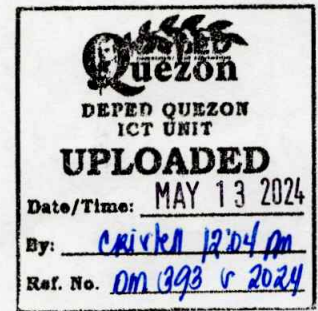




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 May 2024

DIVISION MEMORANDUM

DM No. 393, s. 2024

**CONDUCT OF ANNUAL PHYSICAL EXAMINATION FOR SDO AND
SUB-OFFICE PERSONNEL**

To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
SDO Personnel
School Health Personnel
All Others Concerned

1. In compliance with DepEd Order No. 44, s. 2004 and Civil Service Memorandum Circular No. 127, s. 1989, this Office announces the conduct of the **Free Annual Physical Examination (APE) for SDO and Sub-Office Personnel**.
2. The activity aims to ensure that all personnel are physically fit to perform their assigned roles and functions in the workplace.
3. The activity covers the following laboratory services such as Chest X-ray, Urinalysis, Blood Sugar test, Lipid Profile, Serum Glutamate Pyruvate Transaminase (SGPT) and Electrocardiogram (ECG) to be provided by a laboratory professional services scheduled on May 21-24, 2024 at the Division Office, Talipan Pagbilao, Quezon and Sub-Offices.
4. All personnel with remarkable findings shall be assessed and evaluated by the Division Medical Officer III for further management, treatment and referral.
5. Relative to this, all teaching and non-teaching personnel in the field shall also undergo the annual physical examination. The SDO will not provide/endorse any laboratory clinic.
6. Result of chest-xray and urinalysis examination in the field shall be submitted to District Nurses for consolidation. A soft copy of summary report shall be submitted at the School Health Section on July 31, 2024 via google link through Nurse Christine Rose R. Deocales, APE Coordinator.

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7. Please see attached Enclosure for the list of SDO and Sub-Office personnel for reference.
8. For inquiries, please contact Dr. Marie Antoinette A. Tesalona, Division Medical Officer III, or Ms. Ma. Teresita M. Abella, Nurse II/Nurse-in-Charge of the SGOD-School Health Section at CP number 09455776367 or 09171222188.
9. Immediate dissemination of and strict compliance to this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

4- 16

shsmtma05/08/2024

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LIST OF SDO PERSONNEL FOR ANNUAL PHYSICAL EXAMINATION (APE)

OFFICE/ SECTION	NO.	NAME OF PERSONNEL	GENDER	POSITION
OSDS	1	Bautista, Rommel C.	M	SDS
	2	Lagos, Floricel R.	F	Administrative Assistant III
	3	Coronacion, Resiele g.	F	Administrative Assistant III
	4	Aguila, Christine Joy C.	F	Administrative Aide VI (JO)
	5	Palo, Gerome	M	Administrative Aide VI (JO)
OASDS	6	Falqueza, Joepi F.	M	ASDS
	7	Balmedina, Venus T.	F.	OIC-ASDS
	8	Golfo, Roselyn Q.	F	OIC-ASDS
	9	Maragay, Marissa L.	F	Administrative Assistant III
	10	Obmerga, Marinel I.	F	Administrative Aide VI
	11	Rodil, Rena R.	F	Administrative Assistant III
ADMINIS- TRATIVE SERVICES	12	Atienza, Maria Dolores D.	F	Administrative Officer V
	13	Abcede, Yana Deneese G.	F	Administrative Assistant II
	14	Alviso, Christine A.	F	Administrative Assistant III
	15	Datinggaling, Jay I.	M	Administrative Assistant III
	16	Evangelista, Madonna R.	F	Administrative Assistant II
	17	Magtangob, Layla Anna B.	F	Administrative Assistant III
	18	Merjudio, Bryan Joshua A.	M	ADMINISTRATIVE OFFICER II
	19	Palmero, Edsel P.	M	Administrative Officer II
	20	Reyes, Jan Carlo S.	M	Administrative Assistant II
	21	Romulo, Eleanor V.	F	Administrative Assistant II
	22	Quindoza, Sarah Mae S.	F	Administrative Aide VI (JO)
GENERAL SERVICES	23	Alan, Elmerita M.	F	Administrative Aide I
	24	Alcala, Jayson P.	M	Administrative Aide IV
	25	Altovar, Milo M.	M	Administrative Aide I
	26	Audine, Lexter R.	M	Administrative Aide I
	27	Audine, Lionel R.	M	Administrative Aide I
	28	Delloza, Nicanor M.	M	Administrative Aide
	29	Etino, Eloinel	M	Administrative Aide I
	30	Flancia, Genebyrd M.	M	Administrative Aide I
	31	Flancia, Rosalio C.	M	Administrative Aide
	32	Formalejo, Edwin P.	M	Administrative Aide I
	33	Inoy, Warren T.	M	Security Guard
	34	Jardin, Ceejay	M	Security Guard
	35	Espiritu, Roed C.	M	Security Guard

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	36	Merano, Ronaldo I.	M	Administrative Aide I
	37	Perida, Pablo L.	M	Security Guard
	38	Villarosa, Jonestor B. I	M	ADA IV (Driver)
SUPPLY SECTION	39	Aguila, George D.	M	Administrative Officer IV
	40	De Mesa, Michelle P.	F	Administrative Assistant III
	41	Driz, Ruel L. Jr.	M	Administrative Aide VI
	42	Enriquez, Mernalyn S.	F	Administrative Assistant II
	43	Valencia, Ricky C.	M	Administrative Aide VI (JO)
CASH SECTION	44	Javen, Shiela E.	F	Administrative Officer IV
	45	Abulencia, Connie T.	F	Administrative Assistant III
	46	Cantos, Ma. Gloria B.	F	Administrative Assistant II
	47	De Rosas, Ler P.	F	Comm. Equipment Operator II
	48	Salanguit, Apollo B.	M	Administrative Assistant II
RECORDS	49	Pardilla, Sherelyn O.	F	Administrative Officer IV
	50	Baluyut, Susan M.	F	Administrative Aide IV
	51	Capinpin, Amador V.	M	Senior Administrative Assistant
	52	Dayahan, Epifania L.	F	Administrative Assistant II (CAPITOL)
	53	Flancia, Roseth M.	F	Administrative Assistant II (CAPITOL)
	54	Gaela, Leovigildo V.	M	Administrative Assistant III
	55	Mendoza, Marisyll Judee G.	F	Administrative Assistant II
	56	Perez, Aira May C.	F	Administrative Assistant III
	57	Rañeses, Angelo S.	M	Administrative Assistant III
	58	Quitain, Lemuel B.	M	JO-Locally Funded (Capitol)
	59	Menguito, John Christian A.	M	Administrative Aide VI (JO)
PERSONNEL	60	Gaela, Wennie O.	F	Administrative Officer IV
	61	Alemania, Armella J.	F	Administrative Assistant I
	62	Aranilla, Caren D.	F	Administrative Assistant III
	63	Esmerna, Rodelio M. Jr	M	Administrative Officer II
	64	Evardome, Clinton Darwin M.	M	Administrative Assistant III
	65	Fontarum, Famela B.	F	Administrative Officer II
	66	Pardo, Therese O.	F	Administrative Assistant II
	67	Radan, Gemma R.	F	Administrative Assistant III
	68	Reyes, Therese Jeanne T.	F	Administrative Assistant III

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PERSONNEL	69	Romey, Rowena M.	F	Administrative Assistant II
	70	Salvador, Michelle J.	F	Administrative Assistant III
	71	Villamor, Richelle P.	F	Administrative Aide VI
	72	Vivar, Mary Joyce P.	F	Administrative Aide VI
	73	Lapinig, Sheena Joy A.	F	Administrative Aide VI (JO)
	74	Mendoza, Riza O.	F	Administrative Aide VI (JO)
	75	Pureza, Jezza Niah Q.	F	Administrative Aide VI (JO)
	76	Verdadero, Rey Kevin R.	M	Administrative Aide VI (JO)
	77	Tutor, Cherrie Ann G.	F	Administrative Aide VI (JO)
	78	Perez, Cindy P.	F	Administrative Aide VI (JO)
	79	Cacao, Jancallian S.	M	Administrative Aide VI (JO)
PROCUREMENT	80	Coronado, Hilariona E.	F	Administrative Officer IV
	81	Sanchez, Frederick	M	Administrative Aide VI
ACCTG	82	Marin, Edmundo R. Jr	M	Accountant III
	83	Abdon, Lorena G.	F	Administrative Assistant III
	84	Abrigo, Monette S.	F	Administrative Assistant III
	85	Aguilar, John Mhar J.	M	Administrative Assistant III
	86	Alcancia, Ruth R.	F	Administrative Assistant III
	87	Aurellana, Maria Aubrey R.	F	Administrative Assistant III
	88	Avila, Jerico L.	F	Administrative Assistant III
	89	Bacus, Maylene G.	F	Administrative Assistant III
	90	Billanes, Jan Pauline P.	F	Administrative Assistant III
	91	Carimpong, Maria Elvira M.	F	Administrative Assistant III
	92	De Los Reyes, Chaenkee C.	F	Administrative Assistant III
	93	De Mesa, Brandon E.	M	Administrative Assistant III
	94	Dinglasan, Rose Lyn C.	F	Administrative Assistant III
	95	Enriquez, Leopoldo P. Jr	M	Administrative Assistant III
	96	Ferrancullo, Noeme B.	F	Administrative Assistant III
	97	Fortaleza, Maricel A.	F	Administrative Assistant III
	98	Gilbuena, Criselda V.	M	Administrative Assistant III
	99	Ibal, Rosalie A.	F	Administrative Assistant III
100	Isagunde, Dennis F.	M	Administrative Assistant III	
101	Lorredo, Gladita C.	F	Administrative Assistant III	
102	Lu, Marichelle A.	F	Administrative Assistant III	
103	Malabunga, Angelica H.	F	Administrative Assistant III	
104	Manato, Jessica R.	F	Administrative Assistant III	
105	Mercado, Joanna Marie L.	F	Administrative Assistant III	
106	Nombrefia, Camille C.	F	Administrative Assistant III	
ACCTG	107	Oliveros, Jayzelle R.	F	Administrative Assistant III

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	108	Peñaverde, Raymund E.	M	Administrative Assistant III
	109	Rada, Angelica A.	F	Administrative Assistant III
	110	Ranas, Mary Grace B.	F	Administrative Assistant III
	111	Salibio, Hazel B.	F	Administrative Assistant III
	112	Salivia, Hector C.	M	Administrative Assistant III
	113	Silva, Ma Lyn F.	F	Administrative Assistant III
	114	Solomon, Christian Louie A.	M	Administrative Assistant III
	115	Vedaño, Richard E.	M	Administrative Assistant III
	116	Villaruel, Rowena V.	F	Administrative Assistant III
BUDGET	117	Pureza, Catherine A.	F	Administrative Officer V
	118	Jimenez, Maria Rafaela Miguela A.	F	Administrative Assistant III
	119	Maaño, Jeffrey E.	M	Administrative Assistant III
	120	Medenilla, Alegria O.	F	Administrative Aide VI
	121	Depusoy, Jewel Lee J.	F	Administrative Aide VI (JO)
ICT	122	Porteza, Wilbert B.	M	ITO
	123	Suante, Cristell Mae Dianne M.	F	Administrative Aide VI
	124	Oczon, Rommel T.	M	Teacher II
	125	Quindoza, Mark Nicko F.	M	JO
LEGAL	126	Baldeo, Rexcia Maria B.	F	Attorney III
	127	Nuyda, Jackqueline D.	F	Administrative Assistant III
	128	Aguila, Carleen D.	F	Legal Assistant I
	129	Villaflores, Penelope Ann A.	F	Administrative Aide VI
CID	130	Walangsumbat, Lorena S.	F	Chief Educ Supervisor
	131	Alba, Celestina M. Ed.	F	Education Program Supervisor
	132	Dalmacion, Dessa Marie B.	F	Administrative Aide VI
	133	Alfaro, Jay S.	M	Education Program Supervisor
	134	Galarosa, Walter F.	M	Education Program Supervisor
	135	Garcia, Maria Dylin S.	F	Education Program Supervisor
	136	Ilaos, Asuncion C.	F	Education Program Supervisor

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	137	Jarasa, Joseph E.	M	Education Program Supervisor
	138	Mauhay, Joan Alejaida R.	F	Education Program Supervisor
	139	Merle, Juanito A.	M	Education Program Supervisor
	140	Nieva, Raymond Q.	M	Administrative Aide VI
	141	Orogo, Carmela Ezcel A.	F	Education Program Supervisor
	142	Pureza, Abner L.	M	Education Program Supervisor
	143	Seño, Fernando T.	M	Education Program Supervisor
ALS	144	Agunias, Ananias R.	F	EPS II
	145	Buenafe, Adeline A.	F	EPS II
	146	Coronado, Arlene P.	F	EPS II
	147	Deza, German E.	M	EPS II
	148	Grobador, Maricris M.	F	EPS II
	149	Gutierrez, Laarni Rose R.	F	EPS II
	150	Jaro, Buena D.	F	EPS II
	151	Laurora, Frank Frederick R.	M	EPS II
	152	Manongsong, Maria Cherryl J.	F	EPS II
LRM	153	Borines, Jee-Ann O.	F	Education Program Supervisor
	154	Basco, Joe Angelo L.	M	PDO II
	155	Lanot, Mercedita C.	F	
	156	Libranda, Aldren B.	M	Administrative Aide VI
	157	Rivera, Ronnjemmelle A.	M	Librarian II
	158	Zaracena, Krisca Anne C.	F	Administrative Aide VI
OSGOD	159	De Villa, Elizabeth M.	F	Chief Educ Supervisor
	160	Agaran, Raul R.	M	Education Program Supervisor
	161	Garcia, Shara S.	F	Administrative Assistant II
	162	Alvarez, Jemaica V.	F	Administrative Aide VI (JO)
EFS	163	Arbolente, Ramir O.	M	Engineer III
	164	Cortas, Sharmaine G.	F	Engineer
	165	Dela Cruz, Danica May J.	F	Administrative Assistant III
	166	Hutamares, Daniel Jr. I.	M	Engineer
	167	Pardilla, Gian Carlo O.	M	Engineer

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	168	Misa, Amy T.	F	Administrative Aide VI (JO)
HRTD	169	Marino, Regina V.	F	Senior Education Program Specialist
	170	Perez, Leah A.	F	EPS II
SOCMONET /DRRM	171	Marquez, Paul Clifford N.	M	Senior Education Program Specialist
	172	Tupas, Maria Bernadit M.	F	EPS II
	173	Repaso, Arvin P.	M	PDO II
SMME	174	Salamat, Mary Joyce P.	F	EPS II
	175	Duma, Michelle G.	F	Senior Education Program Specialist
PAR	176	Duma, Oscar R. Jr.	M	Senior Education Program Specialist
	177	Fragata, Marbin Jeramil D.	M	Planning Officer III
	178	Abejo, Lea M.	F	Administrative Assistant II
	179	Bele, Ethel Rose	F	Administrative Assistant II
	180	Quiambao, Alma M.	F	Administrative Assistant III
	181	Signo, Edwin G. Jr.	M	Administrative Aide I
	182	Esmerna, Mark Roe M.	M	Administrative Aide VI (JO)
	183	Forbes, Laarni Jean A.	F	Administrative Aide VI (JO)
YFS	184	Camo, Hazel Ann S.	F	PDO 1
	185	Tiusan, Mark Angelo M.	M	PDO 1
COA	186	Pavino, Elenor A.	F	Auditor
	187	Padillo, Jelyne A.	F	Auditor
	188	Irlanda, Marielle Louise S.	F	Auditor
	189	Baasis, Mia Lyn Q.	F	Administrative Aide VI (JO)
HEALTH	190	Tesalona, Marie Antoinette A.	F	Medical Officer III
	191	Abella, Ma. Teresita M.	F	Nurse II
	192	Habito, Vincent Lawrence B.	M	Administrative Aide VI
	193	Dr. Jose Macario Patino	M	Dentist II
	194	Nessan Ingrid L. Rapada	F	Nurse II
	195	Christine Rose Deocales	F	Nurse II
	196	Vincent Byron M. Rama	M	Nurse II
	197	Maria Nerissa A. Diego	F	Nurse II
	198	Ma. Michelle D. Querubin	F	Nurse II
	199	Heide H. Gabriel	F	Nurse II
	200	Laiza Rose S. Espinosa	F	Nurse II

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Catanauan Sub-Office	201	Estrella G. Lorca	F	Nurse II
	202	Xyrille Ellise O. Gamboa	F	Administrative Assistant II
	203	April M. Marinez	F	Administrative Assistant III
	204	Louis Christopher Fortunato	M	Administrative Assistant III
	205	Vincent Jovi A. Urbiso	M	Admin Aide
	206	Jeffrey L. De Gala	M	Admin Aide
	207	Queency D. Natividad	F	Admin Aide
Gumaca Sub-Office	208	Grant Lakian	M	Nurse II
	209	Margaret Z. Abaricia	F	Nurse II
	210	Maria Cerila S. Almonte	F	Nurse II
	211	Genesis E. Olarte	M	Nurse II
	212	Annalou P. Pena	F	Administrative Assistant II
	213	Honeylee V. Ronquillo	F	Administrative Assistant III
	214	Mary Ann P. Barrameda	F	Administrative Assistant
	215	Melissa P. Barrameda	F	Administrative Assistant III
	216	Theresa Abigail Mabulo	F	Clerk IV
	217	Arlyn A. Jaron	F	Clerk IV
	218	Jhan Ely Marie R. Agaton	M	Clerk IV
219	Rebecca A. Valiente	F	Admin. Aide I	
Real Sub-Office	220	Ruffa Anonuevo	F	Nurse II
	221	Crisgil Crisostomo	M	Nurse II
	222	Lovelina Cuarteron	F	Nurse II
	223	May Ann Gail Candelaria	F	Nurse II
	224	Arren Joy Lopez	F	Property Custodian
	225	Guierson Garcia	M	Administrative Aide I
	226	Neneth Orejola	F	Administrative Asst III
	227	Lara Joy Coronacion	F	Administrative Asst II
	228	Julius Merana	M	Administrative Asst III

Date	Office/Section
May 21, 2024	OSDS, OASDS, Admin, GSS, Supply, Cash, Records, Personnel, Procurement, Accounting, Budget
May 22, 2024	ICT, Legal, CID, ALS, LRM, SGOD, EFS, PAR, HTRD, SMN, SMME, YFS, COA, Health
May 23, 2024	Gumaca Sub-Office, Catanauan Sub-Office
May 24, 2024	Real Sub-Office

Nothing Follows

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