

OFFICE ORDER NO. 108
Series of 2022

CONDUCT OF THE 2022 MWSS REGULATORY OFFICE (RO) ANNUAL PHYSICAL EXAMINATION (APE)

In the interest of the service and pursuant to Civil Service Commission Resolution No. 33 dated December 22, 1997 which promulgates and adopts the policy that all government offices shall provide Annual Mental and Medical-Physical Examination, and Administrative Order No. 402, s. 1998, "Establishment of the Annual Medical Check-up Program", Section 1 thereof, stating that an annual medical check-up for government officials and employees is hereby authorized to be established starting 1998, the conduct of the 2022 APE is hereby approved.

I Coverage

All MWSS RO officials and employees whose names are listed in the Master List attached as **Annex "A"** are qualified to undergo laboratory and diagnostic procedures to be administered by the Best Diagnostic Corporation, attached as **Annex "B"**.

II Venue and Schedule

The Onsite/Mobile Clinic based APE will be conducted on 13-14 October 2022 from 7:00 a.m. to 4:00 p.m. at the MWSS RO Building, Lot 2 MWSS Compound, Katipunan Ave., Brgy. Pansol, District 3, Quezon City. The respective Regulation Area representatives to the Safety and Health Committee shall make a survey of your preferred APE schedule.

Qualified employees who may not be available on both dates can proceed to the Best Diagnostic Corporation clinic located at 94 Masikap Extension Brgy. Central, Diliman Quezon City within the two (2) month contract period or until 1 December 2022, subject to coordination with the Admin-HR.

III APE Package

Refer to the APE Package as indicated in attached Annex "B". Talents may avail of additional procedures not covered by the package, subject to the approval of the Administration Department and a one-time salary deduction to be applied on the succeeding payroll period once the APE results are released.



IV ROUTINE APE IN A DAY

AM: Registration, Blood Extraction, Receiving, Whole Abdomen and Prostate Ultrasound, ECG and Chest X-ray

PM: Breast Ultrasound, ECG, Chest X-ray, Vital Signs, Complete Physical Exam, Pap Smear

Patient Requirements:

1. Registration
 - Talents should bring their own ball pen for filling-out forms.
 - Talents should be at the venue preferably before 7:00 a.m. for the registration.
2. Blood Extraction
 - Talents should do fasting for 10-12 hours. Beyond the fasting period, talents should proceed to the other tests.
3. Receiving
 - For urinalysis, it should be midstream catch and should fill $\frac{3}{4}$ of the cup, while the Fecalalysis specimen should be at least the size of the 25 centavo coin.
4. Ultrasound
 - For abdomen ultrasound, do fasting for 8-12 hours
 - For breast ultrasound, women are advised not to use deodorant on their scheduled date as this can affect the procedure.
5. Chest X-ray and ECG
 - Talents are advised to wear clothes with no collar, buttons. No metal accessories. Females are advised not to wear bras with metal.
6. Physical Examination
 - Talents will proceed to the assigned nurse for Vital Signs, after which they can proceed to the physical examination. Females above 40 years old will proceed to the Pap Smear test.
7. Return of APE Form:
 - Once the APE is completed, the APE form should be returned to the Registration Area.
 - If APE form is not returned, results will be put on hold

8. Results

- Issuance of Laboratory Results will be submitted 10 days after the APE.

9. Medical Consultation/Interpretation of Results

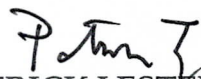
- A separate schedule for medical consultations will be made available to all who availed of the APE within the two (2) month contract period.

10. Confidentiality

- The MWSS Regulatory Office and the Best Diagnostic Corporation shall maintain all medical results and other information in strict confidence and shall not disclose documents and information unless authorized by the Talent concerned.

This Office Order shall take effect immediately.

10 October 2022, Quezon City.


PATRICK LESTER N. TY
Chief Regulator *ew*

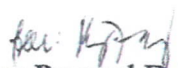
ANNUAL PHYSICAL EXAMINATION
LIST OF QUALIFIED MWSS RO EMPLOYEES FOR CY2022

No.	Name	Sex	Date of Birth (mm/dd/yyyy)	Age
Females				
1	Guinaling, Sheena L.	F	10/30/1996	25.8
2	Fulgueras, Emyl Angelique C.	F	08/03/1996	26.1
3	Cruz, Richelle C.	F	10/28/1993	28.8
4	Cheng, Elena T.	F	08/31/1992	30.0
5	Benito, Ma. Carla N.	F	08/22/1992	30.0
6	Dizon, Ma. Karmela B.	F	08/12/1992	30.0
7	Garcia, Maria Eloisa C.	F	10/20/1991	30.9
8	Rodriguez, Mary Ann Monic P.	F	12/16/1989	32.7
9	Villanueva, Christine Agatha R.	F	12/02/1989	32.7
10	Navarro, Christine E.	F	10/26/1989	32.8
11	Adeva, Charmaine Sheila A.	F	10/09/1988	33.9
12	Antonio, Joan Michelle S.	F	08/27/1982	40.0
13	Luz, Klea Rejoice D.	F	03/28/1982	40.4
14	Balingit, Lorna C.	F	12/02/1979	42.8
15	Orocio-Isorena, Claudine B.	F	01/01/1979	43.7
16	Laciste, Maricris T.	F	12/25/1972	49.7
17	Vicente, Yolanda C.	F	12/19/1972	49.7
18	Medina, Lorna C.	F	05/18/1966	56.3
19	Villarba, Ma. Victoria M.	F	04/26/1963	59.4
20	Makiling, Maria Theresa V.	F	04/22/1960	62.4
21	Agustin, Evelyn B.	F	10/02/1955	66.9
Males				
1	Bungay, Israel C.	M	03/05/1995	27.5
2	Valdez, Ronald G.	M	08/03/1994	28.1
3	Ignacio, Justine Irish C.	M	02/08/1994	28.6
4	Maravilla, Sir Gil P.	M	10/23/1993	28.8
5	Bonita, Ray Karlo M.	M	05/16/1993	29.3
6	Garcia, Ranjev M.	M	12/15/1992	29.7
7	Quinajon, Aljohn Deo E.	M	03/09/1991	31.5
8	Antonio, Mark Billy B.	M	12/14/1990	31.7
9	Ferrer, Daryl F.	M	08/05/1990	32.1
10	Rodriguez, Renato L. Jr.	M	06/22/1990	32.2
11	Olano, Dave Eldon B.	M	03/30/1990	32.4
12	Samson, Ivan Bernard T.	M	04/25/1989	33.3
13	Borromeo, Simon Efraim M.	M	10/27/1988	33.8
14	Dagsa, Joriel M.	M	08/06/1988	34.1

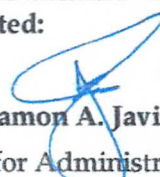
ANNUAL PHYSICAL EXAMINATION
LIST OF QUALIFIED MWSS RO EMPLOYEES FOR CY2022

No.	Name	Sex	Date of Birth (mm/dd/yyyy)	Age
15	Ople, Felix Francis B.	M	09/09/1985	37.0
16	Barrientos, Jasper Allen B.	M	04/25/1984	38.4
17	Tabes, Mark B.	M	05/06/1982	40.3
18	Medina, John Oliver S.	M	02/04/1982	40.6
19	Britanico, Lee Robert M.	M	08/11/1981	41.1
20	Abaloyan, Leo James B.	M	05/17/1979	43.3
21	Ty, Patrick Lester N.	M	02/25/1978	44.5
22	Nagtalon, Crisanto G.	M	02/25/1976	46.5
23	Marcelino, Christian Bernard D.	M	02/24/1976	46.5
24	Baring, Fiameto Je A.	M	12/25/1973	48.7
25	Chuegan, Christopher D.	M	11/25/1972	49.8
26	Avila, Vicente III	M	12/09/1969	52.7
27	Chuegan, Alan D.	M	04/30/1969	53.3
28	Ayapana, Francis Eduardo P.	M	12/04/1967	54.8
29	Lumbres, Edgar G.	M	11/28/1967	54.8
30	Dominguez, Joel A.	M	03/23/1967	55.5
31	Coloso, Roberto U.	M	11/15/1964	57.8
32	Diala, Roberto A.	M	11/21/1963	58.8
33	Javier, Ramon A.	M	10/02/1962	59.9
34	Minas, Crescenciano B.	M	02/24/1961	61.5
35	Alegre, Rosendo O.	M	03/01/1960	62.5
36	Cordova, Melchor S.	M	01/06/1959	63.7
57			GRAND TOTAL	

Certified Correct:


Christian Bernard D. Marcelino
Sr. IRMO

Noted:


Ramon A. Javier
DM for Administration

ANNEX - B

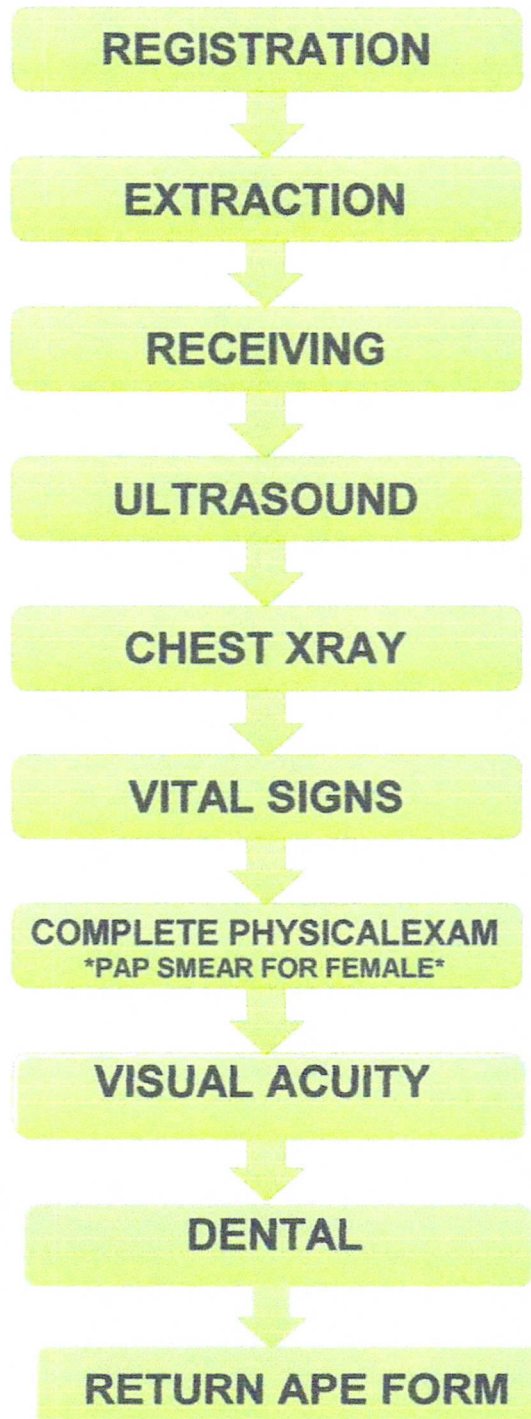
No.	APE COVERAGE (Laboratory and Diagnostic Procedures)
1.	Physical Examination
2.	Routine Urinalysis
3.	Basic Optical Examination (Visual Acuity View)
4.	Complete Blood Count with platelet count
5.	Chest X-ray (Plain): Posterior-Anterior (PA) View
6.	12 Lead Electrocardiogram (ECG)
7.	Dental Examination with cleaning at either on-site or at the medical facilities of the Service Provider.
8.	Blood Typing
9.	Mental Health Assessment
10.	Blood Chemistry to include: Fasting Blood Sugar, Total Cholesterol and Uric Acid Determination, Liver Enzymes (SGPT and SGOT) and Lipid Profile (Triglycerides, HDL, LDL, VLDL), Blood Urea Nitrogen and Creatinine
11.	Male above 40 years old - Prostate Specific Antigen (PSA) and Prostate Ultrasound (UB/Prostate)
12.	Female above 40 years old - Breast Ultrasound and Pap's Smear
13.	Fecalysis with Occult blood (Ova and parasites, amoeba).
14.	Abdominal ultrasound (liver, spleen, pancreas, adrenals, gallbladder, kidneys and urinary bladder), and;
15.	Medical Consultations with the accredited Physicians (<i>Internal Med, Cardio, OB, Urology, etc.</i>) duration of the two (2) months Contract after the APE, at the medical facilities of the Service Provider, up to five (5) consultations.

BEST DIAGNOSTIC CORPORATION
94 Masikap Extn. Brgy. Central
Diliman, Quezon City

WHAT:
WHERE:
WHEN:
HOWMANY:

APE
MWSS REGULATORY OFFICE
OCTOBER 13-14, 2022 (7AM TO 4PM)
30 EMPLOYEES PER DAY

FLOW CHART



ANNUAL PHYSICAL EXAMINATION
LIST OF QUALIFIED MWSS RO EMPLOYEES FOR CY2022

No.	Name	Sex	Date of Birth (mm/dd/yyyy)	Age	Preferred Date (Oct. 13 or 14)
Females					
1	Guinaling, Sheena L.	F	10/30/1996	25.8	OCT. 14
2	Fulgueras, Emyl Angelique C.	F	08/03/1996	26.1	OCT. 13
3	Cruz, Richelle C.	F	10/28/1993	28.8	OCT. 14
4	Cheng, Elena T.	F	08/31/1992	30.0	ATTENDING CONVENTION UNTIL OCT. 14
5	Benito, Ma. Carla N.	F	08/22/1992	30.0	MAY CONSIDER GOING TO EC. HALL CLINIC
6	Dizon, Ma. Karmela B.	F	08/12/1992	30.0	OCT. 14
7	Garcia, Maria Eloisa C.	F	10/20/1991	30.9	OCT. 14
8	Rodriguez, Mary Ann Monic P.	F	12/16/1989	32.7	OCT. 13
9	Villanueva, Christine Agatha R.	F	12/02/1989	32.7	ATTENDING CONVENTION - CLINIC
10	Navarro, Christine E.	F	10/26/1989	32.8	OCT. 14
11	Adeva, Charmaine Sheila A.	F	10/09/1988	33.9	OCT. 13
12	Antonio, Joan Michelle S.	F	08/27/1982	40.0	OCT. 14
13	Luz, Klea Rejoice D.	F	03/28/1982	40.4	CLINIC
14	Balingit, Lorna C.	F	12/02/1979	42.8	OCT. 13
15	Orocio-Isorena, Claudine B.	F	01/01/1979	43.7	OCT. 14
16	Laciste, Maricris T.	F	12/25/1972	49.7	OCT. 14
17	Vicente, Yolanda C.	F	12/19/1972	49.7	OCT. 13
18	Medina, Lorna C.	F	05/18/1966	56.3	OCT. 13
19	Villarba, Ma. Victoria M.	F	04/26/1963	59.4	OCT. 14
20	Makiling, Maria Theresa V.	F	04/22/1960	62.4	OCT. 14 13
21	Agustin, Evelyn B.	F	10/02/1955	66.9	OCT. 14
Males					
1	Bungay, Israel C.	M	03/05/1995	27.5	OCT. 14
2	Valdez, Ronald G.	M	08/03/1994	28.1	OCT. 14
3	Ignacio, Justine Irish C.	M	02/08/1994	28.6	OCT. 13
4	Maravilla, Sir Gil P.	M	10/23/1993	28.8	CLINIC - ON LEAVE
5	Bonita, Ray Karlo M.	M	05/16/1993	29.3	OCT. 13
6	Garcia, Ranjev M.	M	12/15/1992	29.7	ATTENDING CONVENTION - CLINIC
7	Quinajon, Aljohn Deo E.	M	03/09/1991	31.5	OCT. 14
8	Antonio, Mark Billy B.	M	12/14/1990	31.7	WFLH, MAY CONSIDER GOING TO Q.C. CLINIC
9	Ferrer, Daryl F.	M	08/05/1990	32.1	OCT. 14
10	Rodriguez, Renato L. Jr.	M	06/22/1990	32.2	OCT. 13
11	Olano, Dave Eldon B.	M	03/30/1990	32.4	OCT. 14
12	Samson, Ivan Bernard T.	M	04/25/1989	33.3	OCT. 13
13	Borromeo, Simon Efraim M.	M	10/27/1988	33.8	OCT. 13
14	Dagsa, Joriel M.	M	08/06/1988	34.1	OCT. 14
15	Ople, Felix Francis B.	M	09/09/1985	37.0	OCT. 13, 2022
16	Barrientos, Jasper Allen B.	M	04/25/1984	38.4	13 OCT
17	Tabes, Mark B.	M	05/06/1982	40.3	OCT. 14
18	Medina, John Oliver S.	M	02/04/1982	40.6	OCT. 13
19	Britanico, Lee Robert M.	M	08/11/1981	41.1	OCT. 14

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21	Ty, Patrick Lester N.	M	02/25/1978	44.5	OCT. 14
22	Nagtalon, Crisanto G.	M	02/25/1976	46.5	OCT. 13
23	Marcelino, Christian Bernard D.	M	02/24/1976	46.5	OCT. 14
24	Baring, Fiameto Je A.	M	12/25/1973	48.7	OCT. 14
25	Chuegan, Christopher D.	M	11/25/1972	49.8	WAIVE FOR NOW
26	Avila, Vicente III	M	12/09/1969	52.7	OCT. 14
27	Chuegan, Alan D.	M	04/30/1969	53.3	OCT 14 13
28	Ayapana, Francis Eduardo P.	M	12/04/1967	54.8	OCT. 13
29	Lumbres, Edgar G.	M	11/28/1967	54.8	OCT. 13
30	Dominguez, Joel A.	M	03/23/1967	55.5	OCT. 14
31	Coloso, Roberto U.	M	11/15/1964	57.8	OCT. 13
32	Diala, Roberto A.	M	11/21/1963	58.8	OCT. 14
33	Javier, Ramon A.	M	10/02/1962	59.9	OCT. 13
34	Minas, Crescenciano B.	M	02/24/1961	61.5	OCT. 14
35	Alegre, Rosendo O.	M	03/01/1960	62.5	OCT. 13
36	Cordova, Melchor S.	M	01/06/1959	63.7	OCT 14

VIC

Best Diagnostic Corporation

Name of Company: Metropol, Tan Waterworks & Sewerage System

Address: Metro Manila Title: Annual Physical Examination

Budget: 555,750.00 Pax [57] Walk-In [] On-site [X]

APE Package	No. of Heads	Prices
Physical Examination	57	600.00
Routine Urinalysis		200.00
Basic Optical Examination (Visual Acuity)		600.00
Complete Blood Count		140.00
Chest X- Ray		300.00
ECG		300.00
Dental Examination with cleaning		500.00
Blood Typing		150.00
Mental Health Assessment		600.00
FBS		150.00
Total Cholesterol		150.00
Uric Acid Determination		150.00
SGPT		150.00
SGOT		150.00
Lipid Profile		270.00
BUN		200.00
Creatinine		170.00
PSA		800.00
Prostate Ultrasound		700.00
Breast Ultrasound		1,200.00
Pap's Smear		600.00
Fecalalysis w/ Occult		170.00
Abdominal Ultrasound		1,500.00
Total :		9,750.00

Prepared by:

Joy Tejerero
Sales and Marketing Manager

APE PACKAGES:

- PHYSICAL EXAMINATION
- ROUTINE URINALYSIS
- BASIC OPTICAL EXAMINATION (VISUAL ACUITY VIEW)
- COMPLETE BLOOD COUNT WITH PLATELET
- CHEST X-RAY (PLAIN): POSTERIOR-ARTERIOR (PA) VIEW
- 12 LEAD ELECTROCARDIOGRAM (ECG)
- DENTAL EXAMINATION WITH CLEANING
- BLOOD TYPING
- MENTAL HEALTH ASSESMENT
- BLOOD CHEMISTRY to include: Fasting Blood Sugar (FBS), Total Cholesterol and Uric Acid Determination
- Liver Enzymes (SGPT and SGOT) and Lipid Profile (Triglycerides, HDL, LDL, VLDL), Blood Urea Nitrogen and Creatinine.
- Male above years old-Prostate Specific Antigen (PSA) and Prostate Ultrasound
- Female above years old-Breast Ultrasound and Papsmear
- Fecalalysis with Occult blood (Ova and parasites, amoeba).
- Abdominal ultrasound (liver, spleen, pancreas, adrenals, gall bladder, kidneys and urinary bladder)

ROUTINE OF APE IN A DAY:

AM: REGISTRATION, BLOOD EXTRACTION, RECEIVING, WHOLE ABDOMEN AND PROSTATE ULTRASOUND, ECG, CHESTXRAY

PM: *BREAST ULTRASOUND, **ECG, **CHEST XRAY, VITAL SIGNS, COMPLETE PHYSICAL EXAM, *PAP SMEAR

PATIENT REQUIREMENTS:

I. REGISTRATION:

- Employees who had schedule date for APE should bring their own ballpen for filling up forms.
- Employees should be at the venue before 7am for registration.

II. BLOODEXTRACTION:

- Employees should do FASTING for 10-12hrs. Beyond the fasting requirement, they can't be extracted and must proceed to other tests.
- Preferably, employees should wear blouse with short sleeves only or T-shirt.

III. RECEIVING:

- Employees must get their specimen cups for Urinalysis and Fecalalysis if they can provide the specimen immediately.
- Specimen cups must have labels of the employee's name before collecting specimen.
- For Urinalysis, it should be midstream catch and should fill $\frac{3}{4}$ of the cup. While on Fecalalysis, specimen should be at least the size of the .25centavo.

IV. ULTRASOUND:

- Employees with Whole Abdomen Ultrasound should do fasting for about 8-12 HRS.
- For Breast Ultrasound, women are advised not to have deodorant on their scheduled date as it can affect the procedure.

V. CHEST X-RAY and ECG:

- Employees are advised to not wear clothes with collar, buttons and with metal accessories (earrings, watch, etc.). Females are advised not to wear push-ups bra as it has metal on it.
- Preferably, wear light colored clothes on the upper body.

VI. PHYSICAL EXAM:

- Employees will proceed to the assigned nurse for Vital Signs. After Vital Signs. Employees can proceed to physical exam after doing vitalsigns. Females age 40 yrs. old and above will proceed to Pap Smear by Female Physician.

VII. RETURN OF APE FORM:

- If all employees are done, APE form should be RETURNED to the REGISTRATION AREA.
- If APE Form is not return, results of the EMPLOYEE WILL BE PUT ON HOLD.

SUBMISSION OF RESULTS

- Results will be submitted 10 days after the APE.