



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

**Office of the Schools Division
Superintendent**

6/24/2026

DIVISION MEMORANDUM

No. **394**, s. 2026

**SCHEDULING OF MEDICAL EXAMINATION AND ASSESSMENT OF LEARNERS
AND PERSONNEL REQUIRING A PHYSICIAN-SIGNED MEDICAL CERTIFICATE**

Public Schools District Supervisors/Acting Public Schools District Supervisors
School Heads/School-In-Charge
All Teaching and Non-teaching Personnel
All other concerned

In line with the Department of Education's commitment in ensuring the health, safety, and well-being of learners and personnel, as well as to facilitate the timely conduct of medical examinations for school-related activities requiring a Physician-signed Medical Certificate, all public elementary and secondary schools are hereby directed to coordinate with their respective Rural Health Unit (RHU), as applicable.

Accordingly, all PSDSs/School Heads/School-In-Charge shall:

1. Coordinate and consult with their respective Rural Health Unit (RHU) through Local Health Board Meeting regarding the different school-related activities requiring Medical Assessment and certificate as to the appointment/scheduling of medical examinations and health assessments of learners.
2. Develop a mutually agreed schedule with the RHU/CHO to ensure the orderly and efficient conduct of medical examinations at least two (2) weeks prior to the date of the event so as not to disrupt the RHU's health activities/schedule as well.
3. Inform learners and their parents or guardians of the approved schedule and documentary requirements in advance.
4. Coordinate with the School Health and Nutrition Personnel or the Barangay Health Workers (BHWs) to ensure their availability to conduct vital signs assessment, if necessary, before the scheduled medical examination of a Physician.






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This initiative aims to promote efficient delivery of health services, avoid overcrowding in health facilities, and to ensure that learners and personnel participating in activities requiring medical clearance receive appropriate medical assessment in a timely manner.

Immediate dissemination of and strict compliance with this Memorandum are hereby enjoined.


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Schools Division Superintendent