



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools
Division Superintendent

December 12, 2025

DIVISION MEMORANDUM
No. **855, s. 2025**

**CONDUCT OF ANNUAL MEDICAL EXAMINATION AS UTILIZATION OF
MEDICAL ALLOWANCE**

To: Assistant Schools Division Superintendent
CID Chief
SGOD Chief
Public Schools District Supervisors/Acting-PSDS/OIC-PSDS
School Administrators
All Teaching and Non-Teaching Personnel
All Others Concerned

1. This office shall strictly adhere with the CSC Memorandum Circular no. 17, s. 1989 and DepEd Memorandum no. 22, s. 2015 stipulating that all DepEd Employees (Teaching and Non-teaching Personnel) shall undergo **Annual Medical Examination** to ensure the optimum well-being of all DepEd personnel.
2. Compliance to the CSC mandate is also be a substantial measure in the utilization of the released **Medical Allowance**.
3. Attached herewith is the **Laboratory Request Form** for the routine diagnostic tests:
Complete Blood Count
Urinalysis
Chest X-ray
4. Also included are the additional diagnostic tests which are recommended for those who are 40 years and above and/or those who have pre-existing medical condition:
Lipid Profile, Fasting Blood Sugar or HbA1c, BUA, Creatinine, SGPT, SGOT
ECG-12 Leads
PAP Smear (for females)
5. **All SDO Personnel** are hereby directed to undergo the laboratory examination and submit the results for medical consultation to the SDO Health Section Office on January 2026 in accordance to the schedule attached hereunder.
6. In observance of the “no disruption of classes and school operations” directive, **Teaching and Non Teaching Personnel** in the districts and schools are advised to have their annual medical examination during their vacant period or during the Summer Break.
7. For widest dissemination and strict compliance.

FAY C. LUAREZ, EdD, PhD, TM, CESO VI
Schools Division Superintendent *ms*

SGOD/SHS/madl



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DepEd Tayo Bohol Division





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Schools Division of Bohol

LABORATORY REQUEST

Name of DepEd Personnel: _____

Address: _____ Mobile phone: _____ Email add: _____

Age: _____ Birthday: _____ Gender: _____ Civil Status: _____

_____ The following routine diagnostic tests are mandatory:

Complete Blood Count
Urinalysis
Chest X-ray

_____ The following tests are highly recommended for those who are 40 years and above or below 40 years old who have pre-existing medical condition:

Lipid Panel
Uric Acid
SGPT
ECG-12 Leads

FBS or HbA1c
Creatinine

_____ Optional for females:

PAP Smear

Not Reported
Maria Aurora D. Luma-ad, MD, MA
Medical Officer III
SDO Bohol



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**SCHEDULE FOR HEALTH ASSESSMENT of SDO PERSONNEL
AT THE HEALTH SECTION OFFICE**

Office / Section	Date and Time
OSDS and all Section Heads	January 2, 1pm – 5pm
CID, LR, Library	January 5, 1pm – 5pm
SGOD, PMU	January 6, 1pm – 5pm
Admin	January 7, 1pm – 5pm
IT, Records	January 8, 1pm – 5pm
GSO	January 12, 1pm – 5pm
Cashier	January 13, 1pm – 5pm
Accounting	January 14, 1pm – 5pm
Budget and Finance	January 15, 1pm – 5pm