



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY  
#82 Military Cut-off Road, Baguio City



DEPED DIVISION OF BAGUIO CITY

JAN 11 2016

RELEASED

**DIVISION MEMORANDUM**

NO. *N* s. 2016

**ANNUAL LABORATORY EXAMINATION FOR FORM 86 ACCOMPLISHMENT**

To: Curriculum Implementation Division (CID)  
School Governance and Operations Division (SGOD)  
Division Office Personnel  
All School Heads  
Teaching and Nonteaching Personnel  
All Others Concerned

1. Please be informed that the schedule of annual laboratory examination for Form 86 accomplishments will start on January 12, 2016.
2. All teaching and non-teaching personnel are required to undergo the required laboratory examination (Urinalysis, Fecalalysis, Chest X-ray) for their medical clearance.
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 Health Services Office (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.
6. Attached are the schedule and the guidelines for the accomplishment of laboratory examinations at the Health Services Office (Baguio Health Department).
7. Any personnel who will not be able to come during the schedule shall not be accommodated in any of the succeeding schedules. They will have their turn after all schedules had been served.
8. Strict compliance to this memorandum is enjoined

  
**FRANCIS CESAR B. BRINGAS, CESO VI**  
Schools Division Superintendent

## GUIDELINES FOR THE ACCOMPLISHMENT OF LABORATORY EXAMS

### 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 specimen should be labeled (Name, Age, School) placed in a box to be submitted by one (1) school personnel only. This is to avoid congestion at the HSO, 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 plastic cups with cover, size smaller than an ice cream cup. Plastic bags and matchboxes are not allowed.
2. Quantity – thumb-sized stool only shall be accepted.
3. Collection – objects such as sticks, tissue paper, and toothpicks should not be included with the specimen in the plastic cup.
4. Submission time – 8:00 AM- 9:00 AM only, Monday to Friday. Specimens will not be accepted after 9:00 AM.

### C. CHEST X-RAY

1. Submit for chest x-ray at any hospital or facility of choice where x-ray services are offered.

### D. CBC and Blood Typing

1. Time 8:00 AM – 12:00 noon  
1:00 pm – 1:30 pm

### E. PAP SMEAR

1. Women who are 20 years old and above are allowed to undergo Pap smear.
2. Pap smear collection should be done 14 days from the 1<sup>st</sup> day of menstruation.

Example: If January 1, 2015 is the first day of menstruation, Pap smear should be done on January 14, 2015.

3. There should be no sexual contact three (3) days before collection.
4. Pap smear may be scheduled at the District Health Center nearest the personnel's residence.

## BLOOD CHEMISTRY

1. **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 and hematology for **FREE**.
5. Non-city paid employees who want to have blood chemistry at Health Services Office (Baguio Health Department) will pay the amount of P 610.00

Blood Chemistry 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

**SCHEDULE OF LABORATORY EXAMINATION**

Date		School	Urinalysis	Fecalalysis	Chest X-ray	
<b>January</b>						
12	Tue	Adiwang Elem. School	10	10	5	5
13	Wed	Manuel A. Roxas Elem. School	20	20	10	10
14	Thu	Manuel A. Roxas Elem. School	10	10	10	no xray
		Loakan Elem. School	10	10	10	
15	Fri	Loakan Elem. School	20	20	10	10
18	Mon	SPED Center	21	21	11	10
19	Tue	SPED Center	22	22	11	11
20	Wed	Irisan National High School	23	23	12	12
21	Thu	Irisan National High School	22	22	22	no xray
22	Fri	Dontogan Elem. School	22	22	11	11
25	Mon	Jose P. Rizal Elem. School	24	24	12	12
26	Tue	Jose P. Rizal Elem. School	23	23	12	11
27	Wed	Kias Elem. School	13	13	7	6
		Crystal Cave Elem. School	10	10	5	5
28	Thu	Camp 7 Elem. School	15	15	15	no xray
		BCCV Elem. School	8	8	8	
29	Fri	Doña Aurora Elem. School	12	12	6	6
<b>February</b>						
1	Mon	Doña Aurora Elem. School	14	14	7	7
2	Tue	Bakakeng Elem. School	20	20	10	10
3	Wed	Emilio Aguinaldo Elem. School	25	25	13	12
4	Thu	Gibraltar Elem. School	14	14	14	no xray
		Happy Hollow Elem. School	8	8	8	
5	Fri	Jose P. Laurel Elem. School	16	16	8	8
9	Tue	Springhills Elem. School	10	10	5	5
		Manuel L. Quezon Elem. School	10	10	5	5
10	Wed	Manuel L. Quezon Elem. School	20	20	10	10
11	Thu	Lucban Elem. School	20	20	20	no xray
12	Fri	Lucban Elem. School	20	20	10	10
15	Mon	Lucban Elem. School	20	20	10	10
16	Tue	Lucban Elem. School	10	10	5	5
		Alfonso Tabora Elem. School	14	14	7	7
17	Wed	Andres Bonifacio Elem. School	20	20	10	10
18	Thu	Andres Bonifacio Elem. School	6	6	6	no xray
		Quirino Hill Elem. School	15	15	15	
19	Fri	Don Mariano Marcos Elem. School	15	15	8	7
		Ramon Magsaysay Elem. School	5	5	3	2
22	Mon	Ramon Magsaysay Elem. School	10	10	5	5
		Elpidio Quirino Elem. School	12	12	6	6
23	Tue	Elpidio Quirino Elem. School	20	20	10	10
		Brookspoint Elem. School	8	8	4	4
24	Wed	Doña Nicasia J. Puyat Elem. School	15	15	8	7
26	Fri	Lindawan Elem. School	12	12	6	6
29	Mon	Pinsao Elem. School	22	22	11	11

<b>March</b>						
1	Tue	Apolinario Mabini Elem. School	20	20	10	10
2	Wed	Apolinario Mabini Elem. School	20	20	10	10
3	Thu	Apolinario Mabini Elem. School	20	20	20	no xray
4	Fri	Sto. Tomas Elem. School	10	10	5	5
		Holy Ghost Elem. School	10	10	5	5
7	Mon	Baguio Central School	20	20	10	10
8	Tue	Baguio Central School	20	20	10	10
9	Wed	Baguio Central School	20	20	10	10
10	Thu	Baguio Central School	20	20	20	no xray
11	Fri	Josefa Cariño Elem. School	20	20	10	10
14	Mon	Josefa Cariño Elem. School	21	21	11	10
15	Tue	Josefa Cariño Elem. School	11	11	6	5
		Dominican Mirador Elem. School	11	11	6	5
16	Wed	San Luis Elem. School	10	10	5	5
		Fairview Elem. School	4	4	2	2
		Irisan Elementary School	6	6	3	3
17	Thu	San Carlos Elem. School	16	16	16	no xray
18	Fri	Quezon Hill Elem. School	20	20	10	10
21	Mon	Quezon Hill Elem. School	20	20	10	10
		Fort del Pilar Elem. School	16	16	8	8
22	Tue	Fort del Pilar Elem. School	20	20	10	10
28	Mon	Pacday Quinio Elem. School	24	24	12	12
29	Tue	Doña Aurora H. Bueno Elem. School	19	19	10	9
30	Wed	San Vicente Elem. School	20	20	10	10
31	Thu	Pinget Elem. School	17	17	17	no xray
<b>April</b>						
1	Fri	Personnel on official business (CARAA, seminars, etc) who were unable to come on their scheduled dates	20	20	10	10
4	Mon		20	20	10	10
5	Tue		20	20	10	10
6	Wed		20	20	10	10
7	Thu	Personnel on leave	20	20	20	no xray
8	Fri	DepEd Division Office Personnel (CID, SGOD, OSD)	20	20	10	10
11	Mon		20	20	10	10
12	Tue		20	20	10	10
13	Wed		20	20	10	10
14	Thu		20	20	20	no xray
15	Fri		20	20	10	10
18	Mon	Baguio City High School Main Campus Fort del Pilar Annex Hillside Extension Legislated Schools	20	20	10	10
19	Tue		20	20	10	10
20	Wed		20	20	10	10
21	Thu		20	20	20	no xray
22	Fri		20	20	10	10
25	Mon		20	20	10	10
26	Tue		20	20	10	10
27	Wed		20	20	10	10
28	Thu		20	20	20	no xray
29	Fri		20	20	10	10
29	Mon	20	20	10	10	
30	Tue	20	20	10	10	