



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

3 Dec 2025

DIVISION MEMORANDUM

No. 757, s. 2025

**2025 ANNUAL PHYSICAL EXAMINATION (APE)
OF SCHOOL-BASED PERSONNEL**

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads/OICs (All Public Schools)
All Others Concerned

1. Pursuant to DepEd Memorandum No. 22, s. 2015, titled “Annual Physical Examination of DepEd Employees (Teaching and Non-Teaching Personnel),” this Office, through the School Health and Nutrition Section, informs the field of the conduct of the **2025 Annual Physical Examination (APE) of School-Based Personnel** with the following guidelines:

- a. The required basic diagnostic tests include complete blood count, chest x-ray, and urinalysis.
- b. Pregnant women are exempted from chest x-ray.
- c. Dental examination will also be required.

2. The following shall be the APE process for the School-Based Personnel:

- a. Personnel may proceed to their preferred diagnostic/laboratory service provider for the tests.
- b. The school health coordinator shall collect all results and submit them with a master list of personnel to the School Health and Nutrition Section (SHNS) through email to sgod.medical@deped.gov.ph on or before **January 30, 2026**.
- c. The SHNS personnel will schedule a visit to the schools for medical and dental examinations. Time-On-Task Policy shall be strictly observed and adhered to in the conduct of this activity.
- d. Transmitted diagnostic/laboratory results will be evaluated, and the personnel with abnormal medical and dental findings will be notified and scheduled for a consult with the division medical officer and dentist or referred to their preferred physician/dentist.



Address: Toclong I-C, Imus City, Cavite
Telephone No.: (046) 4198450 to 53
Email Address: imus.city@deped.gov.ph
Website: www.depedimuscity.com
Facebook Page: @sdoimuscity



3. Expenses incurred for the diagnostic/laboratory tests of school-based personnel shall be sourced from the grant of Medical Allowance as stipulated in DepEd Order No. 16, s. 2025, titled "Guidelines on the Grant of Medical Allowance to the Department of Education Personnel."
4. For inquiries and clarifications, please email Dr. Gian Paul G. Creencia, Medical Officer III, and Dr. Marife R. Grossman, Dentist II, at sgod.medical@deped.gov.ph.
5. Immediate dissemination of this Memorandum is earnestly desired.



Digitally signed by
Mendoza Homer
Napenas
Date: 2025.12.03
05:45:14 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: None

Reference: As stated

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

HEALTH AND NUTRITION

sgod/gpgc/11-27-2025