



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/TO : All Officials and Employees
DENR Central Office

The Human Resource Development Service, through its Medical Unit, will conduct the Annual Physical Examination for employees and contract of service personnel on 18-22 September and 2-6 October 2023, 7:00 AM to 4:00 PM at the DENR Multipurpose Building.

Relative to this, everyone is advised of the following details:

1. APE is strictly for DENR Central Office permanent, casual, coterminous, contractual-PS and contract of service personnel;
2. A schedule will be posted for smooth flow of the activity and to limit the number of persons for APE who will be accommodated on a "first-come, first-served basis" at the venue.
3. Health and safety measures shall be observed including proper wearing of face mask and hand sanitation;
4. Fasting for 8 to 10 hours is required prior to blood extraction;
5. Those who will undergo APE are advised to wear plain shirt WITHOUT buttons, zippers, or other embellishments; those with long hair should bring their own clip/hair ties to pull their hair up so as to not interfere with the X-ray images.
6. Things to bring:
 - a) DENR ID
 - b) Ballpen
 - c) Water tumbler/container

Further, those who will miss their on-site schedule at DENR may opt to visit the Mayon Clinical Laboratory and Medical Services located at Unit 105 G/F, M Place at South Triangle #116 Panay Avenue, Quezon City M PLACE MALL, starting September 23 to October 1, 2023, and October 7 - 8, 2023 from 6:00 AM to 5 PM only, including Saturday and Sunday. Bring your DENR ID and present it at the registration area.

Attached herewith the guidelines and schedule of employees.

For information and guidance.

M. M. N.
MIRIAM M. MARCELO
OIC Director, Human Resource Development Service



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GUIDELINES IN THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION CY 2023

Below is the suggested flow of the Annual Physical Examination (APE). An employee, however, may decide on the order of the procedure he/she would prefer. He/she may opt to have the blood extraction first (if adequate fasting period) then proceed to ECG or physical examination and so on. If one has not fasted, he/she may still proceed with the other procedures and return the following day for blood extraction.

Everyone is encouraged to observe the minimum health protocols by wearing well-fitting masks and sanitizing of hands frequently.

- 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 REGISTRATION**

REGISTRATION

- Employee shall register his/her name in the Attendance Sheet and complete the registration form provided at the Registration Area manned by the service provider, Mayon Clinical-Laboratory and Medical Services staff.
- Make sure that the registration forms provided be signed by the assigned medical staff after every completion of a certain procedure.

BLOOD EXTRACTION

- Fasting should be observed for 8-10 hours prior to blood extraction.

URINALYSIS AND DRUG TEST

- Proceed to the designated area to get the information sheet and urine specimen bottle.
- The client information sheet and consent form must be thoroughly filled out (to be given on-site).
- Urine is to be collected with the supervision of the assigned medical staff.
 - Collect the mid-stream urine sample without touching the inside of the sterilized specimen bottle to avoid contamination;
 - 60mL of urine sample is to be collected in a screw-cap bottle provided.
 - Label the bottle by writing your complete name on the specimen bottle using the pentel pen provided.

NOTE: Female with menstruation may still opt to submit a urine sample but be sure to inform the medical staff in charge for them to make a note.

X-RAY

- Proceed to the Mobile X-Ray Van.
- You will be required to remove your clothing & upper garment and wear the provided hospital gown.
- One may wear a plain shirt without any embellishments like sequins, studs, zippers, buttons or anything that may be seen in the X-Ray.
- All jewelry and any metal object will be removed so as not to interfere with the x-ray images.
- For those with long hair, please tie your hair up before the procedure.
- X-ray will not be performed on pregnant or suspected to be pregnant.

ECG

- You will be required to remove your upper clothing during the procedure.
- All jewelry and any metal objects should be removed as well.

Medical

- The diagnostic and physical examination results will be delivered to DENR Medical Unit and released to respective employees on a scheduled date and time.
- They may opt to discuss the results and consult with the physician from the service provider on the scheduled date and time given or consult with their private physician.
- Unclaimed APE results will be stored at the DENR Medical Unit for safekeeping.
- Employees must claim their own APE results personally.

ANNUAL PHYSICAL EXAMINATION SCHEDULE

OFFICES	BATCH	NUMBER OF EMPLOYEES	DATE
Administrative Service – Office of The Director (AS-OD)	1	3	September 18, 2023
	2	3	September 19, 2023
AS – Records Management Division / Project Hope	1	11	September 18, 2023
	2	10	September 19, 2023
AS - Property and Supply Management Division and BAC	1	11	September 18, 2023
	2	11	September 19, 2023
	1	11	September 20, 2023
	2	11	September 21, 2023
AS - General Services Division (GSD)	1	9	September 18, 2023
	2	8	September 19, 2023
GSD – Motor pool Section	1	8	September 18, 2023
	2	8	September 19, 2023
	1	7	September 20, 2023
	2	7	September 21, 2023
GSD - Hostel	1	2	September 18, 2023
	2	2	September 19, 2023
GSD - Cashier Unit	1	6	September 18, 2023
	2	6	September 19, 2023
GSD - Building Grounds and Maintenance Section (BGMS)	1	7	September 18, 2023
	2	7	September 19, 2023
	1	6	September 20, 2023
	1	6	September 20, 2023
GSD BGMS – Telecommunications	1	2	September 18, 2023
	2	1	September 19, 2023
Financial and Management Service (FMS) Office of the Director (OD)	1	4	September 18, 2023
	2	3	September 19, 2023
FMS - Accounting Division	1	10	September 18, 2023
	2	10	September 19, 2023
	1	9	September 20, 2023
	2	9	September 21, 2023
	1	9	September 22, 2023
	2	9	October 02, 2023
FMS - Budget Division	1	10	September 18, 2023
	2	10	September 19, 2023
	1	9	September 20, 2023
	2	9	September 21, 2023
	1	9	September 22, 2023
	2	9	October 02, 2023

FMS - Management Division	1	7	September 20, 2023
	2	6	September 21, 2023
Office of the Resident Auditor	1	4	September 20, 2023
	2	3	September 21, 2023
Human Resources Development Service - Office of the Director (HRDS – OD)	1	4	September 18, 2023
	2	3	September 19, 2023
HRDS - Personnel Division (HRDS – PD)	1	6	September 18, 2023
	2	6	September 19, 2023
	1	6	September 20, 2023
	2	6	September 21, 2023
HRDS – PD Medical Unit (MU)	1	3	September 20, 2023
	2	2	September 21, 2023
HRDS - Training and Development Division (TDD)	1	14	September 20, 2023
	2	13	September 21, 2023
HRDS - Career Development Division CDD	1	9	September 20, 2023
	2	8	September 21, 2023
Strategic Communication and Initiatives Service - Office of the Director (SCIS-OD)	1	2	September 20, 2023
	2	2	September 21, 2023
SCIS - Development Communication Division (DCD)	1	10	September 20, 2023
	2	9	September 21, 2023
Public Information Division (PID)	1	9	September 20, 2023
	2	8	September 21, 2023
SCIS - Strategic Alliance and Environmental Partnership Division (SAEPD)	1	7	September 20, 2023
	2	7	September 21, 2023
Stakeholders Management and Conflict Resolution Division (SMCRD)	1	4	September 20, 2023
	2	4	September 21, 2023
Policy and Planning Service Planning & Programming Division (PPD)	1	9	September 20, 2023
	2	9	September 21, 2023
Policy Studies Division (PSD)	1	8	September 20, 2023
	2	8	September 21, 2023
Program Monitoring and Evaluation Division (PMED)	1	8	September 22, 2023
	2	8	October 02, 2023
PMED - Office of the Director	1	4	September 22, 2023
	2	3	October 02, 2023
Legal Affairs Service - Office of the Director (LAS – OD)	1	7	September 22, 2023
	2	7	October 02, 2023
Claims & Conflicts Division (CCD)	1	6	September 22, 2023
	2	5	October 02, 2023
Investigation & Arbitration Division (INAD)	1	9	September 22, 2023
	2	8	October 02, 2023
Litigation and Prosecution Division (LPD)	1	6	September 22, 2023
	2	6	October 02, 2023

Legal Research and Opinion Division (LROD)	1	4	September 22, 2023
	2	4	October 02, 2023
General Santos Cancellation and Reversion Team (GSCRT)	1	4	September 22, 2023
	2	3	October 02, 2023
Internal Affairs Division (IAD)	1	6	September 22, 2023
	2	6	October 02, 2023
Zero Backlog Task Force (ZBTF)	1	6	September 22, 2023
	2	9	October 02, 2023
Legal Crisis Prevention and Management Division / Anti-Fake Titles Committee	1	9	September 22, 2023
	2	8	October 02, 2023
Internal Audit Service - Office of the Director (IAS-OD)	1	3	September 22, 2023
	2	2	October 02, 2023
Management Audit Division (IAS-MAD)	1	4	September 22, 2023
	2	2	October 02, 2023
Operations Audit Division (IAS-OAD)	1	3	September 22, 2023
	1	4	October 02, 2023
Knowledge and Information Systems Service -Office of Director (KISS-OD)	1	2	September 22, 2023
	2	2	October 02, 2023
Information Systems Division (ISD)	1	8	September 22, 2023
	2	8	October 02, 2023
Network Infrastructure Management Division (NIMD)	1	7	September 22, 2023
	2	7	October 02, 2023
Statistics and Data Resource Management Division	1	7	September 22, 2023
	2	7	October 02, 2023
Foreign-Assisted and Special Projects Service Office of the Director – (FASPS OD)	1	6	September 22, 2023
	2	6	October 02, 2023
FASPS - Project Management Division (FASPS-PMD)	1	9	September 22, 2023
	2	8	October 02, 2023
Project Accounts Management Division (FASPS-PAMD)	1	7	October 3, 2023
	2	9	October 4, 2023
Project Preparation Division (PPD-FASPS)	1	9	October 3, 2023
	2	9	October 4, 2023
Project Monitoring & Evaluation Division (PMED - FASPS)	1	9	October 3, 2023
	2	9	October 4, 2023
Climate Change Service - Office of the Director (CCS-OD)	1	3	October 3, 2023
	2	2	October 4, 2023
Gender and Development (GAD)	1	3	October 3, 2023
	2	2	October 4, 2023
Climate Change Mainstreaming and Integration Division	1	6	October 3, 2023
	2	8	October 4, 2023
Climate Change Information and Technical Support Division	1	4	October 3, 2023
	2	8	October 4, 2023
	1	8	October 3, 2023

Office of the Secretary and Office of the Chief of Staff	2	8	October 4, 2023
	1	8	October 5, 2023
	2	8	October 6, 2023
Office of the Undersecretary, Special Concerns and Legislative Affairs	1	2	October 3, 2023
	2	1	October 4, 2023
Office of the Undersecretary, Organizational Transformation and Human Resources	1	3	October 3, 2023
	2	2	October 4, 2023
Office of the Undersecretary for Finance, Information Systems and Climate Change Service	1	4	October 3, 2023
	2	4	October 4, 2023
Office of the Undersecretary for Legal Administration	1	12	October 3, 2023
	2	11	October 4, 2023
Office of the Undersecretary for Field Operations for Luzon, Visayas and Environment	1	8	October 3, 2023
	2	8	October 4, 2023
Office of the Undersecretary for Field Operations Mindanao	1	7	October 3, 2023
	2	7	October 4, 2023
Office of the Undersecretary for Policy, Planning and International Affairs	1	9	October 3, 2023
	2	9	October 4, 2023
Office of the Undersecretary for Integrated Environmental Science Geospatial Database Office	1	6	October 3, 2023
	2	5	October 4, 2023
Office of the Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives	1	4	October 3, 2023
	2	3	October 4, 2023
Office of the Assistant Secretary for Legal	1	5	October 3, 2023
	2	5	October 4, 2023
Office of the Assistant Secretary for Enforcement, Solid Waste Management and LGUS Concern	1	3	October 5, 2023
	2	3	October 6, 2023
Office of the Assistant Secretary for Policy, Planning, and FASP	1	3	October 5, 2023
	2	3	October 6, 2023
Legislative Liaison Office (LLO)	1	5	October 5, 2023
	2	5	October 6, 2023
Office of the Assistant Secretary for Field Operations - Luzon and Visayas (OASFOLV)	1	5	October 5, 2023
	2	5	October 6, 2023
Office of the Assistant Secretary for Field Operations – Western Mindanao (OASFOWM)	1	4	October 5, 2023
	2	3	October 6, 2023
Office of the Assistant Secretary for Eastern Mindanao (OASEM)	1	4	October 5, 2023
	2	3	October 6, 2023
	1	3	October 5, 2023

Office of the Assistant Secretary for Finance, Information Systems and Mining Concerns (OASFISMIC)	2	2	October 6, 2023
River Basin Control Office (RBCO)	1	6	October 5, 2023
	2	6	October 6, 2023
Manila Bay Coordinating Office (MBCO)	1	6	October 3, 2023
	2	6	October 4, 2023
	1	7	October 5, 2023
	2	6	October 6, 2023
DENR – CARP	1	5	October 5, 2023
	2	5	October 6, 2023
Indigenous Peoples Concerns - Mindanao and BARMM Affairs (IPCMBAs)	1	5	October 5, 2023
	2	1	October 6, 2023
DENR Environmental Law Enforcement and Protection (ELEPS)	1	8	October 3, 2023
	2	8	October 4, 2023
	1	8	October 5, 2023
	2	8	October 6, 2023
Special Projects and Priority Programs Permanent (SPPPP)	1	3	October 5, 2023
	2	2	October 6, 2023
Quality Management System (QMS)	1	2	October 5, 2023
	2	2	October 6, 2023
Inspection and Pre-Acceptance Committee (IPC)	1	1	October 5, 2023