

Memorandum

INTER-OFFICE MEMO

PSMBFI

FOR : ALL REGULAR MAIN OFFICE AND OSS-CLES EMPLOYEES
FROM : Manager, HR Department
SUBJECT : **ANNUAL PHYSICAL EXAMINATION (APE)**
DATE : May 8, 2019

Reference: Approved memo: re: Annual Physical Examination (APE) for PSMBFI Main Regular Employees dated April 11, 2019

Please be informed that all regular main office and OSS-CLES employees are required to undergo Annual Physical Examination (APE) on Friday, 17 May 2019, from 7:00am until 3:00pm in PSMBFI Mezzanine Floor. Listed below are the tests to be administered by Hi-Precision Diagnostics 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 a pap smear during the on-site APE, to be charged against their respective hospitalization benefit for CY2019. However, they should advise the HR Department, particularly the Company Nurse, if they will opt to avail of 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 June 1, 2019 or June 8, 2019 in Hi-Precision Plus Diagnostics Clinic, J., 17 José Abad Santos, Little Baguio, San Juan City.

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 17, 2019. Should an employee opt not to avail of the service, he/she shall be required to provide the HR Department a copy of the result of their respective executive check-up on or before May 14, 2019.

For information and strict compliance.


MILAN ROCHELLE N BERNARDO