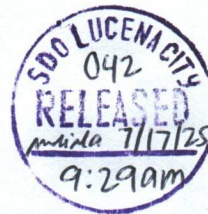




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



7 July 2025

DIVISION MEMORANDUM



No. 244, s. 2025

**MONITORING OF COMPLIANCE WITH THE ANNUAL PHYSICAL AND DENTAL
EXAMINATION (APE) AND ISSUANCE OF INDIVIDUAL NOTICES FOR NON-
COMPLIANCE FOR CALENDAR YEAR 2025**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Reference to the Memorandum No.156, s.2025 dated April 14, 2025, and pursuant to DepEd Order No. 28, s. 2018 and CSC Memorandum Circular No. 33, s. 1997, all teaching and non-teaching personnel in the Division of Lucena are reminded to complete their Annual Physical and Dental Examination (APE) and submit the required documents.
2. The APE aims to ensure early detection and prevention of illnesses among personnel, provide appropriate medical referral and support, and uphold national policies on occupational health and employee welfare.
3. To ensure compliance, this Office will issue notices to personnel who fail to meet APE requirements within the deadline. School heads and unit heads are directed to facilitate the submission of required documents and report any issues encountered.
4. All teaching and non-teaching personnel—whether permanent, contractual, or job order—are covered by this activity. Personnel who have already completed their medical examinations and submitted all required documents are considered compliant and no further action is needed.
5. The revised schedule for the Annual Physical Examination (APE) is set from July 14 to September 19, 2025. *(see attached Annex)*

6. For clarifications, you may contact Dr. Janel A. Romasanta, Medical Officer III, or Nurse Yvan Jonas A. Tolentino at the School Health and Nutrition Unit-SGOD, through telephone number (042) 421-41-61 or Local 234.
7. Immediate dissemination of this Memorandum is desired.


SUSAN D.L. ORIBIANA
Schools Division Superintendent


ANNEX I

Schedule of the Annual Physical Examination
(Limited to 5-7 patients only, Weekdays 3:30-5:00 pm)

Date	Participants	Venue
July 14, 2025	West District	SHN Office
July 15-18,2025	East District	SHN Office
July 24-25,2025	East District	SHN Office
July 28-29,2025	East District	SHN Office
July 31-Aug.1,2025	East District	SHN Office
August 4-8,2025	South District	SHN Office
August 11-15,2025	Secondary Schools	SHN Office
August 18,22,2025	Secondary Schools	SHN Office
August 26-29,2015	Secondary Schools	SHN Office
September 1-5,2025	Secondary Schools	SHN Office
September 8-12,2025	Secondary Schools	SHN Office
September 15-19,2025	Secondary Schools	SHN Office