



POSTED

Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE – CITY OF SAN FERNANDO (LA UNION)

DIVISION MEMORANDUM

DM No.: 220 s. 2025

APR 25 2025

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
All School Heads of Public Elementary and Secondary Schools
All Teaching and Non-Teaching Personnel
All SDO Personnel
All Others Concerned

FROM: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT: **DENTAL EXAMINATION AND TREATMENT
ADDENDUM ON ANNUAL PHYSICAL EXAMINATION**

DATE: April 24, 2025

PARTICULARS

1. The School Health and Nutrition Unit will provide the Dental Check – Up and Treatment starting Monday, April 28, 2025.
2. All Teaching Personnel may visit the Division Clinic **voluntarily after the 30-day Uninterrupted Break**. Please make an appointment to Dr. Marisa M. Laborte through Fb messenger (Izza Martinez Munar). For Non-Teaching Personnel, please refer to the attached schedule.
3. Dental treatment offered are the following services:
 - a. tooth extraction
 - b. oral prophylaxis
4. For **personnel with Pre-Existing Health Conditions** (ex. High Blood Pressure, Diabetes, Chronic Kidney Disease, Cardiovascular Disease, Hyperlipidemia, Hyperuricemia, Cancer etc.), **must secure medical clearance from their physician**.

5. Submission of Annual Physical Examination results will be **on or before June 13, 2025.**
6. For your information, guidance and compliance.


SHEILA MARIE A. PRIMICIAS, EdD., CESO VI
 Schools Division Superintendent

SCHEDULE OF DENTAL CHECK-UP AND TREATMENT FOR NON-TEACHING PERSONNEL

SCHOOL-BASED NON-TEACHING PERSONNEL (SH/AO/ADAS/PDO)

SCHOOL	DATE
SACYUD ES	APRIL 28, 2025
MASICONG ES	
LUNHS-SACYUD ANNEX	
PAO NHS	
PAO ES	
PUSPUS ES	
PARPARYA ES	APRIL 29, 2025
NAGYUBUYUBAN IS	
TANQUIGAN ES	
SIBUAN-OTONG IS	
SAGAYAD ES	
CANAOAY ES	
BUNGRO ES	APRIL 30, 2025
BAROAS ES	
BANGBANGOLAN ES	
BANGBANGOLAN NHS	
DALLANGAYAN ES	
DALUMPINAS IS	
CADACLAN ES	MAY 2, 2025
SANTIAGO ES	
ILOCANOS ES	
MAMELTAC ES	
DQBSNHS	
SAPES	
SEVILLA ES	
SFC NATIONAL VOCATIONAL HS	MAY 5
SF NORTH CENTRAL SCHOOL	
SFC SPED IS	
SF SOUTH CENTRAL IS	
LINGSAT IS	
CATBANGEN CS	
PAGUDPUD IS	

DIVISION OFFICE

UNIT	DATE
CID	MAY 6-7
SGOD	MAY 8
CASH UNIT	MAY 9
SUPPLY	
HR	MAY 13-14
RECORDS	MAY 15
BUDGET	
ITO	
OSDS	MAY 16
ACCOUNTING	MAY 19