



SEP 24 2020

MEMORANDUM

FOR/TO : All Officials and Permanent Employees
DENR Central Office

FROM : The Director
Human Resources Development Service

SUBJECT : CONDUCT OF ANNUAL PHYSICAL EXAMINATION (APE)
CUM HEALTH RISK ASSESSMENT AND MANDATORY
RANDOM DRUG TEST FOR CY 2020

In line with the continuing efforts of the Department to protect the welfare and promote health consciousness among DENR employees and in support to the “*COVID 19 Sugpuin, Kalusugan Palakasin Project*” as authorized under Special Order No. 2020-116 dated 02 March 2020, the Human Resource Development Service through its Health and Wellness will be conducting Annual Physical Examination cum Health Risk Assessment and Mandatory Random Drug Test to all officials and permanent employees in the Central Office on 29 September to 02 October, 2020, from 7:00 AM to 4:00 PM at the DENR Protocol Office.

The conduct of the said activities is pursuant to Administrative Order No. 402 issued by former President Fidel V. Ramos on the establishment of Medical Check-up Programs for government offices and Civil Service Commission’s (CSC’s) Resolution No. 1900238 dated 08 March 2019 which states that CSC Resolution No. 1700653 shall remain as the general policy on the conduct of Mandatory Random Drug Test for public officials and employees,

The following are the test inclusions, preparations, and safety protocols to be conducted, observed and followed:

A. Test Inclusions

Complete Blood Count	Fasting Blood Sugar
Urinalysis	High Density Lipoprotein (HDL)
Low Density Lipoprotein (LDL)	Total Cholesterol
Triglycerides	Creatinine
Uric Acid	Chest-X-ray
Electrocardiogram	Physical Examination
Eye Examination	ABO Blood Typing
Drug Test	Serum Glutamic-Pyruvic
Serum Glutamic-Oxaloacetic	Transaminase or SGPT
Transaminase or SGO	Medical Consultation
	<i>(Release of APE Result)</i>

B. Individual Preparations

1. Fasting for a minimum of eight (8) hours and maximum of twelve (12) hours prior to blood extraction. You may take breakfast after blood extraction before proceeding to other examination booth.
2. If currently taking several maintenance medications for a diagnosed condition, please bring a list for the doctor's reference during your examination.
3. Strictly no sharing of things. Bring your own ball pen.
4. Bring one (1) valid ID with picture.
5. Bring your own drinking bottle at the activity venue.
6. Any additional tests that are not part of the package are to be charged separately.
7. For a smooth flow of your check up and observance of social distancing, please follow assigned day of schedule.

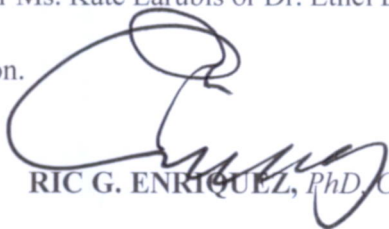
C. Safety Protocols

1. Proper wearing of face mask and face shield of all employees is mandatory.
2. Employees who will undergo chest x-ray are advised to wear plain white t-shirt.
3. Please observe physical distancing at all times.
4. For your safety, the area venue will be disinfected at least every two hours on floor, tables, chairs, toilets and other frequently touched surfaces. Please expect additional waiting time from the usual examination procedures.
5. For drug testing, disinfect hands prior to biometrics.
6. All biohazard waste generated from the activities will be properly dispose by health providers.

In this regard, may we request you to accomplish the Online Registration Form using this link, http://bit.ly/HRDS_Activities_OnlineRegistrationForm on or before 25 September 2020. The list will serve as basis of the Health and Wellness Team to determine the number of employees per day in observance of our safety health protocol due to the pandemic situation.

Should you have further queries/clarifications, you may contact the Training and Development Division at telephone no. 02-842-63852 or at IP phone trunkline nos. 8249-3367, 8248-3367 local 1065,1066,1066,1021 and look for Ms. Kate Larubis or Dr. Ethel DG Mataga.

For your information and appropriate action.



RIC G. ENRIQUEZ, PhD, CESO III

GUIDELINES FOR EMPLOYEES ON THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION CY 2020

A. Before entering the Collection Area

1. Employee shall register his/her name to the Attendance Sheet manned by Health and Wellness Staff.
2. No Mask/No Face Shield can enter the Collection Site.
3. Practice Hand Hygiene using the provided alcohol/hand sanitizer.
4. Fill out the Health Declaration Form and Health Risk Assessment.
5. Have your body temperature checked.
6. Seat at the Waiting Area and wait for your name/number to be called to enter the Collection Area. Strictly observe physical distancing of at least one (1) meter.

B. At the Collection Area

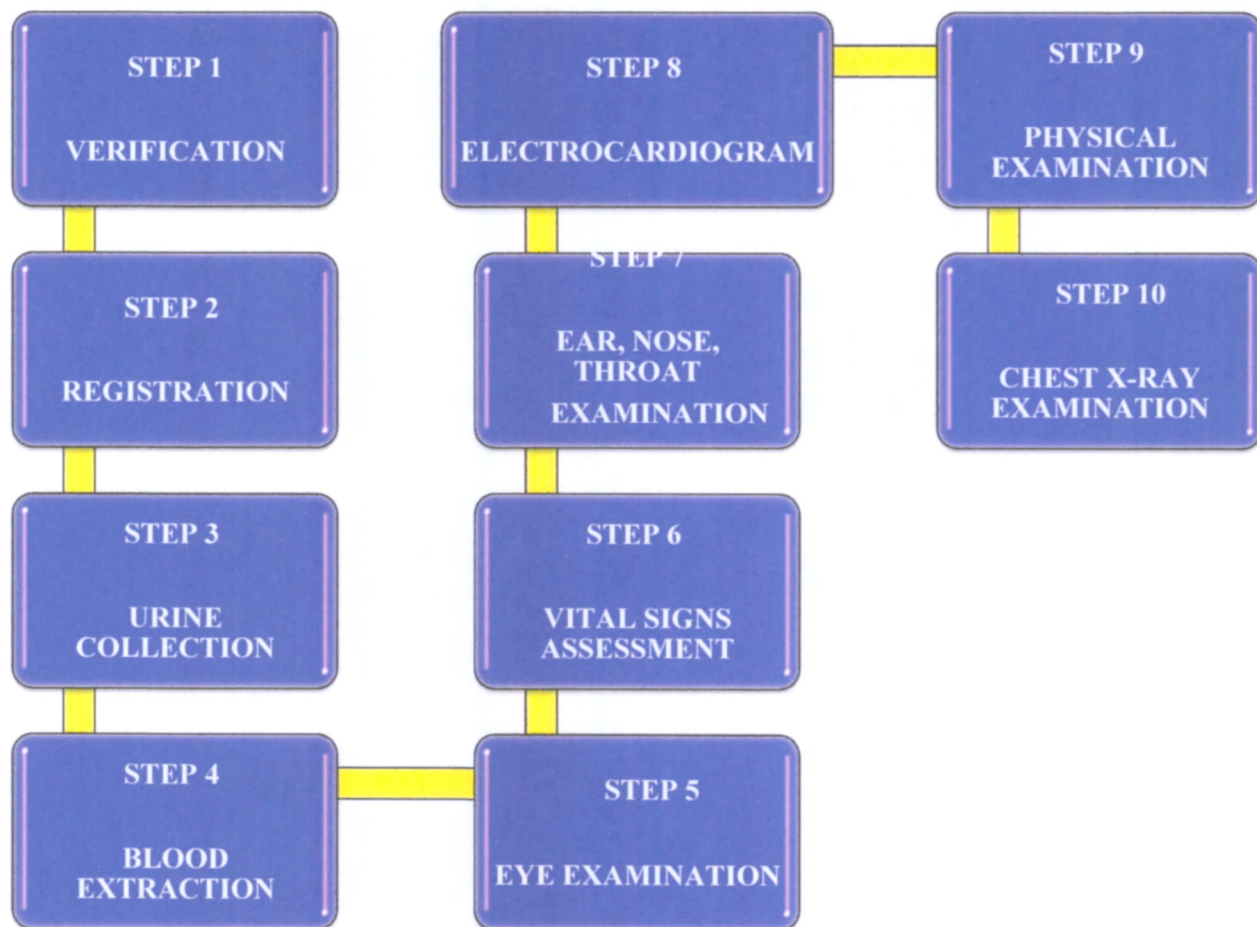
1. Employees shall accomplish the registration form at the entrance of collection site manned by staff of *Mayon Clinical Laboratory & Medical Services*.
2. For the blood specimen collection, employees shall inform the Medical Laboratory Technologist if they have fasted for a minimum of eight (8) hours and maximum of twelve hours before the blood collection. Additional Test not part of the package will be charged separately.
3. For the urine collection, employees shall collect the mid-stream without touching the inside of the sterilized collection bottle to avoid contamination.
4. For eye checkup, those who wish to avail prescription eyeglasses from the eyewear provider will pay out of their own pocket.
5. Employees who are taking any medication for a diagnosed condition shall bring list of current medications, including over-the-counter drugs and any herbal supplements to be presented during the physical examination.
6. Dress in a comfortable clothing and avoid any excess jewelry, makeup, or other things that would prevent the medical doctor from fully examining your body.
7. For Chest X-ray examination, pregnant are not allowed to undergo the examination as their unborn child would be exposed to the x-ray beam.

C. On Completion of the APE

1. All hazardous waste will be removed by the Health Service Provider;
2. Employees shall be advised that all diagnostic results will be submitted and delivered within two weeks after the procedure has been done.

- Once diagnostic result was release, employees can opt to go to their own physician or to the Medical Doctors assigned by the Health Service Provider on a scheduled date and time but only to those with significant findings only.

ANNUAL PHYSICAL EXAMINATION FLOW CHART



ANNUAL PHYSICAL EXAMINATION LOCATOR MAP (BUDGET DIVISION OFFICE)



GUIDELINES ON THE CONDUCT OF MANDATORY RANDOM DRUG TESTING

A. At the Receiving Area

1. Employee shall register his/her name to the Attendance Sheet manned by Health and Wellness Staff and Personnel Division.
2. All employees will be screen. Temperature will be check. Any personnel with temperature 37.5C (taken twice 5 minutes apart) and above will not be allowed will not be allowed to enter the site. No face mask and face shield no enter policy. All employees to fill out the DOH Health Questionnaire form (Annex 2 DOLE and DTI Interim Guidelines on Workplace Prevention and Control of COVID-19).
3. Once allowed to enter the site, the employee must present a valid ID with picture at the registration area and they shall be provided with three (3) pages Custody and Control Form (CCF).
4. Once completely filled out, employee must present the CCF for checking to the Authorized Specimen Collector (ASC).
5. If the employee is ready to void, he/she must go to the ASC to accompany the him/her to the Checking of Forms Area to get his/her previously filled out form. The CCF must be check against his/her valid ID to prove it's the one that he/she previously filled out.
6. The ASC directs the employee to go to the Collection Area and to provide at least 60-ml specimen.

B. At the Collection Area

1. The employee shall put all accessories and remove all outer garments like jacket, blazer, cap, etc. in a tray;
2. Body search will be done before proceeding;
3. The employee shall be asked to bring his/her valuables, and place it in a tackle box inside the collection area. He/ She will personally lock the tackle box;
4. Proceed to specimen collection. If ASC observes that the behavior of the employee is questionable, the ASC shall inform the OIC.
5. Immediately after voiding, ASC will check the temperature of specimen by touching the bottle. If integrity of the urine is questionable, inform OIC and MedTech to do urine strip test to check USPGR and pH;
6. ASC and client will put specimen bottle in a small tray;
7. The employee shall be asked to unlock and get personal belongings from the tackle box and shall proceed to urine submission. Both he/she and the ASC must not leave the bottle out of sight.

C. At the Urine Submission Area

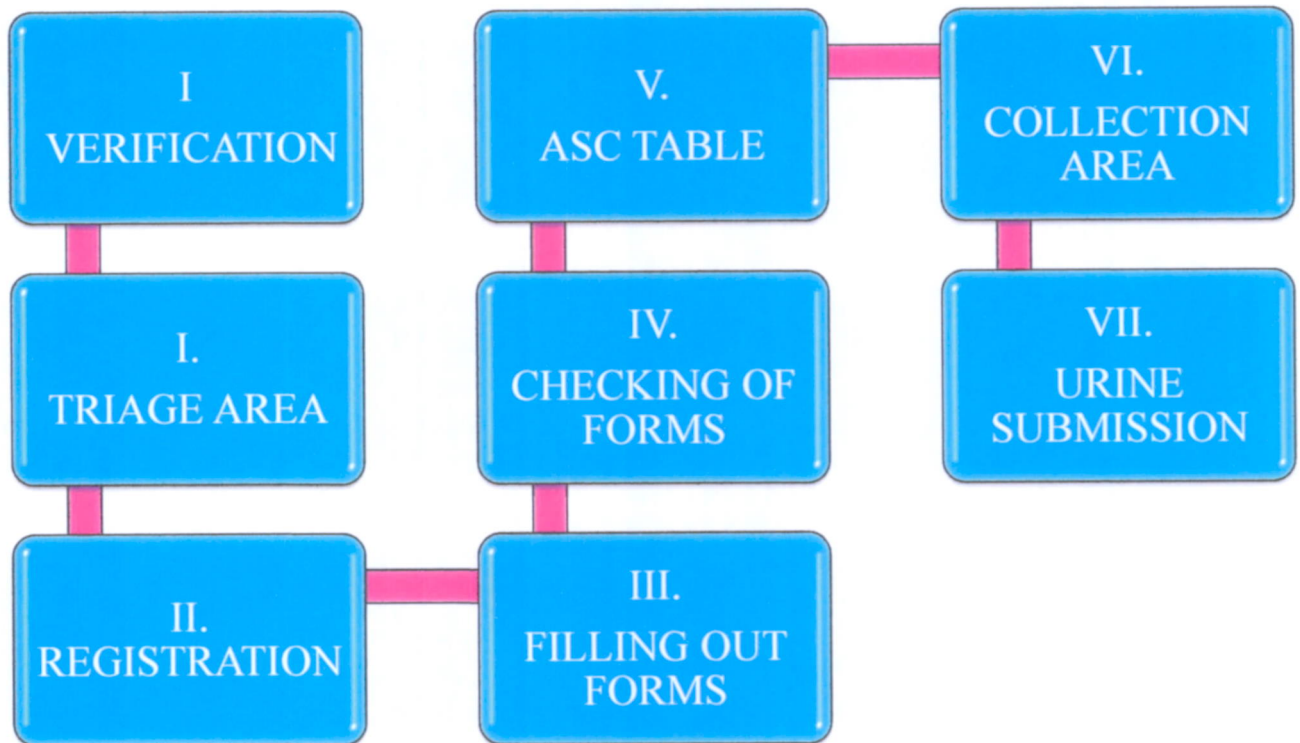
1. Both the ASC and employee will sign and seal the specific bottle.

2. The employee signs CCF stating that he/she submitted his/her urine as specimen.
3. ASC signs CCF as proof that he/she is the designated ASC during collection.
4. The employee shall bring sealed bottle to urine submission area where employee personally put specimen bottle inside designated receptacles.

D. At the Encoder's Area

1. GLOBALHEALTH Diagnostic Center staff will verify the name on Custody and Control Form against valid Office ID.
2. The encoder shall then proceed to capture a photo of the employee including biometric for fingerprint.

DRUG TESTING FLOWCHART



MANDATORY RANDOM DRUG TESTING LOCATOR MAP
(PROTOCOL OFFICE)

