at loc. 111 (for LSB employees) for further assistance.
7. Immediate and widest dissemination of this Memorandum is desired.

  
**ARLENE S. RICASATA, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

SGOD/SH      /   RJRGA   /   RJRGA   /   DM - Annual Physical Examination of Division-based Personnel  
                  /   11/12/2024



**Enclosure:**

<b>LIST OF PLANTILLA ITEM PERSONNEL WHO AVAILS SDO LABORATORY PROVIDER</b>		
<b>OFFICE</b>	<b>EMPLOYEE NAME</b> <i>(alphabetical order)</i>	<b>POSITION</b>
<b>OSDS</b>	1. Alcaide, Camille B.	Administrative Assistant III
	2. Almazan, Cecile M.	Administrative Assistant II
	3. Anulat, Vinas J.	Administrative Aide VI
	4. Arroyo, Christine G.	Administrative Officer IV
	5. Barata, Glenda C.	Administrative Assistant II
	6. Breva, Matilde.	Administrative Assistant II
	7. Cabantog, Ariel M.	Administrative Officer V
	8. Cahigas, Paul Sendrix M.	Administrative Assistant III
	9. Caleda, Cherry-Lyn	Administrative Assistant III
	10. Cancan, Edrin A.	Administrative Assistant II
	11. Caringal, Julian Carlos E.	Administrative Assistant III
	12. Dela Cruz, Cherry Ann C.	Administrative Assistant II
	13. Diaz, Ronaldo V.	Administrative Aide IV – Driver II
	14. Estor, Vanessa K.	Administrative Aide VI
	15. Floresca, Jay Lord L.	Administrative Assistant III
	16. Magadia, Jayson P.	Administrative Aide VI
	17. Magbujos, Mary Rose M.	Administrative Assistant III
	18. Malapaya, Darwin S.	Administrative Officer V - Budget Officer III
	19. Medina, Pacifico Jacinto	Attorney III
	20. Miranda, Ma. Olivia E.	Accountant III
	21. Obtinalla, Vina Marie C.	Administrative Aide VI
	22. Peña, Mark Angel H.	Administrative Officer II
	23. Ramos, Lester R.	Information Technology Officer I
	24. Ricasata, Arlene S.	Assistant Schools Division Superintendent
	25. Sarcia, Jed Sigmound P.	Administrative Aide VI
	26. Sevilla, Ma. Olga Q.	Administrative Assistant III
	27. Tanael, Sylvia D.	Administrative Officer IV
	28. Tolentino, Jennifer D.	Administrative Assistant III
	29. Tolentino, Manuela S.	Schools Division Superintendent
	30. Valenzuela, Kristian F.	Administrative Assistant III
	31. Villano, Reynaldo G.	Administrative Assistant III
	32. Vivo, Marianne Kristy C.	Administrative Officer II
	1. Alangco, Maureen Jane Q.	PDO I
	2. Alfonso, Donna Jane M.	SEPS

<b>SGOD</b>	3.	Azaña, Roberto Jr., G.	Medical Officer III
	4.	Coronado, Precious Joy A.	Engineer III
	5.	Galman, Isidra L.	SEPS
	6.	Jacalan, John Sebastian N.	Nurse II
	7.	Juntilla, Carmencita K.	Nurse II
	8.	Manuel, Edward R.	SEPS
	9.	Mendoza, Mischelle J.	EPS II
	10.	Mergal, Rochelle O.	Dentist II
	11.	Nacario, Henrietta M.	Nurse II
	12.	Ode, Artnafe N.	Registrar I
	13.	Patio, Charles M.	Planning Officer III
	14.	Ramos, Gerardson T.	Nurse II
	15.	Tamayo, Pamella M.	Dentist II
<b>CID</b>	1.	Alonte, Lani A.	EPS
	2.	Atanacio, Sonny L.	PSDS
	3.	Azur, Raquel L.	EPS
	4.	Bago, Ronaldo P.	EPS
	5.	Belen, Baldrin B.	PSDS
	6.	Bilbes, Rhea D.	EPS
	7.	Casipit, Romulo D.	PSDS
	8.	Cruz, Leonora C.	PSDS
	9.	De Castro, Evelyn P.	EPS
	10.	Denosta, Leslie V.	EPS
	11.	Legasto, Erwin P.	PSDS
	12.	Llantos, Mary Grace B.	PSDS
	13.	Macababbad, Marilyn E.	PDO II
	14.	Morando, Angela A.	EPS
	15.	Otila, Jie Ann B.	EPS II
	16.	Sanchez, Marchy Joy T.	EPS II (ALS)
	17.	Tatlongmaria, Mary Ann L.	Chief Education Supervisor
	18.	Visperas, Nerra A.	PSDS
<b>TOTAL</b>			