



# PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Conservatory Shaw Plaza Building, 605 Shaw Boulevard, Mandaluyong City 1552

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BAGONG PILIPINAS



CRLD. 2025. 201



## MEMORANDUM MSD0225-34

**TO :** ALL PCSO OFFICIALS / EMPLOYEES

**FROM :** THE MANAGER  
Medical Services Department


**SUBJECT :** CONDUCT OF ANNUAL PHYSICAL EXAMINATION  
FOR EMPLOYEES

**DATE :** FEBRUARY 19, 2025

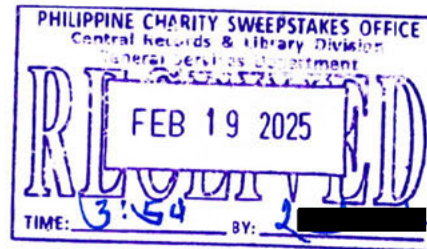
1. Reference: MSD Memorandum No. 0125-24
2. Pursuant to the above Memorandum, we wish to inform all officials and employees of the approved conduct of Annual Physical Examination for CY 2025 to be held at the MSD-Employees Clinic, 2<sup>nd</sup> floor Conservatory Building. Attached are the schedule and guidelines for the said activity
3. For strict compliance and guidance. Thank you.

  
CLARISSA B. FERRER, MD

### NOTED:

  
ARNEL N. CASAS  
AGM, Charity Sector

CC: OAGM-CS  
All MSD Div. Chiefs





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MEMORANDUM NO. MSD-0125-24

FOR : The General Manager  
FROM : The OIC-Manager, Medical Services Department  
SUBJECT : Employees Annual Physical Examination  
DATE : February 5, 2025

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 11-13, 2025	Office of the Chairman Office of the Board of Directors
February 18-20, 2025	Office of the General Manager OGM-Data Security Division OGM-Internal Audit Service
February 25-27, 2025	Office of the Assistant General Manager ➤ Administrative Sector ➤ Branch Operations Sector ➤ Charity Sector ➤ Gaming, Product Development, and Marketing Sector ➤ Management Services Sector
March 4-6, 2025	Accounting and Budget Department
March 11, 2025	Assets and Supply Management Department
March 12-13, 2025	Charity Assistance Department
March 18, 2025	Corporate Planning Department
March 19-20, 2025	Gaming Technology Department
March 25-27, 2025	General Services Department
April 1, 2025	Human Resources Department
April 2, 2025	Information and Technology Services Department
April 3, 2025	Legal Department
April 8, 2025	National Capital Region Department
April 10, 2025	Northern and Central Luzon Department
April 15, 2025	Product and Standard Development Department
April 16, 2025	Southern Tagalog and Bicol Region Department
April 22, 2025	Security Printing and Planning Department
April 23-24, 2025	Treasury Department
April 29 to May 13, 2025	Northern and Central Luzon Branch Offices ➤ ODM                      ➤ Ilocos                      ➤ Nueva ➤ Apayao                   ➤ Norte                      Vizcaya ➤ Aurora                    ➤ Ilocos Sur                ➤ Pampanga



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	<ul style="list-style-type: none"> <li>➤ Bataan</li> <li>➤ Benguet</li> <li>➤ Bulacan</li> <li>➤ Cagayan</li> <li>➤ Ifugao</li> <li>➤ Isabela</li> <li>➤ Kalinga</li> <li>➤ La Union</li> <li>➤ Nueva Ecija</li> <li>➤ Pangasinan</li> <li>➤ Quirino</li> <li>➤ Tarlac</li> <li>➤ Zambales</li> </ul>
May 14 to May 27, 2025	<p>Southern Tagalog &amp; Bicol Region Branch Offices</p> <ul style="list-style-type: none"> <li>➤ ODM</li> <li>➤ Albay</li> <li>➤ Batangas</li> <li>➤ Camarines Norte</li> <li>➤ Camarines Sur</li> <li>➤ Catanduanes</li> <li>➤ Cavite</li> <li>➤ Laguna</li> <li>➤ Marinduque</li> <li>➤ Masbate</li> <li>➤ Occidental Mindoro</li> <li>➤ Oriental Mindoro</li> <li>➤ Palawan</li> <li>➤ Quezon</li> <li>➤ Rizal</li> <li>➤ Romblon</li> <li>➤ Sorsogon</li> </ul>
May 28 to June 11, 2025	<p>Visayas Branch Offices</p> <ul style="list-style-type: none"> <li>➤ ODM</li> <li>➤ Aklan</li> <li>➤ Antique</li> <li>➤ Biliran</li> <li>➤ Bohol</li> <li>➤ Capiz</li> <li>➤ Cebu</li> <li>➤ Eastern Samar</li> <li>➤ Guimaras</li> <li>➤ Iloilo</li> <li>➤ Leyte</li> <li>➤ Negros Occidental</li> <li>➤ Negros Oriental</li> <li>➤ Northern Samar</li> <li>➤ Siquijor</li> <li>➤ Southern Leyte</li> <li>➤ Western Samar</li> </ul>
June 17 to July 4, 2025	<p>Mindanao Branch Offices</p> <ul style="list-style-type: none"> <li>➤ ODM</li> <li>➤ Agusan del Norte</li> <li>➤ Agusan del Sur</li> <li>➤ Bukidnon</li> <li>➤ Davao del Norte</li> <li>➤ Davao del Sur</li> <li>➤ Davao de Oro</li> <li>➤ Davao Oriental</li> <li>➤ Dinagat Island</li> <li>➤ Lanao del Norte</li> <li>➤ Maguindanao</li> <li>➤ Misamis Occidental</li> <li>➤ Misamis Oriental</li> <li>➤ North Cotabato</li> <li>➤ South Cotabato</li> <li>➤ Sultan Kudarat</li> <li>➤ Surigao del Norte</li> <li>➤ Surigao del Sur</li> <li>➤ Zamboanga del Norte</li> <li>➤ Zamboanga del Sur</li> <li>➤ Zamboanga Sibugay</li> </ul>
July 8, 2025	Medical Services Department

## II. Guidelines:

- A. **APE-Medical** for employees at the Main Office will be done through face-to-face consultations at the MSD-Employees Clinic, 2<sup>nd</sup> floor, Conservatory Building while personnel in the Branch Offices will be interviewed through teleconsultation/telemedicine consultations. The APE-Medical will be administered by the MSD In-House-Physicians (IHP) and the Nurses-On-Duty (NOD) on the indicated schedule to gather the needed data for the filling out of the APE Form.
  - The list of permanent employees from each department/branch shall be submitted as hard copies to the MSD or sent via official email at [msd@pcso.gov.ph](mailto:msd@pcso.gov.ph) prior to the scheduled date of APE to ensure that all personnel will undergo the said examination.
  - Results of laboratory and diagnostic work-ups and procedures, if necessary, and as requested by the IHP, shall be submitted to the MSD as hard copy or



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sent via official email at [msd@pcsso.gov.ph](mailto:msd@pcsso.gov.ph) for updating of medical records which may further aid the medical management of employees. Medical Ethics such as Physician-Patients Confidentiality in the conduct of the APE shall be observed.

- Only after the submission to the MSD of the copy of the laboratory/diagnostic results shall the PCSO official or employee be considered as fully compliant with the medical part of the APE.
- B. **APE-Dental** may be conducted in the following ways:
- For the Main Office and the Pasig Extension Office – PCSO officials and permanent employees may have their oral examinations at the Dental Clinic, 2nd floor, Conservatory Building.
  - For the Branch Offices – PCSO officials and permanent employees shall submit themselves for oral examination at any government hospital or private dental clinic, and submit their Dental Certificate to the MSD for proper encoding.
  - Only after the submission to the MSD of the fully accomplished Dental Certificate issued to the concerned PCSO official or employee shall the latter be considered as fully compliant with the dental part of the APE.

For your consideration and approval.

[Redacted Signature]

**CLARISSA B. FERRER, MD**

Recommending Approval:

[Redacted Signature]

**ARNEL N. CASAS**  
AGM for Charity Sector

Approved/Disapproved

[Redacted Signature]

**MELQUIADES A. ROBLES**  
General Manager