DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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**OFFICE MEMORANDUM**
ESSD-2026 - 419

**CONDUCT OF THE 2026 ANNUAL PHYSICAL EXAMINATION (APE) AND SUBMISSION OF LABORATORY TEST RESULTS**

To: All DepEd Regional Office I Personnel

1. In compliance with the CSC Memorandum Circular No. 17 s. 1989, all DepEd Regional Office I personnel are required to undergo the Annual Physical Examination (APE) **starting November 23, 2026, to January 15, 2027.**

2. Anent this, the Education Support Services Division – School Health Section requires all concerned personnel to accomplish the following:

   **a. DepEd Regional Office I Personnel Health Profile** through the link: https://bit.ly/RO1HealthProfile for new plantilla and non-plantilla personnel and those who have not yet accomplished the RO1 Health Profile form; and

   **b. Submission of Laboratory Test Results** to the DepEd RO1 Medical Clinic.

3. The following laboratory tests are required:
   a. Chest Xray – PA View (except for pregnant women)
   b. Complete Blood Count with Platelet
   c. Urinalysis
   d. Fasting Blood Sugar (*requires fasting 8-10 hours*)
   e. Creatinine (*requires fasting 8-10 hours*)
   f. Uric Acid (*requires fasting 8-10 hours)*
   g. Lipid Profile (Total Cholesterol, LDL, HDL, Triglycerides) *requires fasting 8-10 hours*
   h. Liver Enzyme - SGPT / ALT (*requires fasting 8-10 hours)*

4. The following laboratory tests may be performed as indicated:
   a. For cervical cancer screening among women: PAP Smear for women aged 21 and above;
   b. For colorectal cancer screening: Fecal Occult Blood Test (FOBT) for those aged 50 and above;
   c. For prostate cancer screening among men: Prostate Specific Antigen (PSA) for men aged 50 and above; and
   d. Other laboratory tests as requested by examining physician.

5. All laboratory results must be within the prescribed period of validity as follows:
   a. Chest Xray – Not earlier than June 2026;

b. Blood Chemistry (FBS, Lipid Profile, Uric Acid, Creatinine, SGPT) – Not earlier than October 2026; and
c. Complete Blood Count and Urinalysis – Not earlier than December 2026

6. Personnel requiring assistance in the accomplishing specific sections of the Health Profile, particularly on height, weight, vital signs and Body Mass Index (BMI), may proceed to the DepEd Regional Office I Clinic.

7. For immediate dissemination and compliance of all.

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Director IV/Regional Director

ESSD-SGC/mlso/OM_2026APE
November 23, 2026