

TO : ALL REGULAR EMPLOYEES
FROM : HR DEPARTMENT
SUBJECT : ANNUAL PHYSICAL EXAMINATION (APE)
DATE : September 26, 2022
REF# : HRD-BEN-22-09-346
CC : FILE, DC

Please be advised that we will have an Annual Physical Examination (APE) for all regular Head Office employees on **September 29, 2022** from 7:30 am to 4:00 pm at the AVR 4th floor.

The Guidelines are as follows:

1. The APE will cover the following:
 - Complete Physical Examination
 - Complete Blood Count
 - Urine Examination
 - Stool Examination
 - Optical Check-up
 - Chest X-ray
 - FBS and cholesterol (for 35 y/o & above)
 - ECG (for 35 y/o & above)
 - Pap smear (for female 35 y/o & above)
2. For employees 35 years old and above, fasting of 8 to 10 hours prior to date of examination is required for FBS and cholesterol screening.
3. Department Schedule:

8:00 – 11:00	Service Department, Employees 35 y/o & up, Fieldworkers
11:00 –12:00	Sales & Marketing
1:00 – 2:00	Finance
2:00 - 3:00	Admin / Audit / MIS / KMI
3:00 - 4:00	OP / PCO / HR
4. Employees should bring their Medicaid ID's and Company ID or any valid ID and stool specimen (thumb size) on the date of APE. Stool container and APE form can be picked up at HRD on **September 29, 2022**.

Medicaid Team will only accommodate employees on their designated schedule, so kindly ensure your availability on the given schedule. **"NO ID NO APE POLICY"** will also be implemented.

Thank you.

Prepared By:


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