



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**

#82 Military Cut-Off, Baguio City  
Tel./Fax No. (074) 442-7819



DEP. DIVISION BAGUIO CITY

FEB 01 2017

RELEASED

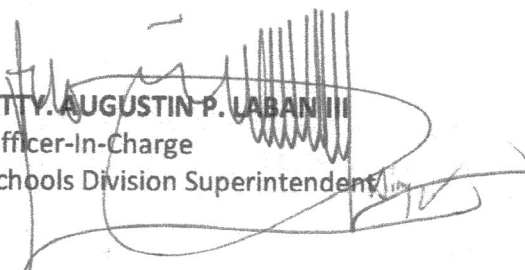
**DIVISION MEMORANDUM**

NO. 47, s. 2017

**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 February 2, 2017.
2. All teaching and non-teaching personnel are required to undergo the required laboratory examination (Urinalysis, CBC, 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

  
ATTY. AUGUSTIN P. LABAN III  
Officer-in-Charge  
Schools Division Superintendent

## GUIDELINES FOR THE ACCOMPLISHMENT OF LABORATORY EXAMS

### A. URINALYSIS

1. Container – wide-mouthed plastic cups (e.g. ice cream cup) with **cover**
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. Specimen will not be accepted after 9:00 AM
5. Container 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. Specimen should be submitted directly to **Dr. Clavio**.
6. Results - to be claimed by one (1) personnel only.

### B. CHEST X-RAY

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

### C. CBC and Blood Typing

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

### D. 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	CBC	Chest X-ray	
February					AM	PM
2	Thu	Adiwang Elem. School	10	10	10	no xray
3	Fri	Loakan Elem. School	30	30	15	15
6	Mon	Manuel A. Roxas Elem. School	20	20	10	10
7	Tue	Manuel A. Roxas Elem. School	10	10	5	5
		Alfonso Tabora Elem. School	14	14	7	7
8	Wed	Irisan National High School	23	23	12	11
9	Thu	Irisan National High School	22	22	22	no xray
10	Fri	Dontogan Elem. School	22	22	11	11
13	Mon	Jose P. Rizal Elem. School	24	24	12	12
14	Tue	Jose P. Rizal Elem. School	23	23	12	11
15	Wed	Kias Elem. School	13	13	7	6
		Crystal Cave Elem. School	10	10	5	5
16	Thu	Camp 7 Elem. School	15	15	15	no xray
		BCCV Elem. School	8	8	8	
17	Fri	Doña Aurora Elem. School	12	12	6	6
		Doña Aurora Elem. School	14	14	7	7
20	Mon	Lindawan Elem. School	12	12	6	6
21	Tue	Bakakeng Elem. School	20	20	10	10
22	Wed	Emilio Aguinaldo Elem. School	25	25	13	12
23	Thu	Gibraltar Elem. School	14	14	14	no xray
		Happy Hollow Elem. School	8	8	8	
24	Fri	Jose P. Laurel Elem. School	16	16	8	8
27	Mon	San Vicente Elem. School	20	20	10	10
		Springhills Elem. School	10	10	5	5
28	Tue	Doña Aurora H. Bueno Elem. School	19	19	10	9
<b>March</b>						
1	Wed	Manuel L. Quezon Elem. School	30	30	15	15
2	Thu	Lucban Elem. School	25	25	25	no xray
3	Fri	Lucban Elem. School	25	25	13	12
6	Mon	Lucban Elem. School	20	20	10	10
7	Tue	Pacday Quinio Elem. School	24	24	12	12
8	Wed	Andres Bonifacio Elem. School	20	20	10	10
9	Thu	Andres Bonifacio Elem. School	6	6	6	no xray
		Quirino Hill Elem. School	15	15	15	
10	Fri	Don Mariano Marcos Elem. School	15	15	8	7
		Ramon Magsaysay Elem. School	5	5	3	2
13	Mon	Ramon Magsaysay Elem. School	10	10	5	5
		Elpidio Quirino Elem. School	12	12	6	6
14	Tue	Elpidio Quirino Elem. School	20	20	10	10
		Brookspoint Elem. School	8	8	4	4
15	Wed	Doña Nicasia J. Puyat Elem. School	15	15	8	7
16	Thu	SPED Center	21	21	21	no xray
17	Fri	SPED Center	22	22	11	11
20	Mon	Pinsao Elem. School	22	22	11	11

March			Urinalysis	CBC	Chest X-ray	
21	Tue	Apolinario Mabini Elem. School	25	25	13	12
22	Wed	Apolinario Mabini Elem. School	25	25	13	12
23	Thu	Apolinario Mabini Elem. School	10	10	10	no xray
		Pinget Elem. School	17	17	17	
24	Fri	Sto. Tomas Elem. School	10	10	5	5
		Holy Ghost Elem. School	10	10	5	5
27	Mon	Baguio Central School	25	25	13	12
28	Tue	Baguio Central School	25	25	13	12
29	Wed	Baguio Central School	30	30	15	15
30	Thu	Josefa Cariño Elem. School	26	26	26	no xray
31	Fri	Josefa Cariño Elem. School	26	26	13	13
<b>April</b>						
3	Mon	San Carlos Elem. School	16	16	8	8
		Dominican Mirador Elem. School	11	11	6	5
4	Tue	Fort del Pilar Elem. School	36	36	18	18
5	Wed	San Luis Elem. School	10	10	5	5
		Fairview Elem. School	4	4	2	2
		Irisan Elementary School	11	11	6	5
6	Thu	Quezon Hill Elem. School	20	20	20	no xray
7	Fri	Quezon Hill Elem. School	20	20	10	10
17	Mon	Personnel on official business (CARAA, seminars, etc) who were unable to come on their scheduled dates;	20	20	10	10
18	Tue		20	20	10	10
19	Wed		20	20	10	10
20	Thu		20	20	20	no xray
21	Fri		Personnel on leave	20	20	10
24	Mon	DepEd Division Office Personnel (CID, SGOD, OSD, Personnel)	20	20	10	10
25	Tue		20	20	10	10
26	Wed		20	20	10	10
27	Thu		20	20	20	no xray
28	Fri		20	20	10	10
<b>May</b>						
2	Tue	DepEd Division Office Personnel (CID, SGOD, OSD, Personnel)	20	20	10	10
3	Wed		20	20	10	10