



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

08 June 2026

DIVISION MEMORANDUM
No. 382 s. 2026

**EXTENSION OF THE DEADLINE FOR COMPLETION OF THE ANNUAL
PHYSICAL EXAMINATION (APE)**

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

1. In reference to the **Division Memorandum No. 204, s. 2026**, titled **Annual Physical Examination (APE) of DepEd Employees (Teaching and Non-Teaching Personnel)**, this Office, through the School Governance and Operations Division (SGOD), hereby announces the granting of an extension period for personnel who were unable to undergo their scheduled APE on their assigned dates.

2. The extension period shall be until **June 30, 2026** only. To facilitate compliance while ensuring minimal disruption to office and instructional functions, teaching personnel who were unable to attend their scheduled APE will be accommodated during the extension period from **3:00 P.M. to 5:00 P.M. on working days**. Non-teaching personnel, on the other hand, may be accommodated at any time. The School Health and Nutrition Unit only requests that personnel who will avail of this extension should coordinate with the unit **at least three (3) working days prior** to their intended schedule.

3. Personnel with pending submissions are likewise reminded of their responsibilities. This includes those with pending **medical clearance from specialists**, as well as those advised to **monitor and record their blood pressure**, as discussed and agreed upon during their medical consultation. Concerned personnel are advised to submit the required documents to the LPIHS Clinic for LPIHS personnel, SDO Clinic for everyone else, OR alternatively, send a clear scanned copy via email to tayabas.medical@deped.gov.ph with the subject line: **[APE Pending Documents]**.

4. The Annual Physical Examination is a mandatory health program of the Department aimed at promoting the health and well-being of all personnel. As such, all concerned personnel are expected to avail of this final extension and comply with the requirements within the prescribed period.

5. Personnel who fail to undergo the required APE within the extension period shall be issued a **Notice of Non-Compliance** and shall be required to submit a **written explanation** for their failure to comply with this activity.



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6. Wide dissemination and strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: Division Memorandum No. 204, s. 2026

To be indicated in the Perpetual Index
under the following subjects:

ANNUAL PHYSICAL EXAMINATION
EXTENSION

SGOD- extension of the deadline for completion of the annual physical examination (ape)
4JPTM-000259/June 08, 2026