

TO : ALL HEAD OFFICE EMPLOYEES
FROM : HR DEPARTMENT
SUBJECT : ANNUAL PHYSICAL EXAMINATION (APE)
DATE : December 9, 2024
REF# : HRD-BEN-24-B-319
CC : FILE, DC

Please be advised that we will have an Annual Physical Examination (APE) for all Head Office employees on **December 12, 2024 (Thursday)** from 7:30 am to 4:00 pm at the AVR 4th floor.

**Kindly refer to page 3 for the list of probationary employees included in the APE..*

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. For those who had X-rays for the last 3 months, kindly bring your result and x-ray film for confirmation. X-ray procedure has no exemption unless you were pregnant or have other significant findings.
 - For those who don't want to wear X-ray lab gowns, you may wear Plain white t-shirt (during the procedure only) for your convenience.
4. Department Schedule:

7:30am – 11:00am	Service Dept., Employees 35 y/o & up, Fieldworkers
11:00am –12:00pm	Sales & Marketing
1:00pm – 2:00pm	Finance
2:00pm - 3:00pm	Admin / Audit / MIS / KMI
3:00pm - 4:00pm	OP / HR
5. Employees should bring their Medicard 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 **December 11, 2024 (Wednesday)**.
6. Please bring your own ball pen.

Medicard 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.

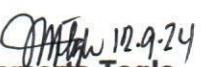
For those employees that will have a **lacking procedure** (e.g., urinalysis, fecalysis, x-ray) or **findings**, they may complete the procedure at **Sto. Domingo Diagnostic And Medical Center** located at Bldg, 111, 3/F Luz Building, Quezon Ave, Quezon City, until **December 23, 2024 only**, as it was already covered by the company. Or if you complete your lacking procedure at Medicard Clinics, it will be charged at your Medicard premium.

Thank you.

Prepared By:


Andrea A. Suministrado
HR Benefits

Noted By:


12.9.24
Marheta Tagle
HR Supervisor


Oliver M. Filoteo
CEO

Head Office probationary employees as of December 2024

1	ABIERTAS, RAMYLIZA MANGMANG
2	ACOSTA, JOHN LLOYD VENTURA
3	ANGELES, ALYANNA VIANCA DEDALA
4	BERNABE, JENNY ROSE CALLADA
5	CAPANGPANGAN, JESUS ANTHON LAORENO
6	DIAMEL, RIAH ANDRAIENNE VILLOCILLO
7	ESPIRITU, JISCA ANN GARCIA
8	FRAYRES, GISELLE NOLASCO
9	GUEVARRA, JEROME ABANTAO
10	JACOBE, JULIE ANN CAUILAN
11	RAYA, MARY ROSE
12	REDUTA, JERRY JAVINES
13	REYES, XYHRA MAE ABELLA
14	RIVERO, JOEL PETEZA