



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Baguio City
#82 Military Cut-Off Road, Baguio City
Tel. No.: (074) 442-7819



OFFICE MEMORANDUM
No. 02 s. 2018

CONDUCT OF LABORATORY EXAMINATION OF DIVISION OFFICE PERSONNEL

To: Division Office Personnel

1. Please be informed that the schedule of annual laboratory examination for nationally paid Division Office Personnel will be on January 24 to 31, 2018
2. All nationally paid personnel of the office should comply with the scheduled laboratory examinations at the Hi-Precision Diagnostics located at the 2nd floor, CYA Centrum, Kennon Road, Baguio City.
3. Laboratory examination of SEF personnel will be arranged on a later date at the Health Services Office (Baguio Health Department).
4. Attached are the schedule and the guidelines for the accomplishment of laboratory examinations at Hi-Precision Diagnostics.
5. For immediate dissemination and strict compliance.


FEDERICO P. MARTIN, Ed.D., CESO V
Schools Division Superintendent 



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**SCHEDULE OF LABORATORY EXAMINATION
DIVISION OFFICE PERSONNEL
DEPED, BAGUIO CITY**

January 24, 2018 (Wednesday)	Signature
1. AGLASI, ZENY DEE	
2. AGUILAR, CONDRADO	
3. ALBAN, ROBERT	
4. ALIPING, SUSANA	
5. API-IT, MARILYN	
6. ASPURIA, OLIVER	
7. AWINGAN, BRENDA LEE	
8. BAB-ANGA, SAMUEL	
9. BADOL, MARIE LIZA	
10. BALANTIN, JOVELYN PETRA	
11. BALDO, MARY JOAN	
12. BAUTISTA, MARY MNADELAINE	
13. BAUTISTA, ELEONOR	
14. BENGAO, SHIRLEY	
15. BERMUDEZ, SOFIA	
16. BERZON, BILLY	
17. BORJA, ROMULO	
18. BUGNAY, JAYJAY	
19. BUGTONG, SANTIAGO	
20. BUSAING, BEVERLY	



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January 25, 2018 (Thursday)	Signature
1. CABUAG, ELAINE	
2. CANLAS, HERMINIA JUSTINA	
3. CASTILLO, SHARON CRISTIANNIE	
4. CASTRO, JOY	
5. CHAGUILE, RUTH	
6. CLEMENTE, MANUEL	
7. COLDEG, JOCELYN	
8. CONGE, WALLY JOLLY	
9. COPSIYAN, FRANCISCO	
10. DALAPNAS, BONIFACIO	
11. DANGAWEN, MANUEL	
12. DAWATON, LEONARD	
13. DIS-IW, PRISCILLA	
14. DIZON, BEBSIE HERNANDEZ	
15. DIZON, HARRIS	
16. DONAAL, BEVERLY	
17. DOYAOEN, ANNETTE	
18. DUMAGUING, JOAN	
19. ELEPONGA, FERNANDO	
20. ESCOBAR, MILDRED	



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January 26, 2018 (Friday)	Signature
1. ESTIGOY, CHRISTINA	
2. FEDCHEK, KHAJU LUISA	
3. FERNANDEZ, VICTOR	
4. FIAANGAN, ARMI VICTORIA	
5. FLAMIANO, AMIL	
6. FLORDELIZA, RACHELL	
7. FONTANILLA, LOISA	
8. GOMEZ, OLIVIA	
9. GONZALES, ROBERTO	
10. GUILAS, JOVELYN	
11. HIDALGO, LETICIA	
12. JAVAR, ELYZALDE KARIM	
13. LADIONG, JULIA	
14. LAMPAC, JACQUELINE	
15. LOMAS-E, LORRAINE	
16. LOMAS-E, LOURDES	
17. MANZANO, LOLITA	
18. MAQUILING, RANDEL	
19. MATULAY, HONORIO	
20. MELECIO, ESTHER	

January 27, 2018 (Saturday) 6 o'clock to 9 o'clock A.M. only

- Personnel who were scheduled from January 24 to 26, 2018 who were not able to come on their schedule.



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January 29, 2018 (Monday)	Signature
1. LABAN, JILL	
2. TABAS, MA. GRACE	
3. TABING, SARAH JANE	
4. MONTEMAYOR, MARY ANN	
5. TONGYOFEN, LESLI	
6. TOTAAN, AGNES	
7. REPALDA, ANNA MELISSA	
8. UMAT, RENALDO	
9. URSABIA, JULIET	
10. YANGYANG, SIMEON	
11. YMSON, JERRY	
12. MILAN, ALICE	
13. MONCADA, MA. LOUELLA	
14. NARON, AIRA KAYE	
15. OLBA, OMAR	
16. OLIVA, CHRISTOPHER DAVID G.	
17. SANTOS, JIMMY	
18. SEGUERRA, GINA	
19. SIMANGAN, CHRISTOREY	
20. SUANDING, RUFINA	



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January 30 2018 (Tuesday)	Signature
1. DE GUZMAN, PATRICIA	
2. ESCOBAR, NEMHEL	
3. GARCIA, RACHELLE	



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January 30 2018 (Tuesday)	Signature
1. ORPILLA, JEAN	
2. PADSOYAN, REYNALYN	
3. POLIDO, JENNIFER	
4. PUNDO, WALTER	
5. RAMIREZ, EDDAH GRACE	
6. SAGUID, ASUNCION	
7. SANNAD, JULIET	
8. SUGOT, REMEDIOS	
9. TABANGCURA, MARINA	
10. TOMIN, BELEN	
11. VALLEJO, MARK CYRUS	
12. LILIBETH G. DECSI	
13. TIONGAN, ARTHUR	
14. SORAYA T. FACULO, Ph.D.	
15. FEDERICO P. MARTIN, Ed.D.	

January 31, 2018 (Wednesday) 6 o'clock to 9 o'clock A.M. only

- Personnel who were scheduled from January 29 to 30, 2018 who were not able to come on their schedule.


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GUIDELINES FOR THE ACCOMPLISHMENT OF LABORATORY EXAMS

- Time allotted for Deped Personnel: **6 o'clock to 9 o'clock A.M.**
- Approximate Time for blood extraction and Electrocardiogram (ECG) test : 30 minutes
- Please bring a valid Government issued ID with picture
- Package includes:
 1. Complete Blood Count (CBC)
 2. Urinalysis (Macroscopic)
 3. Fasting Blood Sugar (FBS)
 4. Blood Urea Nitrogen (BUN)
 5. Uric Acid
 6. Creatinine
 7. Lipid Profile (Total Cholesterol, Triglycerides, HDL, LDL)
 8. SGPT
 9. SGOT
 10. Electrocardiogram (ECG) Test
- Additional Laboratory Examinations or Procedures not included in the package will already be shouldered by the personnel
- Personnel will be informed if the Results of the Laboratory examinations are already available
- For interpretation of the laboratory results and other inquiries, medical officers will be available from 3 o'clock to 5 o'clock pm at the division office clinic

Patient Preparation before the Laboratory Examination

A. Urinalysis

- Container – will be provided by the Laboratory
- Collection – patient is advised to collect random midstream clean-catch urine sample
 - “Midstream Collection - performed by passing the first portion of the urine into the bedpan or toilet and collecting the midportion in the appropriate specimen container.
 - For patients with menstruation, urine sample can only be collected /submitted from the third day onwards after the last day of menstruation

B. CBC, BUN, SGOT, SGPT, and ECG

- No patient preparation necessary

C. FBS and Uric Acid

- 8 to 12 hours fasting
- *For example: If dinner is at 8 pm, NOTHING SHOULD BE TAKEN BY MOUTH (including water) after dinner until blood extraction had been done the following day between 6 to 8 AM*
- *Number of fasting hours should not be less than eight (8) hours or more than 12 hours because this will affect accuracy of the results.*

D. Creatinine

- Refrain from eating high meat diet and doing strenuous physical activities 8 to 12 hours before blood extraction
- Refrain from taking medicines such as acetaminophen (paracetamol), N-acetyl-p-benzoquinone imine (NAPQI) metabolites, N-Acetylcysteine (NAC), Metamizole (Novaminsulfone, Dypirone), 4-aminoantipyrine (4-AAP) and 4-Methylamino-antipyrine (4-MAP) metabolites 8 to 12 hours before sample collection

E. Lipid Profile

- 10 to 14 hours fasting

F. Electrocardiogram (ECG)

- Removal of jewelry, belts, coins prior to the procedure

BAGUIO branch



2ND FLOOR, CYA CENTRUM,
Kennon Road, Baguio City

