



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEBRUARY 04, 2026

MEMORANDUM

**CONDUCT OF ANNUAL PHYSICAL EXAMINATION FOR TEACHING AND
NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. In line with the Department of Education's commitment to safeguarding the health and well-being of its workforce, and pursuant to the Magna Carta for Public School Teachers (Republic Act No. 4670), which mandates that *compulsory* medical examinations for teachers shall be provided for at least once a year throughout their professional service, this Office hereby announces the conduct of the Annual Physical Examination (APE) for all teaching and non-teaching personnel, including those holding National Item, City-Paid, and Job Order (JO) status.
2. All personnel shall submit the following basic medical requirements:
 - a. Chest X-Ray (CXR) – not older than three (3) months
 - b. Latest Urinalysis Result.
 - c. Complete Blood Count

Personnel 50 years old and above and/or those with pre-existing medical conditions are recommended to submit the following additional laboratory results, as applicable:

- a. Fasting Blood Sugar (FBS) or HbA1c
- b. Lipid Profile
- c. SGPT (ALT)/ SGOT (AST)
- d. Creatinine
- e. Uric Acid
- f. Pap Smear (for females)


Those with abnormal or untoward Chest X-Ray findings (e.g., tuberculosis, pneumonia, or other pulmonary conditions) shall be required to present a medical clearance issued by their respective healthcare provider.

3. Expenses incurred shall be charged through the DepEd Medical Allowance of each personnel pursuant to DepEd Order No.16, s.2025. Everyone is also encouraged to enlist with an accredited Philhealth YAKAP Provider to access free essential medical services such as consultations, screening, laboratory tests and prescribed medications.



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4. All medical information and laboratory results collected in relation to APE shall be handled with utmost confidentiality in compliance with RA No. 10173, otherwise known as the Data Privacy Act of 2012.
5. The consolidated Annual Health Examination report shall be submitted to the Schools Division Office **on or before April 30, 2026**, through the School Health and Nutrition Unit (SHNU), Attn: Marie M. Lavin, Division Nurse.
6. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: None

References: Republic Act No. 4670, DepEd Order No.16, s.2025

To be indicated in the Perpetual Index
under the following subjects:

PERSONNEL

SCHOOLS

HEALTH

MML / DM – Conduct of Annual Physical Examination
056 / January 29, 2026

The agencies utilizing the services of teachers shall pay the additional compensation required under this section. Education authorities shall refuse to allow the rendition of services of teachers for other government agencies without the assurance that the teachers shall be paid the remuneration provided for under this section.

Section 15. Criteria for Salaries. Teacher's salaries shall correspond to the following criteria:

- (a) they shall compare favorably with those paid in other occupations requiring equivalent or similar qualifications, training and abilities;
- (b) they shall be such as to insure teachers a reasonable standard of life for themselves and their families; and
- (c) they shall be properly graded so as to recognize the fact that certain positions require higher qualifications and greater responsibility than others: *Provided, however,* That the general salary scale shall be such that the relation between the lowest and highest salaries paid in the profession will be of reasonable order. Narrowing of the salary scale shall be achieved by raising the lower end of the salary scales relative to the upper end.

Section 16. Salary Scale. Salary scales of teachers shall provide for a gradual progression from a minimum to a maximum salary by means of regular increments, granted automatically after three years: *Provided,* That the efficiency rating of the teacher concerned is at least satisfactory. The progression from the minimum to the maximum of the salary scale shall not extend over a period of ten years.

Section 17. Equality in Salary Scales. The salary scales of teachers whose salaries are appropriated by a city, municipal, municipal district, or provincial government, shall not be less than those provided for teachers of the National Government.

Section 18. Cost of Living Allowance. Teacher's salaries shall, at the very least, keep pace with the rise in the cost of living by the payment of a cost-of-living allowance which shall automatically follow changes in a cost-of-living index. The Secretary of Education shall, in consultation with the proper government entities, recommend to Congress, at least annually, the appropriation of the necessary funds for the cost-of-living allowances of teachers employed by the National Government. The determination of the cost-of-living allowances by the Secretary of Education shall, upon approval of the President of the Philippines, be binding on the city, municipal or provincial government, for the purposes of calculating the cost-of-living allowances of teachers under its employ.

Section 19. Special Hardship Allowances. In areas in which teachers are exposed to hardship such as difficulty in commuting to the place of work or other hazards peculiar to the place of employment, as determined by the Secretary of Education, they shall be compensated special hardship allowances equivalent to at least twenty-five per cent of their monthly salary.

Section 20. Salaries to be Paid in Legal Tender. Salaries of teachers shall be paid in legal tender of the Philippines or its equivalent in checks or treasury warrants. *Provided, however,* That such checks or treasury warrants shall be cashable in any national, provincial, city or municipal treasurer's office or any banking institutions operating under the laws of the Republic of the Philippines.

Section 21. Deductions Prohibited. No person shall make any deduction whatsoever from the salaries of teachers except under specific authority of law authorizing such deductions: *Provided, however,* That upon written authority executed by the teacher concerned, (1) lawful dues and fees owing to the Philippine Public School Teachers Association, and (2) premiums properly due on insurance policies, shall be considered deductible.

IV. HEALTH MEASURES AND INJURY BENEFITS

Section 22. Medical Examination and Treatment. Compulsory medical examination shall be provided free of charge for all teachers before they take up teaching, and shall be repeated **not less than once a year during the teacher's professional life.** Where medical examination show that medical treatment and/or hospitalization is necessary, same shall be provided free by the government entity paying the salary of the teachers.

In regions where there is scarcity of medical facilities, teachers may obtain elsewhere the necessary medical care with the right to be reimbursed for their traveling expenses by the government entity concerned in the first paragraph of this Section.

Section 23. Compensation For Injuries. Teachers shall be protected against the consequences of employment injuries in accordance with existing laws. The effects of the physical and nervous strain on the teacher's health shall be recognized as a compensable occupational disease in accordance with existing laws.

V. LEAVE AND RETIREMENT BENEFITS

Section 24. Study Leave. In addition to the leave privileges now enjoyed by teachers in the public schools, they shall be entitled to study leave not exceeding one school year after seven years of service. Such leave shall be granted in accordance with a schedule set by the Department of Education. During the period of such leave, the teachers shall be entitled to at least sixty per cent of their monthly salary: *Provided, however,* That no teacher shall be allowed to accumulate more than one year study leave, unless he needs an additional semester to finish his thesis for a graduate study in education or allied courses: *Provided,* further, That no compensation shall be due the teacher after the first year of such leave. In all cases, the study leave period shall be counted for seniority and pension purposes.