

To: All Zamboanga Team Members (TNGC and Sales)

From: 
Araceli S. Peñola
HR Manager

Re: Annual Physical Examination 2024

Date: May 9, 2024

Greetings!

In our commitment to ensure a healthy workforce and to guarantee the continued productivity of our Team Members, we are happy to announce the schedule for the Annual Medical and Dental check-up.

The following Team Members, with 1 year above tenure can avail of the benefits effective May 15-June 30, 2024

APE Schedule
May 15-June 30, 2024

Name	Company	Department	Facility	Date	Dental Facility	Dental Schedule	Time
Abila, Judith Sallao	TNGC	MIS	West Metro Medical Center	May 15-22, 2024	Dra. Melanie Lim-Chua	May 15, 2024	10:00 am
Agustin, Ivy Nobleza	SJI	SCD	Ciudad Medical Zamboanga	May 15-22, 2024	Dra. Melanie Lim-Chua	May 15, 2024	11:00 am
Alegado, Jean Palad	SJI	HRD	West Metro Medical Center	May 15-22, 2024	Dra. Melanie Lim-Chua	May 15, 2024	1:00 pm
Almazan, Elowina Lauriaga	SJI	SCD	West Metro Medical Center	May 15-22, 2024	Dra. Melanie Lim-Chua	May 15, 2024	2:00 pm
Alvarez, Hannah Marie Pastores	TNGC	MKT	West Metro Medical Center	May 15-22, 2024	Dra. Melanie Lim-Chua	May 16, 2024	10:00 am
Amper, Rancy Delos Santos	SJI	SLS	West Metro Medical Center	May 15-22, 2024	Dra. Melanie Lim-Chua	May 16, 2024	11:00 am
Aquino, Janine Legaspi	SJI	SLS	Ciudad Medical Zamboanga	May 15-22, 2024	Dra. Melanie Lim-Chua	May 16, 2024	1:00 pm
Ariola, Exelrose Estrada	SJI	SLS	Ciudad Medical Zamboanga	May 15-22, 2024	Dra. Melanie Lim-Chua	May 16, 2024	2:00 pm
Asan, Mary Jane Bajana	TNGC	AUD	West Metro Medical Center	May 15-22, 2024	Dra. Melanie Lim-Chua	May 17, 2024	10:00 am
Avila, Aviguer Balaguer	SJI	SCD	Ciudad Medical Zamboanga	May 15-22, 2024	Dra. Melanie Lim-Chua	May 17, 2024	11:00 am
Balala, Cherrie Wee	SJI	HRD	West Metro Medical Center	May 15-22, 2024	Dra. Melanie Lim-Chua	May 17, 2024	1:00 pm
Balan, Geraldine Nuega	SJI	SCD	West Metro Medical Center	May 15-22, 2024	Dra. Melanie Lim-Chua	May 17, 2024	2:00 pm

Name	Company	Department	Facility	Date	Dental Facility	Dental Schedule	Time
Batusin, Rosel Teves	TNGC	FIN	Ciudad Medical Zamboanga	May 23-28, 2024	Dra. Melanie Lim-Chua	May 18, 2024	10:00 am
Bejerano, Tara Mae Alipuddin	TNGC	HRD	West Metro Medical Center	May 23-28, 2024	Dra. Melanie Lim-Chua	May 18, 2024	11:00 am
Besañez, Cheenee Sortez	SJI	AUD	Ciudad Medical Zamboanga	May 23-28, 2024	Dra. Melanie Lim-Chua	May 18, 2024	1:00 pm
Bongcawel, Meljoy Maribao	TNGC	MIS	West Metro Medical Center	May 23-28, 2024	Dra. Melanie Lim-Chua	May 18, 2024	2:00 pm
Bucoy, Aprilynne Malonzo	TNGC	FIN	Ciudad Medical Zamboanga	May 23-28, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Bustamante, Vergil Dago-oc	TNGC	MIS	West Metro Medical Center	May 23-28, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Cadao, Christine Ansok	SJI	SLS	West Metro Medical Center	May 23-28, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Calida, Reyce Isidro	TNGC	FIN	Ciudad Medical Zamboanga	May 23-28, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Cañete, Jenny Lyn Aredidon	SJI	SCD	West Metro Medical Center	May 23-28, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Casas, Allien Custodio	SJI	SCD	Ciudad Medical Zamboanga	May 23-28, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Compra, Rosemarie Canario	SJI	SLS	West Metro Medical Center	May 23-28, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Cruz, Mary Joy Lapurga	SJI	HRD	Ciudad Medical Zamboanga	May 23-28, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Cuartocruz, Juniebert Lawas	TNGC	MIS	Ciudad Medical Zamboanga	May 27-June 2, 2024	Dra. Melanie Lim-Chua	TBA	TBA
De Guzman, Ellen John General	TNGC	AUD	West Metro Medical Center	May 27-June 2, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Deles, Mary Grace Balansag	TNGC	HRD	West Metro Medical Center	May 27-June 2, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Domingo, Miraflor Monteron	SJI	SLS	West Metro Medical Center	May 27-June 2, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Domingo, Mary Grace Ebol	SJI	SLS	Ciudad Medical Zamboanga	May 27-June 2, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Enetorio, Ellen Rose Plenago	SJI	SLS	West Metro Medical Center	May 27-June 2, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Enriquez, Jemiely Mariano	SJI	SCD	Ciudad Medical Zamboanga	May 27-June 2, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Enriquez, Taralyn Bernabe	SJI	SLS	Ciudad Medical Zamboanga	May 27-June 2, 2024	Dra. Melanie Lim-Chua	TBA	TBA

Name	Company	Department	Facility	Date	Dental Facility	Dental Schedule	Time
Escobar, Maria Gina Maravillas	TNGC	FIN	West Metro Medical Center	May 27-June 2, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Esperat, Jedidah Serra	SJI	AUD	West Metro Medical Center	May 27-June 2, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Espiritu, Darlyn Dela Paz	TNGC	MKT	West Metro Medical Center	May 27-June 2, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Fernando, Genevie Francisco	SJI	SLS	West Metro Medical Center	May 27-June 2, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Francisco, Melissa Marcos	TNGC	FIN	West Metro Medical Center	June 2-8, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Francisco, Dina Corredor	TNGC	MIS	West Metro Medical Center	June 2-8, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Francisco, Mercedes Teogangco	SJI	MKT	West Metro Medical Center	June 2-8, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Garcia, Joseline Ignacio	SJI	SCD	Ciudad Medical Zamboanga	June 2-8, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Gemperoso, Jane Adelee Sagapsapan	SJI	HRD	West Metro Medical Center	June 2-8, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Gregorio, Ira Mariz Molina	TNGC	HRD	West Metro Medical Center	June 2-8, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Guerrero, Lezilda Parojenog	TNGC	ADM	Ciudad Medical Zamboanga	June 2-8, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Gutierrez, Marissa Aragones	SJI	SLS	Ciudad Medical Zamboanga	June 2-8, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Hasan, Charlyn Cruz	SJI	SLS	Ciudad Medical Zamboanga	June 2-8, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Hipolito, Raquel Jane Artajo	SJI	SCD	West Metro Medical Center	June 2-8, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Impas, Sieryl Atilano	SJI	SLS	West Metro Medical Center	June 2-8, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Infante, Arnold Tude	TNGC	MIS	West Metro Medical Center	June 9-15, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Jaylo, Elbert Rhoy Baring III	SJI	FIN	Ciudad Medical Zamboanga	June 9-15, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Langyon, Jessa Clas	SJI	SLS	Ciudad Medical Zamboanga	June 9-15, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Larracochea, Rosette Cabato	TNGC	HRD	Ciudad Medical Zamboanga	June 9-15, 2024	Dra. Melanie Lim-Chua	TBA	TBA

Name	Company	Department	Facility	Date	Dental Facility	Dental Schedule	Time
Lavesores, Maria Elena Salcedo	SJI	SCD	West Metro Medical Center	June 9-15, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Ledesma, Shalaine Caylalan	TNGC	HRD	West Metro Medical Center	June 9-15, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Ledesma, Jhenny Cachuela	SJI	MKT	Ciudad Medical Zamboanga	June 9-15, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Lee, Glydel Bianeza	TNGC	AUD	West Metro Medical Center	June 9-15, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Leonardo, Kheyte Aphrile Nallonar	SJI	SCD	Ciudad Medical Zamboanga	June 9-15, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Locson, Leni Lyne Pabon	SJI	SLS	West Metro Medical Center	June 9-15, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Luna, April Rose Isidro	TNGC	FIN	Ciudad Medical Zamboanga	June 9-15, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Magallon, Sheila Mae Gatiun	SJI	SLS	Ciudad Medical Zamboanga	June 9-15, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Malcampo, Annamarie Molina	SJI	SLS	Ciudad Medical Zamboanga	June 9-15, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Mariano, Keana Carolline Bungcasan	SJI	SLS	Ciudad Medical Zamboanga	June 9-15, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Marzan, Beverly Ann Ellorin	SJI	SLS	West Metro Medical Center	June 9-15, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Mendoza, Jellivie Payat	SJI	SLS	West Metro Medical Center	June 9-15, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Miano, Jenifer Orsal	SJI	SLS	West Metro Medical Center	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Montecino, Ma. Theresa Licco	SJI	SCD	West Metro Medical Center	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Napolereyes, Mayrose Olaso	SJI	SLS	West Metro Medical Center	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Natividad, Angela Monette Tam	SJI	BOD	West Metro Medical Center	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Natividad, Angelico Matheo Tam	QST	BOD	West Metro Medical Center	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Natividad, Angelo Miguell Tam	TNGC	FIN	West Metro Medical Center	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Nonong, Lilibeth Bajao	SJI	SCD	West Metro Medical Center	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Ombina, Melanie Abo	SJI	SLS	Ciudad Medical Zamboanga	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Pagulayan, Mylene Amparo	TNGC	MKT	West Metro Medical Center	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA

Pantaleon, Meynardo Manuel Jr	TNGC	FIN	Ciudad Medical Zamboanga	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Name	Company	Department	Facility	Date	Dental Facility	Dental Schedule	Time
Pascua, Marlyn Marquez	SJI	SCD	West Metro Medical Center	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Pecson, Anna Lorraine Bucoy	TNGC	HRD	Ciudad Medical Zamboanga	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Penola, Araceli Simbajon	SJI	HRD	West Metro Medical Center	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Pilla, Jonalyn Flora	SJI	SLS	West Metro Medical Center	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Pizarra, Gracel Jane Buday	SJI	SLS	West Metro Medical Center	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Quevedo, Mercy Baya	SJI	SLS	West Metro Medical Center	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Redillas, Junel Borres	TNGC	MIS	West Metro Medical Center	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Revillas, Jocelyn Chavez	SJI	HRD	West Metro Medical Center	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Reyes, Shelaine Rica Apolinario	TNGC	AUD	West Metro Medical Center	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Sanson, Elmer Hipolito	TNGC	FIN	West Metro Medical Center	June 16-22, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Selinel, Lovelyn Hitguin	SJI	SLS	West Metro Medical Center	June 23-30, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Septimo, Rebecca Abrajano	SJI	SCD	West Metro Medical Center	June 23-30, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Serrano, Elvie Danong	SJI	SLS	West Metro Medical Center	June 23-30, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Singson, Jhon Keith Colorado	TNGC	MIS	Ciudad Medical Zamboanga	June 23-30, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Sulbi, Elizabeth Serrano	TNGC	FIN	West Metro Medical Center	June 23-30, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Tan, Jade Mae Jael	TNGC	MIS	West Metro Medical Center	June 23-30, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Tolorio, May Ann Tejeros	SJI	SLS	Ciudad Medical Zamboanga	June 23-30, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Tubo, Angelie Agustin	SJI	SCD	West Metro Medical Center	June 23-30, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Vacaro, Emely Verancis	SJI	HRD	West Metro Medical Center	June 23-30, 2024	Dra. Melanie Lim-Chua	TBA	TBA
Villanueva, Mary Paula Dela Cruz	TNGC	MKT	West Metro Medical Center	June 23-30, 2024	Dra. Melanie Lim-Chua	TBA	TBA

Team Members will undergo the following medical exam for Non-Intellicare

Medical Exam	Requirements
1. Complete Blood Count(CBC)	None
2. Urine Analysis	
3. Stool Analysis	
4. Physical Examination Check-up	Complete Lab/Xray Results
5. Chest Xray	None
6. Oral Prophylaxis	As Scheduled
7. Total Cholesterol Profile	Fasting 8-10hrs
8. HBA1C	
9. ECG	40yrs above
10. Papsmear	
11. Mammogram	
12. Eye Checkup	

Please take the time to read the following guidelines to ensure a smooth flow of the activity.

- The time spent for the Medical-Dental Examination indicated as scheduled is considered an **OFFICIAL** time out if, Done during the Working days.

A. For Team Members without Intellicare

1. Proceed to Ciudad Medical Zamboanga HMO section or OPD and present your Sophia or Sungold ID with your medical Slip

IMPORTANT REMINDER:

- **Fasting for 8-10 hours is a requirement for Total Cholesterol Profile and HBA1C**
- Stool sample to be collected within 1 hour before the submission to the laboratory (the extended time would cause contamination)
- Urine sample to be collected 15 minutes before submission to the laboratory (extended time would cause contamination).
- Proper labeling of your specimen bottles to avoid switching of specimens and errors on the test results.

2. Once you have your medical results, please proceed to Dr. Reynie L. Tam clinic room 230 for a physical examination check-up and have your Medical Form signed.

B. For Team Members with Intellicare

Team Members will undergo the following medical exam:

- * Evaluative doctor's consultation
- * PHYSICAL EXAM
- * CHEST XRAY
- * CBC
- * URINALYSIS
- * FECALYSIS
- * PAPSMEAR (For female members age thirty-five (35) years and above)
- * 12LEAD ECG (For members age thirty-five (35) years and above)
- * FBS

1. Please proceed to West Metro Medical Center and use their available Computer to choose your transaction and get number for HMO, Laboratory, Xray, and Clinic.

IMPORTANT REMINDER:

- *Member should collect pea size stool specimen in the morning before proceeding at the clinic and must be submitted to the Laboratory within 2 hours after collection.
- *Urine specimen containers will be given at the clinic. Please collect mid stream urine sample during the day of examination and immediately submit at the laboratory (NOTE: Female members can submit a specimen at least 7 days after the last day of menstruation)
- *Pap Smear preparation: kindly observe 3-day sexual abstinence prior to APE. Also, vaginal cleansing products a.k.a feminine wash should be avoided for 2 days before the test (NOTE: Last day of menstruation should be at least 10 days prior to the examination date).
- *Patient for blood chemistry test must fast for 6-8 / 8-10 hrs prior the procedure. No food and water intake. 8-10 HOURS
- *Patients should present their Intellicare card and any valid ID prior to any availment. strictly implementing a NO ID, NO APE policy.
- *Personally pick up results to avoid delays.

2. Once you have your medical results, please proceed to the accredited physician provided by the HMO and bring your medical results.

C. For Dental (Oral Prophylaxis)

3. Proceed to the clinic of Dra. Melanie Lim-Chua at the 2nd floor of Yang's Hotel and present your ID with your Medical Slip.
IMPORTANT REMINDER: The schedule set for the Dentist is for Oral Prophylaxis ONLY. Other procedures such as extraction and the like are not part of the company's benefit. If the Dentist recommends other procedures below will be your course of action:
- a. Reschedule a follow-up appointment
 - b. Ask for the quotation of the procedure and the cost
 - c. Apply for ATD in HRIS and upload the quotation cost. Have your immediate head, and Finance assess and approved your ATD.
 - d. Once approved, you can now have the procedure.
4. After the Annual Medical and Dental check-up, please submit all your medical results and medical forms to HR before July 31, 2024.

Please be reminded that the APE is **mandatory** failure to undergo the required medical exam is a violation of our Rules and Regulations. Non-compliance is subject to disciplinary action.

For clarifications and questions please call Ma'am Ira.

For your information and guidance.