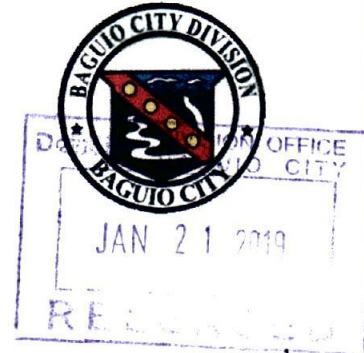




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Division of Baguio City
Military Cut-Off, Upper Session Road, Baguio City
Tel. No.: (074) 442-7819



DIVISION MEMORANDUM

NO. 044, s. 2019

ANNUAL LABORATORY EXAMINATION FOR FORM 86 ACCOMPLISHMENT

To: Curriculum Implementation Division (CID)
School Governance and Operations Division (SGOD)
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 23, 2019.
2. Only 44 schools are scheduled at the Health Services Office (Baguio Health Department). There are only limited slots this year. The rest will be scheduled the following year and are advised to have their laboratory examination at any diagnostic laboratory of their choice.
3. All teaching and non-teaching personnel are required to undergo the required laboratory examination (Urinalysis, CBC) for their medical clearance.
4. Blood chemistry is not required but is **recommended** for all personnel.
5. No medical clearance shall be issued to those with incomplete laboratory examination results.
6. School Administrators are requested to follow up the compliance of their school personnel for the additional laboratory examinations requested.
7. Attached are the schedule and the guidelines for the accomplishment of laboratory examinations at the Health Services Office.
8. Any personnel who will not be able to come during their schedule shall not be accommodated in any of the succeeding schedules.
9. **Strict compliance** to this memorandum is enjoined

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

SCHEDULE OF LABORATORY EXAMINATION

Date		School	Urinalysis	CBC
January			8 to 10 AM	
23	Wed	Ramon Magsaysay Elem. School	18	18
24	Thu	Magsaysay National High School	22	22
25	Fri	Magsaysay National High School	22	22
28	Mon	Alfonso Tabora Elem. School	18	18
29	Tue	Kias Elem. School	19	19
30	Wed	Bakakeng National High School	16	16
31	Thu	Happy Hollow National High School	9	9
		Lindawan National High School	9	9
February				
4	Mon	BCCV Elem. School	10	10
		Happy Hollow Elem. School	10	10
6	Wed	Sto. Tomas National High School	19	19
7	Thu	Camp 7 Elem. School	20	20
8	Fri	Pinget National High School	24	24
11	Mon	Crystal Cave Elem. School	16	16
12	Tue	Adiwang Elem. School	14	14
13	Wed	Dominican-Mirador National High	15	15
14	Thu	Springhills Elem. School	10	10
		Brookspoint Elem. School	11	11
15	Fri	Jose P. Laurel Elem School	18	18
18	Mon	Don Mariano Marcos Elem. School	15	15
19	Tue	Joaquin Smith National High School	20	20
20	Wed	Joaquin Smith National High School	10	10
		Holy Ghost Ext. Elem. School	12	12
21	Thu	Quezon Hill National High School	20	20
22	Fri	Quezon Hill National High School	13	13
		San Vicente National High School	6	6
26	Tue	San Vicente National High School	20	20
27	Wed	San Carlos Heights Elem. School	23	23
28	Thu	Irisan Elem. School	17	17
March				
1	Fri	Quirino Hill Elem. School	17	17
4	Mon	Rizal National High School	20	20
5	Tue	Rizal National High School	20	20
6	Wed	Lucban Elem. School	21	21
7	Thu	Lucban Elem. School	21	21
8	Fri	Lucban Elem. School	21	21
11	Mon	Lucban Elem. School	21	21
12	Tue	Pinsao National High School	20	20
13	Wed	Pinsao National High School	11	11
		Fairview Elem. School	11	11
14	Thu	San Luis Elem. School	20	20
15	Fri	Sto. Tomas Elem. School	14	14
		Lindawan Elem. School	6	6
18	Mon	Lindawan Elem. School	8	8
		BCNHS- Hillside Annex	11	11
19	Tue	Gibraltar Elem. School	17	17
20	Wed	Quezon Hill Elem. School	18	18

March		School	Urinalysis	CBC
21	Thu	Quezon Hill Elem. School	18	18
22	Fri	Quezon Hill Elem. School	18	18
25	Mon	Doña Nicasia J. Puyat Elem. School	18	18
26	Tue	Dominican Mirador Elem. School	18	18
27	Wed	Pinget Elem. School	24	24
28	Thu	Doña Aurora H. Bueno Elem. School	22	22
29	Fri	Pacday Quinio Elem. School	20	20

April		School	Urinalysis	CBC
1	Mon	Pacday Quinio Elem. School	12	12
		Pinsao Elem. School	7	7
2	Tue	Pinsao Elem. School	20	20
3	Wed	Dontogan Elem. School	20	20
4	Thu	Guisad Valley National High School	25	25
5	Fri	Guisad Valley National High School	25	25

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. CBC and Blood Chemistry

1. Time 8:00 AM – 10: 00 AM

C. 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 1st 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