



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD -2024- 691

To : All Division Office Personnel

Subject : **2024 DIVISION OFFICE PERSONNEL ANNUAL MEDICAL CHECK-UP**

Date : November 05, 2024

The Department of Education aims to ensure the health and well-being of not only its learners and teaching personnel, but also its Division Office Personnel. It is vital to guarantee the health and wellness of the SDO personnel as health which encompasses physical, mental, and social health has a major influence in the employees' performances and provision of services in the office and schools.

In line with this, this Office would like to inform the field that there will be an annual medical check-up for the SDO personnel to be held on **November 7 and 15, 2024** in **Digos City Division Office Ground**.

Before the reading of results and medical consultation day which is scheduled on **November 15, 2024**, there will be a medical/laboratory test to be scheduled on **November 7, 2024**. The mobile laboratory of Medisense Laboratory Center Inc. will cater patients from **6:00 AM to 2:00 PM**.

For those who are not available on **November 7, 2024**, the Medisense Laboratory Center Inc. will conduct another extraction during the consultation day (**November 15, 2024**). Reading of results and consultation of those who will undergo extraction on **November 15, 2024 (2nd batch)** will be done via online (Zoom).

The laboratory tests include the following:

- CBC with platelet
- Urinalysis
- Chest X-Ray
- Serum Creatinine
- Serum Uric Acid
- Fasting Blood Sugar
- Total Cholesterol



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



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The Division Personnel are advised to have **Nothing per Orem (NPO) or no intake of food or water** for **at least 8-10 hours** prior to blood extraction.

Reading and evaluation of laboratory results by the physician will be on **November 15, 2023 at 8:00 AM to 11:00 AM** in **Digos City Division Office Ground**. Personnel who are not available during the check-ups (face to face and via zoom) will only receive their laboratory results and shall be evaluated by their own choice of physician at their own expense.

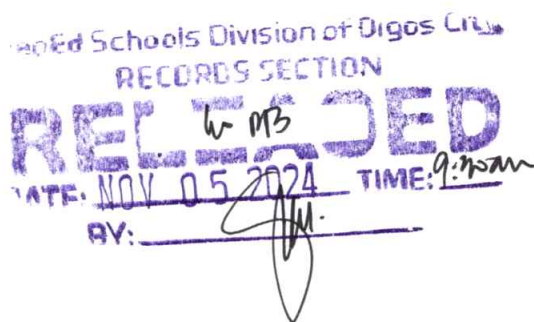
Attached is the list of the Division Office Personnel, the schedule, and the process flow during Laboratory Test and Medical Consultation/Evaluation.

Medical and Laboratory fees are chargeable against Division MOOE.

Immediate and wide dissemination of this memorandum is desired.

For and in the absence of SDS


SOLLIE B. OLIVER, JR., MATE
Office-in-charge
Chief ES- SGOD



Enclosure: As stated.
OSDS/HNU/lop



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Schedule for the SDO Annual Physical Examination

Activity	Time	Date
Blood Extraction/Laboratory Test (1 st batch)	6:00 AM-2:00 PM	November 7, 2024
- Blood Extraction/Laboratory Test (2 nd batch) - Consultation Day (1 st batch)	8:00 AM-11:00 AM	November 15, 2024
Consultation via Zoom for the 2 nd batch	TBA	TBA



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DIVISION PERSONNEL

(as of November 04, 2024)

NO	NAME	STATION
1	Castanares, Mark V.	SDS
2	Concoles, Renil R.	SDS
3	Pascual, Stephen R.	IT
4	Pantonial, Renante A.	ACCOUNTING
5	Camingawan, John Paul R.	ACCOUNTING
6	Gebana, Jayson G.	ACCOUNTING
7	Estomo, Joel E.	ACCOUNTING
8	Alcomendras, Francis Jude D.	ADMIN
9	Ranollo, Marcelino E.	ADMIN
10	Espacio, Dominador O.	ADMIN
11	Vendiola, Ricardo V.	ADMIN
12	Mara-Asin, Guy R.	HUMAN RESOURCE
13	Zambra, Vincent S.	RECORDS
14	Mabini, Mark Jayson C.	RECORDS
15	Gayud, Rotsen Ray N.	SUPPLY
16	Rojo, Niño Vincent D.	SUPPLY
17	Bongcayao, Neil D.	CID
18	Pillerin, Clarence S.	CID
19	Salinas Jr., Gervasio R.	CID
20	Mateo, Eleser D.	CID
21	Bisaga Jr., Angel V.	CID
22	Cabrella, Jem Boy B.	CID
23	Pagayon, Rodel L.	CID
24	Evarretta, Ruben	CID
25	Vergara, Jerick S.	SGOD
26	Dedace, Ronald B.	SGOD
27	Senarillos, Peter-Jason C.	SGOD
28	Monserate, Reyzen O.	SGOD
29	Cardines, Jayzon	SGOD
30	Rebosquillo, Marjun B.	SGOD
31	Alejandro, Airon M.	SGOD
32	Maravilles, Jose Israel M.	SGOD
33	Gomito, Joel B.	HNU
34	Tagulao, Rae S.	HNU
35	Aldvin Jan R. Alcasid	ITO
36	Navarez, Efren	ADMIN
37	Caputolan, Christian Dave	ADMIN
38	Villamor, Remy	ADMIN
39	Rebueno, Bernard D.	ADMIN

DIVISION PERSONNEL

(as of November 04 2024)

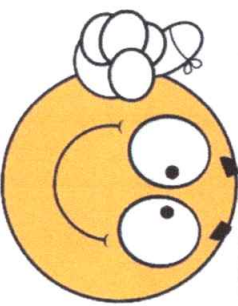
NO	NAME	STATION
1	Estacio, Melanie P.	SDS
2	Francisquete, Maria Genevieve T.	ASDS
3	Marata, Evangeline B.	SDS
4	Luayon, Lermalyn D.	SDS
5	Bagando, Chindy E.	SDS
6	Moral, Claire Marriz N.	ASDS
7	Arnaez-Llaban, Clarisse Joy C.	LEGAL
8	Mendez, Jihan Jane C.	LEGAL
9	Tambilawan, Neptune L.	BUDGET
10	Tambilawan, Lea C.	BUDGET
11	Tampico, Maureen A.	BUDGET
12	Salomon, Christine Joy A.	ACCOUNTING
13	Rabaya, Bonafe Cathrine B.	ACCOUNTING
14	Pius, Genie Delos R.	ACCOUNTING
15	Calva, Ethel D.	ACCOUNTING
16	Moral, Catherine N.	ACCOUNTING
17	Tabalba, Ethel M.	ACCOUNTING
18	De Guia, Michelle D.	ACCOUNTING
19	Diamante, Rosario B.	CASH
20	Escaner, Gwendolyn Mara L.	CASH
21	Asarak, Sheena A.	CASH
22	Balingit, Myhrra Faye L.	HUMAN RESOURCE
23	Cabardo, Daynie Beth D.	HUMAN RESOURCE
24	Repollo, Arlen D.	HUMAN RESOURCE
25	Obenza, Merlyn E.	HUMAN RESOURCE
26	Devalgue, Mary Ann I.	HUMAN RESOURCE
27	Nahine, Jona Moilereen M.	HUMAN RESOURCE
28	Clemente, Regie V.	HUMAN RESOURCE
29	Pelletero, Bea P.	HUMAN RESOURCE
30	Altamera, Chariss M.	HUMAN RESOURCE
31	Rebosquillo, Queen Kris Antonnette Q.	HUMAN RESOURCE
32	Chiong, Aleli M.	RECORDS
33	Escalona, Heidi B.	SUPPLY
34	Daugdaug, Beverly S.	CID
35	Alde, Ferna Renira T.	CID
36	Fortun, Mary Joy B.	CID
37	Juezan, Ida I.	CID
38	Lucero, Jessica G.	CID
39	Oliva, Cherry Rossette E.	CID
40	Niones, Joan M.	CID
41	Salanga, Gemma P.	CID
42	Sy, Zandria M.	CID
43	Solano, Ivy F.	CID
44	Señires, Leilani T.	CID
45	Nacua, Inda D.	CID
46	Magdayao, Rowena M.	CID
47	Comaingking, Juvy A.	CID
48	Timon, Elvie E.	CID
49	Vallejo, Cherry Lyne B.	CID
50	De Mesa, Rofelia T.	CID
51	Albino, Tiffany T.	CID
52	Oliver, Sollie B.	SGOD
53	Bohol, Cherrie Anne B.	SGOD
54	Uy, Cecile C.	SGOD
55	Alquizar, Janice S.	SGOD
56	Alcala, April Rose A.	SGOD
57	Ibañez, Marieflor E.	SGOD
58	Pilarte, Lyra O.	HNU
59	Asarak, Jasmine A.	HNU
60	Dalope, Myracel J.	HNU
61	Bejarin, Kristin Marie Y.	HNU
62	Dandoy, Irene P.	HNU
63	Durano, Frances Millicent R.	HNU
64	Peñas, Dhelmie Christine S.	HNU
65	Sanoy, Daissy Jane P.	HNU
66	Dumayas, Kith	HNU
67	Kasilinsina, Sarah Jean D.	HNU
68	Carvajal, Gabrielle	SGOD

LABORATORY DAY

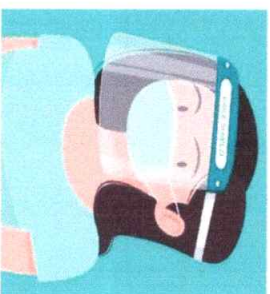
Date: November 7, 2024, 6:00 am- 2:00 pm

Venue: SDO Grounds

DON'T FORGET



Fasting
for 8-10
hours
prior.



**SOCIAL
DISTANCING**



Step 1

Sanitation of
hands.



Step 2

Registration
Register and get
laboratory
requests.



Step 3

Go to the Med Tech and
hand over the lab
request for CBC, FBS,
Creatinine, Total
Cholesterol, and SUA.



Step 4

Have blood extracted.



Step 8

Sanitation of
hands.



Step 7

Go to the X-ray Area,
hand over the last lab
request and have your
Chest X-ray done.



Step 6

Place sample Urine on
top of its lab request on
the designated area.



Step 5

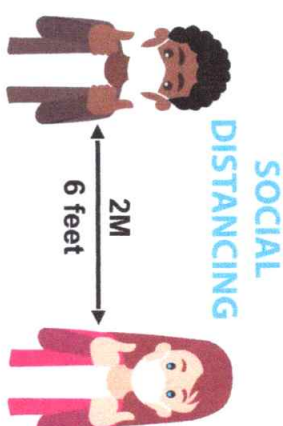
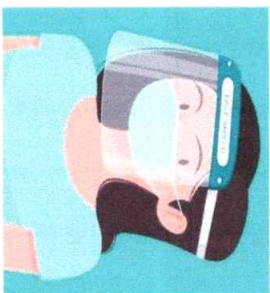
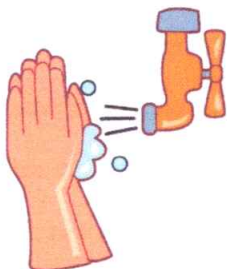
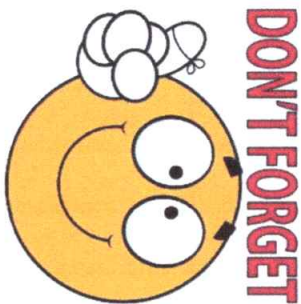
Go to the CR and obtain
your sample Urine.



MEDICAL CONSULTATION DAY

Date: November 15, 2024, 8:00am-11:00 am

Venue: Tent at the Parking Area



Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

