



MEMORANDUM NO. MSD- 0126-18

22
ALBER 8:58

FOR : The General Manager
FROM : Manager, Medical Services Department
SUBJECT : Employees Annual Physical Examination
DATE : January 21, 2026



In line with the conduct of Annual Physical Examination (APE) for permanent PCSO officials and employees, we are respectfully submitting the schedule and guidelines for the activity as follows:

I. Schedule:

February 3-5, 2026	Office of the Chairman Office of the Board of Directors
February 10-12, 2026	Office of the General Manager OGM-Data Security Division OGM-Internal Audit Service
February 18-19, 2026	Office of the Assistant General Manager ➤ Administrative Sector ➤ Branch Operations Sector ➤ Charity Sector ➤ Gaming, Product Development, and Marketing Sector ➤ Management Services Sector
February 24-26, 2026	Accounting and Budget Department
March 3, 2026	Assets and Supply Management Department
March 4-5, 2026	Charity Assistance Department
March 10, 2026	Corporate Planning Department
March 11-12, 2026	Gaming Technology Department
March 17-18, 2026	General Services Department
March 24, 2026	Human Resources Department
March 25, 2026	Information and Technology Services Department
March 26, 2026	Legal Department
March 31, 2026	National Capital Region Department
April 1, 2026	Northern and Central Luzon Department
April 7, 2026	Product and Standard Development Department
April 8, 2026	Southern Tagalog and Bicol Region Department
April 9, 2026	Security Printing and Planning Department
April 14-15, 2026	Treasury Department





<p>April 16 to May 06, 2026</p>	<p>Northern and Central Luzon Branch Offices</p> <ul style="list-style-type: none"> ➤ ODM ➤ Apayao ➤ Aurora ➤ Bataan ➤ Benguet ➤ Bulacan ➤ Cagayan ➤ Ifugao ➤ Ilocos Norte ➤ Ilocos Sur ➤ Isabela ➤ Kalinga ➤ La Union ➤ Mt. Province ➤ Nueva Ecija ➤ Nueva Vizcaya ➤ Pampanga ➤ Pangasinan ➤ Quirino ➤ Tarlac ➤ Zambales
<p>May 07 to May 26, 2026</p>	<p>Southern Tagalog & Bicol Region Branch Offices</p> <ul style="list-style-type: none"> ➤ ODM ➤ Albay ➤ Batangas ➤ Camarines Norte ➤ Camarines Sur ➤ Catanduanes ➤ Cavite ➤ Laguna ➤ Marinduque ➤ Masbate ➤ Occidental Mindoro ➤ Oriental Mindoro ➤ Palawan ➤ Quezon ➤ Rizal ➤ Romblon ➤ Sorsogon
<p>May 27 to June 16, 2026</p>	<p>Visayas Branch Offices</p> <ul style="list-style-type: none"> ➤ ODM ➤ Aklan ➤ Antique ➤ Biliran ➤ Bohol ➤ Capiz ➤ Cebu ➤ Eastern Samar ➤ Guimaras ➤ Iloilo ➤ Leyte ➤ Negros Occidental ➤ Negros Oriental ➤ Northern Samar ➤ Siquijor ➤ Southern Leyte ➤ Western Samar
<p>June 17 to June 29, 2026</p>	<p>Mindanao Branch Offices</p> <ul style="list-style-type: none"> ➤ ODM ➤ Agusan del Norte ➤ Agusan del Sur ➤ Bukidnon ➤ Davao del Norte ➤ Davao del Sur ➤ Davao de Oro ➤ Davao Oriental ➤ Dinagat Island ➤ Lanao del Norte ➤ Maguindanao ➤ Misamis Occidental ➤ Misamis Oriental ➤ North Cotabato ➤ South Cotabato ➤ Sultan Kudarat ➤ Surigao del Norte ➤ Surigao del Sur ➤ Zamboanga del Norte ➤ Zamboanga del Sur ➤ Zamboanga Sibugay
<p>June 30, 2026</p>	<p>Medical Services Department</p>





PHILIPPINE CHARITY SWEEPSTAKES OFFICE



DAGONG PILIPINAS

<p>April 16 to May 06, 2026</p>	<p>Northern and Central Luzon Branch Offices</p> <ul style="list-style-type: none"> ➤ ODM ➤ Apayao ➤ Aurora ➤ Bataan ➤ Benguet ➤ Bulacan ➤ Cagayan ➤ Ifugao ➤ Ilocos Norte ➤ Ilocos Sur ➤ Isabela ➤ Kalinga ➤ La Union ➤ Mt. Province ➤ Nueva Ecija ➤ Nueva Vizcaya ➤ Pampanga ➤ Pangasinan ➤ Quirino ➤ Tarlac ➤ Zambales
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<p>June 30, 2026</p>	<p>Medical Services Department</p>





II. Guidelines:

A. **APE-Medical** may be conducted in the following ways:

1. For Main Office employees, medical consultations shall be conducted **face-to-face** at the **MSD Employees' Clinic**, 2nd Floor, Conservatory Building.
2. Personnel assigned at the Pasig Extension Office shall be examined at the **Pasig Extension Office Clinic**.
3. Branch Office personnel shall undergo **teleconsultation/telemedicine** interviews.
4. The APE–Medical will be administered by the **MSD In-House Physicians (IHP)** and **Nurses-on-Duty (NOD)** on the indicated schedule for proper completion of the APE form.
5. Each department/branch shall submit a **list of permanent employees**, either in hard copy or via official email at **msd@pcso.gov.ph**, prior to the scheduled APE date.
6. Laboratory and diagnostic results, when required, shall be submitted to the MSD in hard copy or via official email for updating of medical records.
7. **Medical ethics**, including **physician–patient confidentiality**, shall strictly be observed.
8. Employees shall be considered **fully compliant** only upon submission of laboratory/diagnostic results, if required.

B. **APE-Dental** may be conducted in the following ways:

1. Main Office employees shall undergo oral examination at the **Dental Clinic**, 2nd Floor, Conservatory Building.
2. Pasig Extension Office employees shall be examined at the **Pasig Extension Office Clinic**.
3. Branch Office employees shall have their oral examination done at any **government hospital or private dental clinic**, and must submit a **Dental Certificate** to the MSD for proper recording.
4. Full compliance with the dental component of the APE shall be recognized only upon submission of a **duly accomplished Dental Certificate**.

For your consideration and approval.





Republic of the Philippines
Office of the President

PHILIPPINE CHARITY SWEEPSTAKES OFFICE



BAGONG PILIPINAS

CLARISSA B. FERRER, MD

Recommending Approval:

ATTY. LAURO A. PATIAG,^{1st}
AGM for Charity Sector

Approved/Disapproved.

MELQUIADES/A. ROBLES
General Manager



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PCSO, Hindi Umuunong sa Paglalang!
Sa Bayan Tayo, May Kawalangwa.