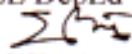


Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Road Ext., Baguio City
Tel. No.: 446-0275 Fax (074) 442-7819

DIVISION MEMORANDUM

NO. 05, s. 2011

To : ALL DepEd Personnel
From :  **ELLEN B. DONATO, CESO IV**
Schools Division Superintendent ✓
Subject : **ANNUAL FORM 86 ACCOMPLISHMENT**
Date : January 07, 2011

-
1. Please be informed that the schedule of annual laboratory examination for Form 86 accomplishments will start on January 11, 2011.
 2. All teaching and non-teaching personnel are required to undergo the required laboratory examination (Urinalysis, Fecalalysis, Chest X-ray) for their medical clearance for this school year.
 3. All Pre-school teachers, utility workers and security guards are included in the annual examination and should comply with the scheduled laboratory examinations at the Baguio Health Department or any diagnostic laboratory of their choice.
 4. No medical clearance shall be issued to those with incomplete laboratory examination results.
 5. School Administrators are requested to follow up the compliance of their school personnel for the additional laboratory examinations requested, since school clearances have already been signed at the end of the school year.
 6. Attached are the schedule and the guidelines for the accomplishment of laboratory examinations at the Baguio Health Department.

GUIDELINES FOR THE ACCOMPLISHMENT OF LABORATORY EXAMS
School Year 2010 – 2011

A. URINALYSIS

1. Container – sterilized bottle (boil for 15 minutes) to avoid contamination and false positive results.
2. Collection – midstream, collected within 30 minutes before submission
3. Quantity – 50 to 100 ml or 1/3 cup
4. Submission time – 8:00 am- 9:00 am only, Monday to Friday. Specimens will not be accepted after 9:00 am
5. Bottled specimens should be labeled (Name, Age, School) placed in a box to be submitted by (1) School personnel only. This is to avoid congestion at BHD, and to prevent interchanging of results and specimens. Specimens should be submitted directly to **Dr. Clavio**.
6. Results - to be claimed by one (1) personnel only.

B. FECALYSIS

1. Container – wide-mouthed sterilized bottle (boil for 15 minutes) to avoid contamination and false positive results. Only bottled stool specimen will be accepted by BHD, plastic bags, and matchboxes are not allowed.
2. Quantity – thumb-sized stool only shall be accepted.
3. Collection – objects such as sticks, tissue paper, toothpicks should not be included with the specimen in the bottle.
4. Submission time – 8:00 am- 9:00 am only, Monday to Friday. Specimens will not be accepted

C. CHEST X-RAY

1. X-ray Services are now available at the Health Services Office (Baguio Health Department) at P 80.00.
2. Time: 8:00 - 9:00 am
1:00 – 2:00 pm

D. CBC and Blood Typing

1. Time 8:00 am – 9:00 am
1:00 pm – 1:30 pm

E. PAP SMEAR

1. Women who are 20 years old and above are allowed to undergo Pap's smear.
2. Pap's smear collection should be done from the 1st day of menstruation.

Example: If January 1, 2011 is the first day of menstruation, Pap's smear should be done on January 14, 2011.

3. There should be no sexual contact with the husband three (3) days before collection.

4. Pap's smear may be scheduled at the District Health Center nearest the personnel's residence.

Deadline for submission of results for CBC, Blood Typing and Pap's smear is on or before June 7, 2011.

BLOOD CHEMISTRY

1. Last food intake should be at 10:00 pm. **No food intake** after 12 midnight.

For example: If dinner is at 5 pm or 7 or 8 pm, the individual should at least take a snack at 10 pm. By 12 midnight – NOTHING SHOULD BE TAKEN BY MOUTH until blood extraction has been done the following day.

Number of fasting hours should not be less or more than eight (8) hours because this will affect accuracy of the results.

2. Food intake also includes water, coffee, tea, juice, soup and alcoholic beverages.
3. No smoking from 10 pm to 8:00 am the following day until blood extraction has been done.
4. **ONLY CITY PAID EMPLOYEES** may avail of the blood chemistry for **FREE**.
5. Non-city paid employees who want to have blood chemistry at Baguio Health Department, are given 20% discount.

Blood Chemistry and Hematology includes the following:

- BUN..... P 100.00
- Creatinine..... P120.00
- Uric Acid..... P 80.00
- Cholesterol..... P 80.00
- Triglycerides..... P150.00
- Fasting Blood Sugar..... P 80.00

NOTE: SCHOOL PERSONNEL MAY HAVE THEIR CBC, BLOOD TYPING, PAP SMEAR AND BLOOD CHEMISTRY AT THE SCHEDULED DATE OF X-RAY, TO MAXIMIZE THEIR TIME LEAVING THE SCHOOL.

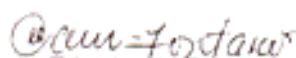
SCHEDULE OF LABORATORY EXAMINATION

Date	School	Urinalysis	Fecalysis	Chest X-ray		
				AM	PM	
January						
Mon	17	Quezon Elem. School	20	20	10	10
Tues	18	Kias Primary School	7	7	3	4
Wed	19	SPED	20	20	12	13
Thurs	20	SPED	17	17	12	no x-ray
Fri	21	Happy Hollow Elem. School	9	9	5	4
		Bgo. Country Club Village P/S	4	4	2	2
		Lindawan Elem. School	9	9	4	5
Mon	31	Fort del Pilar Elem. School	20	20	10	10
February						
Tues	1	Fort del Pilar Elem. School	16	16	8	8
		Springhills Primary Sch.	7	7	3	4
Wed	2	Laurel Elem. School	17	17	9	8
Thurs	3	Brookspoint Primary School	6	6	6	no x-ray
		Holy Ghost Ext., Primary Sch.	3	3	3	
Fri	4	Pinsao Elem. School	25	25	12	13
Mon	14	Don Mariano Marcos Elem. School	20	20	10	10
Tues	15	Mabini Elem. School	20	20	10	10
Wed	16	Mabini Elem. School	20	20	10	10
Thurs	17	Mabini Elem. School	11	11	11	no x-ray
Fri	18	Bonifacio Elem. School	28	28	14	14
Mon	28	Lucban Elem. School	23	23	11	12
March						
Tues	1	Lucban Elem. School	23	23	11	12
Wed	2	Lucban Elem. School	23	23	11	12
Thurs	3	Tabora Elem. School	14	14	14	no x-ray
Fri	4	Pinget Elem. School	15	15	7	8
		MQHES	12	12	6	6
Mon	14	Doña Aurora Elem. School	20	20	10	10
Tues	15	Doña Aurora Elem. School	16	16	8	8
Wed	16	Doña Nicasia Puyat Elem. School	18	18	9	9
Thurs	17	Magsaysay Elem. School	18	18	10	no x-ray
Fri	18	Magsaysay Elem. School			8	
		Total	476	476	269	207

Prepared by:

Noted by:


ELLEN B. DONATO, CESO IV
 Schools Division Superintendent


Elsie Elizabeth Fontanos
 Medical Officer III



**SCHEDULE OF FORM 86 ACCOMPLISHMENT 2011
 Health Examination**

District II & III

Date	School
February	
1	Quezon Elem. School
2	Kias Primary School
3	SPED
8	Happy Hollow Elem. School
9	Bgo. Country Club Village P/S
10	Lindawan Elem. School
15	Fort del Pilar Elem. School
16	Springhills Primary Sch.
18	Laurel Elem. School
22	
23	Brookspoint Primary School
24	Holy Ghost Ext., Primary Sch.
March	
	Pinsao Elem. School
1	
8	Don Mariano Marcos Elem. School
9	Mabini Elem. School
11	Mabini Elem. School
15	Bonifacio Elem. School
16	Lucban Elem. School
17	Lucban Elem. School
22	Lucban Elem. School
23	Tabora Elem. School
24	Pinget Elem. School
29	MQHES
30	Doña Aurora Elem. School
31	Doña Nicasia Puyat Elem. School
April	
1	Magsaysay Elem. School

Noted:

ELLEN B. DONATO, CESO IV
 Schools Division Superintendent

Prepared by

Elsie Elizabeth Fontanos
 Medical Officer III