



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

22 Jul 2025

DIVISION MEMORANDUM

SGOD-2025-118

**SUBMISSION OF JUSTIFICATION LETTER ON THE NON-COMPLIANCE OF
FIELD-BASED EMPLOYEES' ANNUAL MEDICAL AND PHYSICAL EXAMINATION
2025**

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Concerned

1. In reference to Division Memorandum No. 051, s. 2025, all field teaching and non-teaching employees are required to undergo an **Annual Physical and Medical Examination**. Field-based teaching and non-teaching employees, who are non-compliant and have incomplete diagnostic tests, including employees on official leave, such as maternity leave, are required to submit a justification letter.
2. The justification letter shall be addressed to the **Schools Division Superintendent** and must clearly state the reason for non-compliance or incomplete medical examination and the specific date when the employee intends to comply the required examination. Failure to submit the justification letter shall be dealt accordingly through administrative action.
3. In addition, **school heads** are likewise required to submit a separate justification letter explaining the reasons for their personnel's non-compliance or failure to complete the required medical examination. Both letters must be personally submitted to the assigned district nurse on or before **July 25, 2025**.
4. Attached herewith are the lists of employees who have not complied with the Annual Physical Examinations and those with incomplete diagnostic tests.
5. For inquiries, you may contact **Dr. Lyn Frances Dominique P. Gumban at 09182276157**.
6. For your information and strict compliance.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: As stated



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

REPORTS

AAD/SGOD/MLA – submission of justification letter on the non-compliance of field-based employees'
annual medical and physical examination 2025
0640/July 22, 2025



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List of Teaching and Non-Teaching Employees with NO/INCOMPLETE Annual Physical and Medical Examination:

ALABEL 1	1. Palma, Jaynarne
ALABEL 2	1. Generale, Nori Glenn 2. Deang, Riza Mai 3. Serentas, Mark Anthony 4. Albarracin, Luterme 5. Magdayao, Jesabeth
ALABEL 3	1. Salip, Ruth 2. Abiera, Rommel
ALABEL 4	1. Letigio, Klint John
MALAPATAN 3	1. Alba, Abelardo
GLAN 1	1. Tava, Harold
GLAN 2	1. Millendez, Alicia
GLAN 3	1. Duron, Rio
GLAN 4	1. Pablo, Gemboy 2. Mericullo, Phoebe 3. Siao, Hipolito 4. Barluado, Mark Joy
MALUNGON 1	1. Villa, Lea 2. Ricahuerta, Mark James 3. Lim, Marvin
MALUNGON 2	1. Escaner, Elenita 2. Amasol, Arnedo 3. Dingal, Marlyn 4. Lupo, Jelaine
MALUNGON 3	1. Quemado, Daisy Joy 2. Bejona, Aprodite 3. Egca, Maria Celeste 4. Ortega, Hazel 5. Padulle, Aive Jen
MALUNGON 4	1. Dongallo, Christopher 2. Lubaton, Antonio 3. Villaruel, Ella Rue 4. Ambayon, Ronnelyn 5. Almanon, Mery Ann
MAASIM 1	1. Solis, Joseph 2. Galang, Shierra 3. Montano, Sunshine



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	4. Cawatil, Ramil
MAASIM 3	1. Alcala, Mary Loui
MAITUM 1	1. Sobremonste, Shieryllyn 2. Rabara, Lylane
MAITUM 2	1. Biton, Kareen Joy 2. Abboc, Shara