



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

23 March 2026

DIVISION MEMORANDUM  
No. 204 s. 2026

**ANNUAL PHYSICAL EXAMINATION (APE) OF ALL DEPED EMPLOYEES  
(TEACHING AND NON-TEACHING PERSONNEL)**

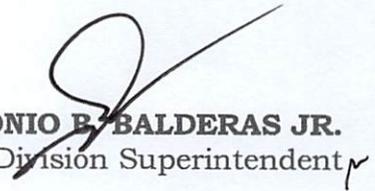
To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In accordance with **DepEd Memorandum No. 22, s.2015**, titled **Annual Physical Examination of DepEd Employees (Teaching and Non-Teaching Personnel)** and with **Memorandum Circular 33, s.1997** of the Civil Service Commission, this office announces the conduct of Annual Physical Examination (APE) of All DepEd Employees both Teaching and Non-Teaching Personnel of the Division Office and in the 35 schools.
2. The goal of this activity is to ensure that all personnel are physically, mentally and emotionally fit to perform their roles and functions, thus a medical check-up is recommended as one of the requirements for this year. Furthermore, this activity aims to ensure early detection and prevention of illnesses among personnel, provide appropriate medical referral and support, and uphold national policies on occupational health and employee welfare.
3. All employees are required to have a **Chest X-ray**, except for pregnant women in their first and second trimesters, who are advised to have **Sputum Microscopy** instead, in compliance to the National Tuberculosis Program. **Chest X-ray done within the last 6 months is valid**, provided that the personnel will bring the printed result during his/her APE schedule.
4. In relation to this, the City Health Office of Tayabas City, in partnership with the SGOD-School Health and Nutrition Unit announces free X-ray service done via mobile clinic for teaching and non-teaching personnel of the 35 Schools of the SDO Tayabas City that are members of YAKAP clinic of the CHO. Non-members may also avail the service on the scheduled dates, provided they pay the necessary fee. The personnel scheduled in the specific date and location should undergo the procedure **from 9:00 a.m. to 12:00 n.n. only. Only 50 personnel will be accommodated per day.**
5. Moreover, personnel who are registered with other YAKAP facility and/or have a preferred clinic or hospital are encouraged to have their chest X-ray at their facility of choice prior to their APE schedule, and to bring a printed copy of the result during their scheduled APE.



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Website: <https://www.sdotayabascity.ph>

6. To ensure compliance, this Office will issue notices to personnel who fail to meet APE requirements within the deadline. School heads and unit heads are directed to monitor the personnel under their offices and submit the list of those who complied with the activity.
7. All teaching and non-teaching personnel are covered by this activity. The personnel should be physically present during their schedule of APE before the Medical Team can give a disposition. Those who will not be able to attend at their scheduled date are encouraged to go to the SDO Clinic on a later date and on an appointment basis in consideration of the ongoing APE schedule.
8. Attached are the Enclosure 1: Schedule for the free mobile x-ray service and Enclosure 2: Schedule of Annual Physical Examination. For the smooth and orderly conduct of the activity, all participants are requested to book an appointment in advance through the provided link: <https://tinyurl.com/TayabasAPE>. This will help facilitate proper scheduling, minimize waiting time, and allow the team sufficient time to retrieve and prepare the medical records of each personnel. Kindly secure your preferred time slot prior to your visit and adhere to the confirmed schedule.
9. For clarifications, you may contact the SGOD-School Health and Nutrition Unit through email: [tayabas.medical@deped.gov.ph](mailto:tayabas.medical@deped.gov.ph) or through Messenger app: [@Healthy Juan – SDO Tayabas City](#).
10. Wide dissemination and strict compliance of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

ANNUAL PHYSICAL EXAMINATION  
TEACHING AND NON-TEACHING PERSONNEL

SGOD- annual physical examination of all deped employees teaching and non-teaching personnel  
O3D02-000142/March 23, 2026

**Enclosure 1: Schedule of Free X-ray**

<b>DATE</b>	<b>SCHOOL/OFFICE</b>	<b>LOCATION OF XRAY</b>
April 21, 2026	SDO Personnel	BANHS
April 22, 2026	SDO Personnel	BANHS
April 23, 2026	SDO Personnel	BANHS
April 28, 2026	School Heads	BANHS
April 29, 2026	School Heads	BANHS
May 5, 2026	Buenaventura Alandy National High School	BANHS
May 6, 2026	Dapdap Integrated School Lalo ES	Brgy. Camaysa BHS
May 7, 2026	South Palale ES East Palale ES Busal IS	Brgy. South Palale BHS
May 12, 2026	Calumpang IS Gibanga ES	Brgy. Calumpang BHS
May 13, 2026	West Palale ES West Palale National HS	Brgy. West Palale BHS
May 14, 2026	Katigan-Alupay ES Ilasan ES Masin ES Valencia ES Talolong IS	Brgy. Ilasan BHS
May 19, 2026	Froilan E. Lopez ES Domoit ES Mayuwi IS	Brgy. Isabang BHS
May 20, 2026	Eugenio Francia IS Potol ES Malaoa-Calantas ES	Brgy. Anos BHS
May 21, 2026	Lakawan ES Lawigue ES Tayabas City National High School	Brgy. Lakawan BHS
May 25, 2026	Mate IS Pandakake IS North Palale ES Alsam IS	Brgy. Lakawan BHS
May 26, 2026	TWCS I	Tayabas City Health Office
May 28, 2026	Cipriano J. Querubin ES Rosario Quesada Integrated High School	Brgy. Wakas BHS
June 2, 2026	TWCS III TWCS IV	Tayabas City Health Office
June 3, 2026	TECS	Tayabas City Health Office
June 4, 2026	TECS TWCS II	Tayabas City Health Office
June 16, 2026	LPIHS	LPIHS
June 17, 2026	LPIHS Ipilan-Alitao ES	LPIHS

**Enclosure 2: Schedule of Annual Physical Examination**

<b>Date</b>	<b>School/Office</b>	<b>Venue</b>
April 28, 2026	SDO Personnel (OSDS, SGOD)	SDO Clinic
April 29, 2026	SDO Personnel (CID)	SDO Clinic
April 30, 2026	SDO Personnel (Admin)	SDO Clinic
May 5, 2026	School Heads	SDO Clinic
May 6, 2026	School Heads	SDO Clinic
May 12, 2026	BANHS	SDO Clinic
May 13, 2026	Dapdap Integrated School Lalo ES	TECS
May 14, 2026	South Palale ES East Palale ES Busal IS North Palale ES	TECS
May 19, 2026	Calumpang IS Gibanga ES	Calumpang IS
May 20, 2026	West Palale ES West Palale National HS	TECS
May 21, 2026	Katigan-Alupay ES Ilasan ES Masin ES Valencia ES Talolong IS	TECS
May 25, 2026	FELES Domoit ES Mayuwi IS	Calumpang IS
May 26, 2026	EFES Potol ES Malaoa-Calantas ES	SDO Clinic
May 28, 2026	Lawigue ES Lakawan ES Pandakake ES Mate ES Alsam ES Tayabas City National High School	TECS
June 16, 2026	TWCS I	TECS
June 17, 2026	CJQES RQIHS	TECS
June 18, 2026	TWCS III TWCS IV	TECS
June 23, 2026	TECS	TECS
June 24, 2026	TECS TWCS II	TECS
June 25, 2026	LPIHS	LPIHS
June 30, 2026	LPIHS Ipilan-Alitao ES	LPIHS