



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

24 November 2020

DIVISION MEMORANDUM

DM No. 375, s. 2020

**ANNUAL PHYSICAL AND MEDICAL EXAMINATION OF DEPED QUEZON
TEACHING AND NON-TEACHING PERSONNEL**

To: OIC- Assistant Schools Division Superintendents, CID and SGOD Chiefs, Education Program Supervisors, Public Schools District Supervisors, Elementary and Secondary School Heads, District Health Coordinators, School Health Personnel and All Others Concerned

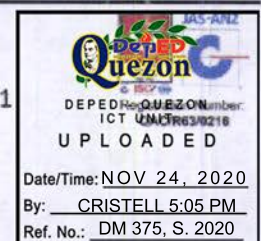
1. DepEd Quezon recognizes the vital role played by our teachers in facilitating the learning and development of students, especially in this time of COVID-19 pandemic. Thus, our teachers should be kept healthy and resilient, considering that their physical well-being has a significant impact on the delivery of the Department's services.
2. Pursuant to DepEd Memorandum No. 22, s. 2015 entitled **Annual Physical Examination of DepEd Employees (Teaching and Non-Teaching Personnel)** and DepEd Order No. 028, s. 2020 entitled **Guidelines on the Grant of Five Hundred Pesos (Php 500.00) Financial Assistance to Public School Teachers Payment of Medical Examination Expenses** for 2020, all teaching and non-teaching personnel are required to undergo the Annual Physical Examination (APE) covered in the guidelines and procedures stated in DepEd Order No. 028, s. 2020.
3. The policy aims to provide financial assistance for each qualified DepEd public school teacher to undergo annual medical examination as part of their efforts in valuing their physical well-being and taking good care of their own health, making sure that they are always physically fit to perform their functions and also ensure the health and safety of our learners.
4. To accomplish these objectives, all teaching and non-teaching personnel are hereby required to subject themselves to the following diagnostic and laboratory examinations such as **Chest X-ray and Urinalysis** and submit results on or before December 15, 2020 via Google form, to be sent to the district nurse.

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph





Republic of the Philippines
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SCHOOLS DIVISION OF QUEZON PROVINCE

5. Results of Chest X-ray and Urinalysis shall be attached to the Google form following the Data Privacy Act of 2012 for Diagnostic Laboratory Assessment by the Division Medical Officer on scheduled date per congressional district from **December 15-18, 2020**.

6. Please comply with IATF protocols and strict minimum health standards during the scheduled diagnostic and laboratory test at your **chosen laboratory clinics** such as:
 - a. Physical distancing of 1-2 meters apart
 - b. Coughing etiquette
 - c. Wearing of facemask and face shield
 - d. Bringing of own ballpen, water and snacks

7. Immediate dissemination of and compliance to this Memorandum is highly desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

shsmtma/11/24/2020

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Republic of the Philippines
Department of Education

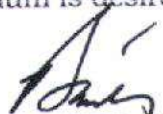
19 MAR 2015

DepEd MEMORANDUM
No. **22**, s. 2015

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

To : Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. All Department of Education (DepEd) teaching and non-teaching personnel shall undergo annual physical examination in compliance with the Civil Service Commission Memorandum Circular No. 17, s. 1989.
2. Chest X-ray and laboratory examinations shall only be done as recommended by the physician.
3. Teachers' Annual Health Examination Form 86 may be filled out by the DepEd Medical Officer, *Tamang Serbisyong Kalusugang Pampamilya* (TSEKAP) Service Provider Medical Officer or any government-licensed physician. All DepEd teaching and non-teaching personnel are encouraged to avail of the TSEKAP formerly known as the *Primary Health Care Benefit 1 (PCB1) Package*.
4. To avail of the TSEKAP services, teachers must visit their assigned service provider for enlistment. Profiling of medical history will then be done to determine the needed physical examination. All concerned may refer to DepEd Memorandum No. 30, s. 2014 entitled *Expansion of PhilHealth Primary Care Benefit 1 (PCB1) Package to cover Personnel of the Department of Education*.
5. The teachers' annual health clearance shall be based on the filled out Form 86 or its equivalent health clearance certificates provided by the TSEKAP physician.
6. This Memorandum shall rescind the statement in Item 3B, Paragraph 2 of DepEd Order No. 44, s. 2004 entitled *Strengthening DepEd's TB Prevention and Control Program Through Adoption of the Comprehensive and Unified Policy on TB Control in the Philippines (CUPTBCP)* requiring Chest X-ray in the Teachers Annual Health Clearance.
7. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

III. Policy Statement

11. This policy aims to provide financial assistance in the amount of Five Hundred Pesos (Php500.00) for each qualified DepEd public school teacher to support and encourage them to undergo annual medical examination as part of their efforts in valuing their physical well-being and taking good care of their own health, making sure that they are always physically fit to perform their functions and also ensure the health and safety of our learners.

IV. Guidelines and Procedures

12. Eligible expenses for medical examination procedures wherein the Php500.00 shall be used to supplement the expenses for payment of **any** of the following medical diagnostic test via on-site or telemedicine from any DOH accredited public or private hospital, clinic or diagnostic center not shouldered by PhilHealth:
 - a. Physician Consultation Fee
 - b. Physical Examination
 - c. Complete Blood Count (CBC)
 - d. Urinalysis
 - e. Fecalalysis
 - f. Chest X-Ray
 - g. Electrocardiogram (ECG)
 - h. Pap smear
 - i. Lipoprotein Profile
 - j. Creatinine
 - k. Other health screening, assessment, diagnostics services and related prescription medicines as may be recommended by a physician.
13. To facilitate the disbursement of the funds for this purpose, taking into consideration the safety and health risks as well as the limited mobility of people brought about by the COVID-19 pandemic, Schools Division Offices shall prepare a Special Payroll (Enclosure No. 2), for all eligible public school teachers per school.
14. The funding requirement for the payment of the financial assistance is chargeable against the appropriation authorized for the purpose on page 306 of the FY 2019 GAA. In case of deficiency, the additional funding requirement for the Php500.00 financial assistance may be sourced out of the existing MOOE allocations and other available funds of Regional Offices (DepEd-ROs)/ SDOs and Schools.
15. The Budget Division under the Finance Service (FS) of the DepEd-Central Office shall facilitate the release of funds to the respective Regional Offices through the issuance of Sub-Allotment Release Orders (Sub-AROs).
16. DepEd-ROs shall further sub-allot the funds to the SDOs/ Implementing Units (IUs).



17. The DepEd-SDOs/IUs through the DepEd-ROs concerned shall closely coordinate with their DBM-RO counterparts for the issuance of Notices of Cash Allocations (NCAs) to cover the cash requirement of the Sub-AROs issued by the DepEd-ROs, subject to the submission of Special Budget Request (SBR) supported by a Monthly Disbursement Program (MDP). The MDP shall reflect that the cash requirements due date falls in the month of October 2020.
18. For the NCAs to be directly issued to the SDOs/IUs, the DepEd-ROs shall make representation to their DBM counterparts informing the latter that allotments for this purpose have been further downloaded to the respective SDOs/IUs.
19. DepEd SDOs/IUs shall prepare the special payroll for the payment of the financial assistance using the Special Payroll (Enclosure No.2).
20. Report on the grant of this financial assistance for the payment of medical expenses for public school teachers shall be submitted by the IUs to the DepEd-SDOs which will then consolidate the same for onward submission to the Budget Division - Finance Service through the DepEd-ROs on or before December 15, 2020. A template on the report via Google Sheet will be provided by the Budget Division.

V. Monitoring and Evaluation

21. All Finance and Personnel Unit of SDOs/IUs and accountable officials and personnel thereof shall comply with existing financial reporting guidelines on the use of funds for this purpose.
22. Any related concerns of offices not covered by the provisions of this policy shall be referred to the appropriate governance level.
23. The Bureau of Human Resource and Organization Development, Budget and Accounting Divisions of the DepEd Central Office, Regional Administrative and Finance Division, Finance and Personnel Unit of Schools Division Offices shall monitor compliance and evaluate implementation of this DepEd Order.

VI. Effectivity

24. These guidelines shall take effect immediately upon issuance.

VII. References

Republic Act No. 4670 or the **“Magna Carta for Public School Teachers”**;

Republic Act No. 11260, the General Appropriations Act (GAA) for Fiscal Year (FY) 2019, entitled **“An Act Appropriating Funds for the Operation of the Government of the Republic of the Philippines from January One to December Thirty-One, Two Thousand and Nineteen and For Other Purposes”**;



Republic Act No. 11464 entitled **“An Act Extending the Availability of the 2019 Appropriations to December 31, 2020, Amending for the Purpose of Section 65 of the General Provisions of Republic Act No. 11260, the General Appropriations Act of Fiscal Year 2019”**;

Presidential Proclamation No. 922 entitled **“Declaring A State of Public Health Emergency Throughout the Philippines”**;

DepEd Order No. 012, s. 2020 dated 19 June 2020 or the **Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in Light of the COVID-19 Public Health Emergency**;

DepEd Order 011, s. 2020 or the **Revised Guidelines on Alternative Work Arrangements in the Department of Education**;

Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, s. 2020, or the **Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic**; and

Inter-Agency Task Force (IATF) for the Management of Emerging Infections Disease Omnibus **Guidelines on the Implementation of Community Quarantine in the Philippines** and its amendments.



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DEPED-OSEC-435664

References:

DepEd Memorandum No.: (30, s. 2014)
DepEd Order: No. (44, s. 2004)

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

EMPLOYEES
HEALTH AND NUTRITION
PROGRAMS
SCHOOLS
TEACHERS

R: Alma DM annual physical examination of DepEd employees
0092 February 10/March 11/17, 2015



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City



Trunkline : 632-1361
Fax: 633-7231
DETxt: 0919-4560027
Website: <http://www.deped.gov.ph>

JUL 14 2004

DepED ORDER
No. **44**, s. 2004

**STRENGTHENING DepED's TB PREVENTION AND CONTROL PROGRAM THROUGH
ADOPTION OF THE COMPREHENSIVE AND UNIFIED POLICY ON TB CONTROL
IN THE PHILIPPINES (CUPTBCP)**

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. In compliance with Executive Order No. 187, s. 2003, the Department of Education through the Health and Nutrition Center, shall strengthen the implementation of its TB Prevention and Control Program. It will adopt the Comprehensive and Unified Policy on TB Control in the Philippines (CUPTBCP) utilizing the Directly Observed Treatment Short Course (DOTS) Strategy.

2. The salient features of the MOA are the roles and responsibilities of each agency. The DOH shall assist DepED on program needs – provision of medicines, microscopes and other supplies and materials, capability building activities, monitoring and evaluation; and shall serve as referral center for pulmonary cases in the field. The DepED shall integrate TB prevention messages in the school curricula and shall collaborate with DOH on the provision of health services, conduct of surveys, training of health personnel and on the planning, monitoring and evaluation of the DepED TB Prevention and Control Program. Coordination shall likewise be conducted with the local government units (LGUs), NGOs and PTCAs to create awareness on TB.

3. Regional Directors and Schools Division Superintendents shall oversee the implementation of the following:

A. Health Information Dissemination and Education

- School health and nutrition personnel shall disseminate information on TB prevention and control to the pupils/students, teachers and non-teaching personnel.
- Student government organizations, scouts and youth leaders shall create awareness on TB prevention and control.
- School heads shall be oriented/re-oriented on the DepED TB Prevention and Control Program and CUPTBCP utilizing the DOTS strategy.
- Meetings shall be held with the Parent-Teacher-Community Associations (PTCAs) giving emphasis on TB prevention and control.

- Updates on TB control shall be published in school papers/organs/newsletters to lessen the stigma on TB.
- Health instruction in the classroom giving emphasis on prevention, early diagnosis and proper treatment of TB shall be intensified.
- TB modules developed for the DepED-GSK "Healthy Lungs" Project shall be utilized to supplement health teaching in Grades V and VI.

B. Health Service Delivery

- Direct sputum smear examination shall be the initial diagnostic tool in case finding.
- As part of the Teachers Health Welfare Enhancement Program, all teaching and non-teaching staff will undergo health profiling and annual physical examination including chest x-ray in compliance with Civil Service Commission Memorandum Circular #17, s. 1989. The conduct of chest x-ray is not to screen TB but as part of the annual physical examination. All chest x-ray results suggestive of TB shall be subjected to sputum microscopy to establish the diagnosis of TB.
- School nurses trained on sputum microscopy shall assist in the conduct of direct sputum smear examination to facilitate diagnosis of PTB. They shall coordinate with established DOH validation centers to validate result and to ensure a systematic referral system.
- Division offices with trained nurse-microscopist shall provide a safe, spacious and enabling work environment for the microscopic examination of sputum specimens.
- Standardized chemotherapy in accordance with the DOTS strategy should be strictly implemented. A treatment partner shall be identified to ensure compliance to medication by the patient. The partner may be the clinic teacher or principal in the same school where the patient is a member of the staff, or the school nurse stationed in the school district.
- Recording and reporting of cases shall be done on the standardized National TB Program (NTP) forms.

C. Monitoring

- Monitoring shall be done regularly at the regional/division levels utilizing the prescribed forms. Monitoring reports shall be incorporated in the quarterly accomplishment report of the Regional/Division Health and Nutrition Units/Section (RHNU/DHNS). The DOH TB coordinators, in coordination with the school health personnel, shall monitor regularly the implementation of TB prevention and control program in the schools.

D. Collaboration with the stakeholders

- Close collaboration shall be established with Parent-Teacher-Community Associations, Local Government Units, Municipal Health Officers (MHO), DOH TB Coordinators, and established local TB validation committees for sputum microscopy.

E. Administrative Support

- School heads shall provide administrative support including appropriate funding for the effective operations of the DepED TB Prevention and Control Program in their areas of responsibility.
- Principals shall be held accountable for the complete treatment/cure of the members of his/her teaching/non-teaching staff found positive for TB.

4. All schools medical officers and nurses-in-charge shall be trained by DOH on the CUPTBCP utilizing the DOTS strategy. The members of the regional HNU staff who had already undergone training by the DOH at the Splash Mountain Resort, Laguna, on September 2-5, 2003 are expected to coordinate the training at the regional and division levels. Such series of trainings shall be managed by the Health and Nutrition Center, in close coordination with the Infectious Disease Control Division of DOH. Training of selected school nurses on sputum microscopy shall likewise be conducted, in coordination with DOH and the Research Institute for Tropical Medicine (RITM) to complement the services provided for TB diagnosis. The Region/Division Action Plans shall be formulated during the training, and the trained staff shall immediately operationalize such plans in their areas.

5. A quarterly accomplishment report shall be prepared and submitted to the Office of the Secretary, Attention: Health and Nutrition Center, DepED Complex, Meralco Avenue, Pasig City.

6. Immediate dissemination of and compliance with this Order is directed.



EDILBERTO C. DE JESUS
Secretary

Encs.:

As stated

Reference:

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
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HEALTH EDUCATION
PROGRAMS
TEACHERS
EMPLOYEES



Republic of the Philippines
Department of Education

DepEd ORDER
No. **028** s. 2020

23 SEP 2020

GUIDELINES ON THE GRANT OF FIVE HUNDRED PESOS FINANCIAL ASSISTANCE TO PUBLIC SCHOOL TEACHERS FOR PAYMENT OF MEDICAL EXAMINATION EXPENSES

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed Guidelines on the **Grant of Five Hundred Pesos (Php 500.00) Financial Assistance to Public School Teachers for Payment of Medical Examination Expenses** this Year 2020 pursuant to DepEd Special Provision No. 10 under Republic Act No. 11260, the General Appropriations Act (GAA) of FY 2019 and Section 1 of Republic Act No. 11464 also known as the Act Extending the Availability of the 2019 Appropriations to December 31, 2020, Amending for the Purpose Section 65 of the General Provisions of Republic Act No. 11260, the General Appropriations Act of Fiscal Year 2019.
2. This financial assistance aims to supplement the budget of public school teachers for the medical examination expenses they may incur for the year 2020, especially in light of the declaration of the State of Public Health Emergency throughout the Philippines due to the coronavirus (COVID-19) pandemic and to augment other primary health care benefits not being shouldered by the Philippine Health Insurance Corporation (PhilHealth) under the Republic Act No. 11223 or the *Universal Health Care Act (UHC)*.
3. Guided by the principles on the adoption of the Basic Education Learning Continuity Plan (BE-LCP) as expounded in DepEd Order No. 012, s. 2020, this financial assistance also forms part of the effort to protect the health, safety, and well-being of the learners and teachers given the state of public health emergency in the country due to the COVID-19 Pandemic.
4. For more information and queries, please contact the **Bureau of Human Resource and Organizational Development-Employee Welfare Division**, through email at bhrod.ewd@deped.gov.ph or at telephone number (02) 8633 7229.
5. This Order shall take effect immediately upon issuance.
6. Immediate dissemination of and strict compliance with this Order are directed.


LEONOR MAGTOLIS BRIONES
Secretary



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DEPED-OSEC-435664

References:

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5. A quarterly accomplishment report shall be prepared and submitted to the Office of the Secretary, Attention: Health and Nutrition Center, DepED Complex, Meralco Avenue, Pasig City.

6. Immediate dissemination of and compliance with this Order is directed.


EDILBERTO C. DE JESUS
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