

Memorandum

FOR : ALL REGULAR MAIN OFFICE EMPLOYEES
 FROM : Manager, HR Department
 SUBJECT : ANNUAL PHYSICAL EXAMINATION (APE)
 Date : May 4, 2018

Reference: Approved memo re: Annual Physical Examination for PSMBFI Regular Main Office Employees dated May 3, 2018

Please be informed that all regular main office employees are **required** to undergo Annual Physical Examination (APE) which will be held on **Wednesday, 09 May 2018, from 7:00am until 3:00pm** which will be administered by Hi-Precision Diagnostic Inc. Listed below are the tests to be conducted during the APE:

- Complete blood count
- Urinalysis
- Stool analysis
- Chest X-ray PA view
- Complete physical examination with visual acuity and oral check-up
- Fasting blood sugar
- Lipid profile
- Uric acid
- BUN
- SGPT
- SGOT
- Creatinine
- Hepa B screening
- ECG

Female employees may also optionally avail of pap smear during the on-site APE, to be charged against their respective hospitalization benefit for CY2018. However, they should advise the HR Department, particularly the Company Nurse, if they will opt to avail this service so that it will be properly coordinated with the service provider.

Blood extraction is from 7:00am until 11:00am only. Relative to fasting blood sugar (FBS), a 10-12-hour fasting (no solid/liquids intake) is required prior to blood extraction. Breakfast will be available for those who have finished their FBS.

For accounting purposes, all regular employees are required to accomplish the attached sign-up sheet. Those who cannot undergo APE on the above date because of acceptable valid reasons are required to have it either on May 12, 2018 or May 19, 2018 in selected Hi-Precision branches.

Please note that only personnel who had their executive check-up in the last six (6) months will have the option to subject himself or not in this APE on May 9, 2018. Should they opt not to avail of the service, they shall be required to provide the HR Department a copy of the result their respective executive check-up on or before Tuesday, 08 May 2018.

For information and strict compliance.

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 MILAN ROCHELLE N. BERNARDO
 Manager, HR Department

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