



基立学院
JUBILEE CHRISTIAN ACADEMY
Saved to serve with love and excellence for the Great Commission.

PERSONNEL CIRCULAR

SUBJECT : ANNUAL PHYSICAL EXAMINATION (APE)
DATE : November 16, 2018

In compliance with the Quezon City Hall requirements to obtain sanitary permit, Annual Physical Examination (APE) is scheduled early for School Year 2018 - 2019.

All Personnel with Pacific Cross Health Care, Inc., HMO are required to undergo APE on November 22, 2018 at 2:00 PM. APE will be done simultaneously in each campus.

The APE is also provided to Part-time Coaches with at least 12 months tenure. Please register with Mrs. Rosalyn S. Mendoza at the D. Hemady Campus and Mrs. Ma. Raquel Chiu at the E. Rodriguez Campus. Only those who registered will be accommodated for checkup.

Personnel who will not be able to do the APE on the designated date will go to accredited clinics of Pacific Cross for checkup on their own and submit their APE results by November 29, 2018.

All Personnel are required to undergo the following procedures:

1. Chest X-ray - Pregnant personnel are exempted.
2. Fecalysis - You may get the container on November 21, 2018 from the clinic. Submit your stool anytime on November 22 to the clinic. Holding period is one (1) hour only.
3. Complete Blood Count (CBC) - Fasting not needed
4. Complete Physical Examination and Medical History
4. Electrocardiogram (ECG) for members 35 years old and above
5. Pap Smear for female members 35 years old and above.

Dental checkup and optical service will be conducted on separate date.

May all of us be healthier through vigilant monitoring of our health.