



Republic of the Philippines
Department of Education

Region XII
Schools Division Office of Tacurong City

June 17, 2025

DIVISION MEMORANDUM

SGOD No. 073 s. 2025

**2025 MEDICAL CHECK-UP OF ALL DIVISION OFFICE PERSONNEL,
TEACHING AND NON-TEACHING PERSONNEL**

TO: Assistant Schools Division Superintendent
Chiefs, Curriculum Implementation and
Schools Governance and Operations Divisions
Cluster Heads
Elementary and Secondary School Heads
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 School Health and Nutrition will conduct its medical check-up for all division office personnel, teaching and non-teaching personnel of this division starting on June 25, 2025.
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 general physical health examinations
 - 2.3 laboratory interpretation and health talks
 - 2.4 medical consultations and treatment
 - 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
 - 2.8 referral to specialist for further evaluation and management, if necessary
3. With this, all employees are advised to undergo routine laboratory examination, prepare and secure the results and made it readily available before the actual conduct of physical health examination during school visits. The official and updated DepED Teacher's Examination Health Card shall be used and must be filed in school clinic in accordance to Data Privacy Act 2012.
4. All division office personnel may visit the division clinic every Monday and Tuesday from 8:00am-5:00pm while field employees shall coordinate with their assigned school nurse for their scheduled health examination during school visits of all health personnel every Wednesday to Friday of the week.



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5. Employees may also bring their latest laboratory results and prescriptions to expedite the check-up process. 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. The medical officer may require further diagnostic tests and referrals if necessary. Follow up care can be done as scheduled.
6. Persons with cough and colds, radiographically found with Pulmonary Tuberculosis, Pneumonia 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 or Division Nurse-In-Charge **JONALEE ARQUIZA, RN** at 0969-1882995 or email at jonalee.arquiza@deped.gov.ph
8. For information and compliance of all concerned.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Encl: As stated

References: DepEd Order No. 28, s. 2025

Allotment: None

To be indicated in the Perpetual Index under the following Subjects:

ACTIVITY HEALTH PROGRAM

AHG/SGOD-SHS/DM/ "2025 MEDICAL CHECK-UP OF ALL DIVISION OFFICE PERSONNEL, TEACHING AND NON-TEACHING PERSONNEL"/ June 17, 2025



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depeditacurong.org