



Republic of the Philippines  
**Department of Environment and Natural Resources**  
Visayas Avenue, Diliman, 1106 Quezon City  
☎ (632) 929-6626 to 29; 929-6252; 929-6633 to 35; 929-7041 to 43  
E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

**ADVISORY**  
**CONDUCT OF ANNUAL PHYSICAL EXAMINATION FOR DENR CENTRAL**  
**EMPLOYEES CY 2022**

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

Pursuant to Special Order No. 2022-577, "Authorizing the Conduct of Annual Physical Examination (APE) for DENR Central Office Employees", the Human Resource Development Service through its Medical Unit shall conduct the said activity on 25-28 October 2022, 8:00 AM to 3:00 PM at the DENR Multipurpose Building.

Relative to this, all officials and employees scheduled for APE are advised of the following details:

1. Employees included in the Master List can avail of the service;  
Register here: <https://forms.gle/Y7AbcfztYD31pGrH8>
2. APE is strictly for DENR employees (Permanent, Casual, Co-Terminus, COS and Contract-PS);
3. Employees will be accommodated on a "First-come, First Served Basis";
4. Health and safety measures shall be observed including wearing of face mask and social distancing at all times;
5. Employees are required to fast for 8 to 12 hours prior to blood extraction;
6. Employees who wish to have a chest x-ray done and prefer not to wear the medical gown provided may wear a shirt WITHOUT buttons, zippers, or other embellishments;
7. Things to bring:
  - a) DENR ID
  - b) Ballpen
  - c) Water tumbler/container

Further, employees who will miss their on-site schedule at DENR may opt to visit the Mayon Clinical Laboratory and Medical Services located at 857 Lot 3 Mayon St. La Loma Quezon City from November 07-11, 2022 only. Just present your DENR ID at the registration area.

Attached herewith, are the guidelines and schedule of employees

For information and guidance.

**HIRO V. MASUDA, DBA, CESO III**  
Assistant Secretary for Human Resources, Strategic  
Communication and Sectoral Initiatives



Republic of the Philippines  
**Department of Environment and Natural Resources**  
Visayas Avenue, Diliman, 1106 Quezon City  
☎ (632) 929-6626 to 29; 929-6252; 929-6633 to 35; 929-7041 to 43  
E-mail: [web@denr.gov.ph](mailto:web@denr.gov.ph); Website: [www.denr.gov.ph](http://www.denr.gov.ph)

### **GUIDELINES IN THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION CY 2022**

1. Employee shall register his/her name in the Attendance Sheet and accomplish the registration form provided at the Registration Area manned by the Mayon Clinical Laboratory and Medical Services staff;
2. Observe the minimum health protocols: wear mask at all times and sanitize hands frequently.
3. A fasting period of 8-12 hours is required for blood extraction.
4. For the urine specimen collection, employees shall collect the mid-stream without touching the inside of the sterilized collection bottle to avoid contamination;
5. Those who wish to have additional tests which are not part of the package and/or avail of prescription eyeglasses may do so but have to be paid separately;
6. Dress comfortably and avoid wearing excessive jewelry, makeup, or other things that might hinder in the physical examination;
7. Employees who wish to have a chest x-ray done and prefer not to wear the medical gown provided may wear a shirt WITHOUT buttons, zippers, or other embellishments. Those who are pregnant and/or believe to be pregnant are not allowed to have a chest x-ray.
8. All hazardous waste will be handled and disposed of properly by the service provider.
9. The diagnostic results will be delivered to DENR and released to respective employees on a scheduled date and time. They may opt to discuss the results and consult with their private physician or with the physician from the Mayon Clinical Laboratory and Medical Services on a scheduled date and time;
10. Unclaimed diagnostic results will be submitted to the DENR Medical Clinic for safekeeping. Employees shall claim their diagnostic results personally.

### **PROCESS FLOW OF ANNUAL PHYSICAL EXAMINATION**

- |         |   |
|---------|---|
| STEP 1: | REGISTRATION                                |
| STEP 2: | BLOOD EXTRACTION                            |
| STEP 3: | COLLECTION AND SUBMISSION OF URINE SPECIMEN |
| STEP 4: | VITAL SIGNS AND PHYSICAL EXAMINATION        |
| STEP 5: | ECG   |
| STEP 6: | CHEST XRAY                                  |
| STEP 7: | PHYSICAL EXAMINATION                        |
| STEP 8: | SUBMISSION OF FORMS                         |



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman Quezon City  
Tel Nos. 929-6626 to 29; 929-6633 to 35  
926-7041 to 43; 929-6252; 929-1669  
Website: <http://www.denr.gov.ph> / Email: [web@denrgov.ph](mailto:web@denrgov.ph)

AUG 02 2022

**SPECIAL ORDER**  
NO. 2022 - 577

**SUBJECT: AUTHORIZING THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION AND FLU VACCINATION FOR DENR CENTRAL OFFICE EMPLOYEES**

In the interest of the service and in line with the continuing efforts of DENR to improve the health and productivity of work of its employees by providing them protection against diseases, the Human Resource Development Service, through the Medical Unit, is hereby authorized to conduct the following activities:

ACTIVITY	DATE
Quadrivalent Influenza (FLU) Vaccination	August 17-18, 2022
Annual Physical Examination	October 25-28, 2022

All expenses to be incurred in the conduct of these activities shall be chargeable against DENR/HRDS-Medical Unit Funds, subject to the usual accounting and auditing rules and regulations.

A report containing highlights and recommendations shall be submitted to the undersigned fifteen (15) days after completion of the activity.

The Assistant Secretary for Human Resources, Strategic Communication, and Sectoral Initiatives is authorized to amend and/or reschedule the activity in case of unavailability of the venue or conflict with other activities of the Department.

This Order shall take effect on the dates herein specified.

**ATTY. ERNESTO D. ADOBO, JR., CESO I**  
Undersecretary for Legal, Administration  
Human Resources and Legislative Affairs

