

Memorandum

INTEROFFICE MEMO NO. 16-039

PSMBFI

FOR : ALL EMPLOYEES
FROM : MANAGER, HR DEPARTMENT
SUBJECT : CONDUCT OF ANNUAL PHYSICAL EXAMINATION (APE)
DATE : April 25, 2016

Reference: Approved memo re: PSMBFI Annual Physical Examination for CY2016 dated April 6, 2016

Please be informed that the Annual Physical Examination (APE) for all regular employees will be held on Wednesday, April 27, 2016, from 7:00am to 4:00pm at PSMBFI 3rd floor HR, Conference Room and Mezzanine.

Employees are advised to come as early as 7:00am for Fasting Blood Sugar (FBS) count. Relative to this, a 10-hour fasting (no solids/liquids intake) is required prior to blood extraction.

Relatedly, breakfast will be available for those who have finished their FBS.

For information and compliance.


MILAN ROCHELLE N. BERNARDO
MANAGER, HR DEPARTMENT

Complan - incubator 4/25 4:39 pm
Personnel - [Signature] 4/25/16
ADMIN - [Signature] 4/25/16
NO - [Signature] 4/25/16
IT - [Signature]
INS - [Signature]
AMMO - [Signature]
WV - [Signature] 4/25/16
Accty - [Signature] 4/25
Pogor - [Signature] 4/25/16
LEGAL - [Signature] 4/25/16
CLB - ADRES

HR - [Signature] 4/25/16
TRAINING - [Signature] 4/25/16
com - [Signature] 4/25/16
OP - [Signature] 4/25/16
OVP - [Signature] 4/25/16

Designation of Areas for APE:

Conference Room

- Registration
- Blood Extraction

HR

- Eye Exam
- Vital Signs Taking
- Urine/Stool (Hallway in 3rd floor near restroom)

Mezzanine

- ECG (Male/Female)
- Physical Exam (Male/Female)

X-Ray

- Ground floor area beside 2nd West Crame St.