



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

29 May 2024

DIVISION MEMORANDUM
No. 385 s. 2024

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

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

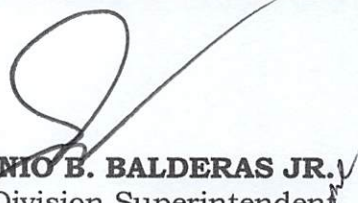
1. In accordance with **DepEd Memorandum No. 22, s. 2015**, titled **Annual Physical Examination of DepEd Employees (Teaching and Non-Teaching Personnel)** and **CSC Memorandum Circular No. 17, s. 1989**, titled **Physical and Mental Fitness for continued employment in the Public Service**, the School Health and Nutrition Unit announces the continuation of conduct of Annual Physical Examination (APE) of ALL DepEd Employees both Teaching and Non-Teaching Personnel in the Division Office and in the 35 Schools.
2. The Physical Examination of the Teaching and Non-Teaching personnel is a yearly event wherein participation of ALL is highly encouraged. The goal of medical and dental examination and psychosocial screening is to ensure that all personnel are physically, mentally and emotionally fit to perform their roles and functions.
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 and they should present the results during their scheduled Annual Physical Examination.
4. The School Health and Nutrition Unit was able to conduct the annual physical examination in 22 Schools from April 15, 2024 to May 24, 2024. The Annual Physical Examination of the functional divisions and remaining schools will continue on June 2024 and July 2024 respectively.
5. The **DM-OUOPS-2024-02-01300, Regional Memorandum No. 159 s. 2024, and Division Memorandum 208 s. 2024 or The Guidance on Mandatory 30-day Vacation of Teachers** emphasized that no voluntary or mandatory tasks or activities shall be assigned to teachers from June 1 to 30, 2024. In line with this, ALL DepEd Teaching Personnel are highly discouraged to have their Annual Physical Examination on June 2024. The APE of Teaching Personnel will resume on July 2024 ideally before Brigada Eskwela and Beginning of School Year Rites.
6. The Teaching and Non-Teaching Personnel should be physically-present during their schedule of Annual Physical Examination before the Medical Team



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can give a disposition. All teaching and non-teaching personnel who will not be able to attend to their scheduled date are encouraged to go to SDO Clinic on a later date and on an appointment basis in consideration of the ongoing APE schedule.

7. The School Health and Nutrition Unit as much as possible will go to the schools to minimize disruption of scheduled school activities.
8. Attached is the Schedule of the activity.
9. Wide dissemination and strict compliance of this memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Memorandum No. 22, s. 2015
and CSC Memorandum Circular No. 17, s. 1989

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

ANNUAL PHYSICAL EXAMINATION (APE)

SGOD – corrigendum on the conduct of annual physical examination (ape) of all deped employees
(teaching and non-teaching personnel)
SCHBTIOO-000190/ May 29, 2024

Enclosure 1: Schedule of Annual Physical Examination

DATE	SCHOOL/OFFICE
June 4, 2024	Non-Teaching Personnel of Buenaventura Alandy National High School
June 5, 2024	Non-Teaching Personnel of Luis Palad Integrated High School
June 6, 2024	Curriculum Implementation Division (AM) Schools Governance Operations Division (PM)
June 25, 2024	Office of the Schools Division Superintendent, Admin Unit, Personnel Unit, Supply Unit, Records Unit
June 26, 2024	Office of the Assistant Schools Division Superintendent, Accounting Unit, Budget Unit, Cash Unit, IT Office
July 5, 2024	Tayabas East Central School (Part 1)
July 8, 2024 (PM)	Luis Palad Integrated High School (Part 1) – 40 pax
July 9, 2024	Luis Palad Integrated High School (Part 2) – 70 pax
July 10, 2024	Luis Palad Integrated High School (Part 3) – 70 pax
July 11, 2024	Luis Palad Integrated High School (Part 4) – 70 pax
July 12, 2024	Froilan E. Lopez Elementary School (AM) Domoit Elementary School (PM) Mayuwi Community School (PM)
July 15, 2024 (PM)	Buenaventura Alandy National High School
July 16, 2024	Wakas Elementary School (AM) Rosario Quesada Integrated High School (PM)
July 17, 2024	Malao-A- Calantas Elementary School (AM) Potel Elementary School (PM)
July 18, 2024	Lalo Elementary School (AM) Ipilan-Alitao Elementary School (PM)
July 19, 2024	Tayabas East Central School (Part 2)
July 22-27, 2024	Brigada Eskwela
July 29, 2024	First Day of Classes