

TO : ALL HEAD OFFICE EMPLOYEES
FROM : HR DEPARTMENT
SUBJECT : ANNUAL PHYSICAL EXAMINATION (APE 2025)
DATE : November 13, 2025
REF# : HRD-BEN-25-A-295
CC : FILE, 00

Please be advised that the Annual Physical Examination (APE) for all Head Office employees will be conducted on **November 25, 2025 (Tuesday)**, from **7:30 AM to 4:00 PM** at the **AVR, 4th Floor**.
Kindly refer to page 3 for the list of probationary employees and those without MediCard who are included in the APE.

Guidelines:

1. APE Coverage:

The examination will include:

- Complete Physical Examination (for female employees, breast examination is mandatory)
- Complete Blood Count
- Urine Examination
- Stool Examination
- Optical Check-up
- Chest X-ray
- Fasting Blood Sugar (FBS) and Cholesterol – **for employees 35 years old and above**
- ECG – **for employees 35 years old and above**
- Pap Smear – **for female employees 35 years old and above**

2. Fasting Requirements:

Employees **35 years old and above** are required to fast for **8 to 10 hours** prior to the examination for FBS and cholesterol screening.

3. X-ray Requirements:

- Employees who had an X-ray within the last 3 months must bring their results and X-ray film for confirmation.
- X-ray procedures have **no exemption** except for pregnancy or other significant medical findings.
- Employees who prefer not to wear the X-ray gown may wear a plain white t-shirt **during the procedure only**.

4. Department Schedule:

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|-------------------|--|
| 7:30am – 9:30am | Fieldworkers (Technicians, Account Officers etc.) Employees 35 y.o. & up |
| 9:30am – 11:00am | Service Department |
| 11:00am – 12:00pm | Sales & Marketing Department |
| 1:00pm – 2:00pm | Finance Department |
| 2:00pm – 3:00pm | Admin / Audit / MIS / KMI |
| 3:00pm – 4:00pm | OP / HR Department |

*Registration cut-off is 3:00 PM.

Please be advised that if your department has not yet been called, kindly wait for your turn and do not proceed to the AVR. Other departments may be called earlier only if there is extra time available. This is to ensure a smooth and organized flow of the APE.

5. Requirements on the Day of APE:

- Bring your **MediCard ID** and **Company ID** or any valid ID
- Bring **stool specimen** (thumb-size)
- Stool containers can be picked up at HRD on November 24, 2025 (Monday)
- Bring your own **ballpen**

The Sto. Domingo Team will only accommodate employees according to their designated schedule. Kindly ensure your availability during your assigned time. The "NO ID, NO APE" policy will be strictly enforced.

6. Lacking Procedures:

Employees with incomplete procedures (e.g., urinalysis, fecalysis, X-ray) or abnormal findings may complete the procedure at **Sto. Domingo Diagnostic and Medical Center, 2/F Shaw Center Mall, 360 Shaw Blvd. corner Nueve de Pebrero, Brgy. Addition Hills, Mandaluyong, until December 4, 2025 only**. These procedures are covered by the company.

- Completing the procedure at Medicard Clinics will be charged to the employee's MediCard premium.

Thank you for your cooperation.

Prepared By:


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HR Benefits

Noted By:


Mamerta Tagle
HR Supervisor


Mariechris A. Cepe
HR Manager

Head Office probationary employees/no medicard as of November 2025

| | |
|----|---------------------------|
| 1 | AGPOON, EMMANUEL FRANZ |
| 2 | BALITAAN, MAEZY IRISH |
| 3 | BARROS, CLAIRE ELLA |
| 4 | CABASAG, ANTHONY |
| 5 | DELA CRUZ, REALLE MERCY |
| 6 | GEMOL, JOHN FELIX |
| 7 | GONZALES, RYSHIA ISABELLE |
| 8 | HERMOSA, CENDRIC JHAY |
| 9 | JOVERO, CHRISTINE |
| 10 | LANTAJO, DAWN ALLYN |
| 11 | MONSERATE, SHEENA |
| 12 | MORALES, GERALD |
| 13 | PANGANIBAN, JHEWELL |
| 14 | RAMOS, PAUL RAVEN |
| 15 | RIVERA, CHARTIN JOLEN |
| 16 | RODRIGUEZ, SHAIRA |
| 17 | VINLUAN, APPLE GRACE |