



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



January 12, 2026

DIVISION MEMORANDUM

No. 622, s. 2026

**ANNUAL PHYSICAL EXAMINATION (APE)
OF NON-TEACHING PERSONNEL**

To: OIC-Assistant Schools Division Superintendent
Non-Teaching Personnel
Division Office Personnel
All Others Concerned

1. In accordance with DepEd Memorandum No. 22, s. 2015 Annual Physical Examination of DepEd Employees – Teaching and Non-Teaching Personnel and Civil Service Commission Memorandum Circular No. 17, s. 1989, all non-teaching personnel are hereby directed to comply with their Annual Physical Examination (APE) on or before February 27, 2026.

2. Personnel may choose their preferred laboratory or health care provider in the conduct of the required diagnostic tests for the annual physical examination and are advised to utilize their respective Health Maintenance Organization (HMO) or their designated PhilHealth Konsulta/Yakap provider, whenever applicable.

3. Personnel may also opt to set an appointment/ walk-in with any of the following facilities for their diagnostic tests:

- a. Vicente Gustilo District Hospital (VGDH)
- b. Escalante City Primary Care Facility
- c. Medisense Bacolod Inc.

4. The consultation schedule are as follows:

a. Division Personnel	SHN Office Every Monday of February 2026 10:00 AM – 12:00 NN 1:00 PM – 3:00 PM
b. Non-Teaching Personnel	ECES Clinic Every Friday of February 2026 10:00 AM – 12:00 NN 1:00 PM – 3:00 PM



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5. The required laboratory and diagnostic examinations for the Annual PE are the following:
 - a. complete blood count (CBC) with platelet count
 - b. urinalysis
 - c. stool examination
 - d. chest x-ray
6. All laboratory results must have a validity of three (3) months from the date of examination at the time of submission.
7. Personnel who were requested to undergo other additional laboratory examinations by their attending physician may submit the results for laboratory interpretation and possible prescription, as deemed necessary.
8. Should personnel opt to have their laboratory results interpreted by their own private physician, they are required to submit a medical certificate or medical clearance as supporting documentation, certifying that the results were reviewed and that necessary medical advice, treatment, or interventions were provided, if applicable.
9. Immediate dissemination of and compliance with this Memorandum are desired.


PETER J. GALIMBA

Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

M.K. ABELLA/ SGOD/ SHN
Reference : As stated
Enclosure : None



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