



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF PAMPANGA

June 3, 2025

DIVISION MEMORANDUM

NO. 344 s. 2025

**SUBMISSION OF ANNUAL PHYSICAL EXAMINATION RESULTS OF SDO
PAMPANGA TEACHING AND NON- TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. Pursuant to Regional Memorandum No. 76 s. 2005 dated September 01, 2005 regarding Teachers Health Welfare Enhancement program (THWEP) and as a manifestation of concern by this Office on health status of its employees, all teaching and non-teaching personnel are required to undergo annual physical check-up in compliance with the Civil Service Commission Memorandum Circular No. 17, s. 1989. This is to ensure that the employees are physically fit to perform their assigned roles and functions.
2. All teaching and non teaching personnel are to submit the following laboratory results to the School Health Section through the designated school nurse of the school on or before **July 7, 2025**.

a. Chest X-ray (11x14) *Pregnant women during 1 st and 2 nd trimester of pregnancy are not required but are to submit sputum microscopy result in lieu of the Chest X-Ray.	f. CBC
b. Fasting Blood Sugar	g. Creatinine
c. Urinalysis	h. Total Cholesterol
d. Blood Urea Nitrogen	i. HDL Cholesterol
e. Blood Uric Acid	j. LDL Cholesterol
	k. Triglycerides
	l. ECG (40years old & above)
	m. SGPT/SGOT
3. Complete Laboratory results six (6) months prior the deadline of submission will be considered valid. Pregnant women in their 1st or 2nd trimester of pregnancy are exempted from the submission of chest X-ray result.



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4. Upon submission of laboratory results, the following actions by the assigned school nurses of the School Health Section are to be undertaken:
 - a. Review and verify the results for completeness and accuracy with the concerned.
 - b. Consolidate and record the laboratory results per school and district.
 - c. Notify the respective school heads/ department heads of any abnormal findings, subject to the consent of the concerned personnel.
 - d. Ensure appropriate follow-up and intervention for abnormal results identified.
5. Please be guided accordingly.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

