

To: TNGC and Zamboanga Sales Team Members

From: ~~Atty. Angelique~~ **Margret T. Natividad**
HR Director

Re: Addendum Zamboanga APE 2023 (Medical and Dental Check-up)

Date: June 2, 2023

Greetings!

In our commitment to ensure a healthy workforce and to guarantee 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

APE Schedule

June 1-30, 2023

	Name	Dept	Facility	Schedule	Dental Schedule	
1	Abila, Judith Sallao	MIS	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 5 / 10:00 am
2	Alegado, Jean Palad	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
3	Almazan, Elowina Lauriaga	SCD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
4	Alvaran, Kristal Beb Maravillas	SLS	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 5 / 11:00 am
5	Alvarez, Hannah Marie Pastores	MKT	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
6	Amper, Rancy Delos Santos	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
7	Ariola, Exelrose Estrada	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
8	Asan, Mary Jane Bajana	AUD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
9	Avila, Aviguer Balaguer	SCD	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 5 / 1:00 pm
10	Balala, Cherrie Wee	FIN	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
11	Balan, Geraldine Nuega	SCD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
12	Bejerano, Tara Mae Alipuddin	FIN	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA

13	Besañez, Cheene Sortez	AUD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
14	Bongalos, Cecile Belciña	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
15	Bongcawel, Meljoy Maribao	MIS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
16	Bucoy, Aprilynne Malonzo	FIN	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 5 / 2:00 pm
17	Bustamante, Vergil Dago-oc	MIS	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 6 / 10:00 am
18	Cadao, Christine Ansok	SLS	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 6 / 11:00 am
19	Cagurin, Lolita Dapo	AUD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
20	Calida, Reyce Isidro	FIN	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 6 / 1:00 pm
21	Cañete, Jenny Lyn Aredidon	SCD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
22	Casas, Allien Custodio	SCD	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 6 / 2:00 pm
23	Compra, Rosemarie Canario	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
24	De Guzman, Ellen John General	AUD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
25	Deles, Mary Grace Balansag	FIN	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
26	Desaca, Marivic Edama	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
27	Domingo, Miraflor Monteron	SLS	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 9 / 10:00 am
28	Enetorio, Ellen Rose Plenago	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
29	Enriquez, Taralyn Bernabe	SLS	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 7 /10:00 am
30	Escobar, Maria Gina Maravillas	FIN	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
31	Esperat, Jedidah Serra	AUD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
32	Espiritu, Darlyn Dela Paz	MKT	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
33	Fernando, Genevie Francisco	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
34	Francisco, Dina Corredor	MIS	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 7 /11:00 am
35	Francisco, Melissa Marcos	FIN	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
36	Francisco, Mercedes Teogangco	MKT	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
37	Gallemit, Danika Joy Tubula	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
38	Garcia, Joseline Ignacio	SCD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
39	Gemperoso, Jane Adelee Sagapsapan	HRD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
40	Gregorio, Ira Mariz Molina	HRD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
41	Guerrero, Lezilda Parojenog	ADM	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
42	Hipolito, Raquel Jane Artajo	SCD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
43	Impas, Sieryl Atilano	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
44	Infante, Arnold Tude	MIS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
45	Jaylo, Elbert Rhoy Baring	FIN	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
46	Lavesores, Maria Elena Salcedo	SCD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA

47	Ledesma, Shalaine Caylalan	HRD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
48	Lee, Glydel Bianeza	AUD	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 7 / 1:00 pm
49	Locson, Leni Lyne Pabon	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
50	Malcampo, Annamarie Molina	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
51	Maquiling, Fe Bangues	AUD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
52	Mendoza, Jellivie Payat	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
53	Miano, Jenifer Orsal	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
54	Montecino, Ma. Theresa Licco	SCD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
55	Napolereyes, Mayrose Olaso	SLS	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 8 / 10:00 am
56	Natividad, Angela Monette Tam	BOD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	
57	Natividad, Angelique Margret Tam	HRD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	
58	Natividad, Angelo Miguell Tam	FIN	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	
59	Nonong, Lilibeth Bajao	SCD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
60	Pagulayan, Mylene Amparo	MKT	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 7 / 2:00 pm
61	Pascua, Marlyn Marquez	SCD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
62	Penola, Araceli Simbajon	HRD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
63	Pilla, Jonalyn Flora	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
64	Pizarra, Graceljane Buday	SLS	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 8 / 11:00 am
65	Quevedo, Mercy Baya	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
66	Redillas, Junel Borres	MIS	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 8 / 01:00 pm
67	Retiro, Glena Carillo	SCD	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 8 / 02:00 pm
68	Revillas, Jocelyn Chavez	HRD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
69	Reyes, Shelaine Rica Apolinario	AUD	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 9 / 10:00 am
70	Rivera, Angelica -	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
71	Sala, Geno Bacalso	MIS	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 9 / 11:00 am
72	Sanson, Elmer Hipolito	FIN	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
73	Santiago, Noela Mengo	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
74	Selinel, Lovelyn Hitguin	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
75	Septimo, Rebecca Abrajano	SCD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
76	Serrano, Elvie Danong	SLS	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
77	Singson, Jhon Keith Colorado	MIS	Ciudad Medical Zamboanga	June 1-30, 2023	Dra. Melanie Lim-Chua	June 9 / 01:00 pm
78	Sulbi, Elizabeth Serrano	FIN	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
79	Tubo, Angelie Agustin	SCD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
80	Vacaro, Emely Verancis	HRD	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
81	Veloso, Colleen Marguerite Veloso	MKT	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA
82	Villanueva, Mary Paula Dela Cruz	MKT	West Metro Medical Center	June 1-30, 2023	Dra. Melanie Lim-Chua	TBA

Medical Exam	Team Members
1. Complete Blood Count(CBC)	N/A
2. Urine Analysis	N/A
3. Stool Analysis	N/A
4. Hepa Screening	N/A
5. Chest Xray	N/A
6. Oral Prophylaxis	N/A
7. Total Cholesterol Profile	Fasting for 10-12 hours is a requirement
8. HBA1C	

In this connection, we are forwarding to you the schedule for the medical-dental checkup. Please take time to read the following guidelines to ensure a smooth flow of the activity.

The time spent for the Medical-Dental Examination will be considered an OFFICIAL time out if, Done during the Working days.

For Team Members without Intellicare kindly follow the instructions below:

1. Proceed to the Ciudad Medical Zamboanga HMO section and present your Sophia ID with your Medical Card

- * Fasting for 10-12 hours is a requirement for Total Cholesterol/Lipid Profile and HBA1C
- * Stool sample to be collected within 1 hour prior to the submission to the laboratory (extended time would cause contamination).
- * Urine sample to be collected 15 minutes prior to submission to the laboratory (extended time would cause contamination).
- * Proper labeling of your specimen bottles to avoid switching of specimen and errors on the test results.

2. For the Dental check-up proceed to the clinic of Dra. Melanie Lim-Chua at the 2nd floor of Yang's Hotel and present your ID with your Medical Card.

IMPORTANT REMINDERS: The schedule set for the Dentist is for Oral Prophylaxis ONLY. Other procedures such as extraction and the likes will not be allowed. 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. Secure "Authority to Deduct form" from HR
- d. Forward to Accounting for approval
- e. Once approved, you can now have the procedure.

3. After the Annual Medical and Dental check-up, please return the medical card with signature to HR office.

For Team Members with Intellicare kindly follow the instrucion below.

1. Proceed to West Metro Medical Center HMO section present your Intellicare card and any valid ID. Intellicare is strictly implementing the NO ID NO APE Policy.

The members will undergo the following procedures :

- * APE BASIC 5 (Physical Exam, Urinalysis, Fecalalysis, Chest X-Ray & CBC)
- * **PAPSMEAR (For female members age thirty-five (35) years and above)**
- * **ECG (For members age thirty-five (35) years and above)**

Special Instructions:

*Member should collect pea size stool specimen in the morning before proceeding at the clinic and must be submitted to our 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 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).

2. Ask for your doctor's recommendation/diagnosis to proceed for HBA1C and Total Cholesterol laboratory test.

2. For the Dental check-up proceed to the clinic of Dra. Melanie Lim-Chua at the 2nd floor of Yang's Hotel and present your ID with your Medical Card.

IMPORTANT REMINDERS: The schedule set for the Dentist is for Oral Prophylaxis ONLY. Other procedures such as extraction and the likes will not be allowed. 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. Secure “Authority to Deduct form” from HR**
- d. Forward to Accounting for approval**
- e. Once approved, you can now have the procedure.**

4. After the Annual Medical and Dental check-up, please return the medical card with signature to HR office within the week.

For clarifications and questions please call Ma'am Ira.

For your information and guidance.



NAME: _____
AGE: _____ SEX: _____

LABORATORY EXAM CUIDAD MEDICAL Laboratory, Nuñez Ext. ZC	DATE DONE	SIGNATURE
1. Chest X-ray		
2. Urinalysis		
3. Fecalalysis		
4. Hepa-anti HBSag		
5. Complete Blood Count(CBC)		
10. Total Cholesterol Profile		
11. Hba1c		
6. Eye Checkup (for age 40 & above only)		
7. ECG (for age 40 & above only)		
8. Papsmear (for females age 40 & above only)		
9. Mamogram (for females age 40 & above only)		

DENTAL Dr. Maria Melanie Lim-Chua 2/F Yang's Hotel Bldg., Tomas Claudio St., ZC	DATE DONE	SIGNATURE
1. Oral Prophylaxis		

Reminder:

Please have attending Med. Tech/Nurse and Dentist sign the form and submit to the HR Dept. upon completion of all laboratory tests and dental check-up.



NAME: _____
AGE: _____ SEX: _____

LABORATORY EXAM CUIDAD MEDICAL Laboratory, Nuñez Ext. ZC	DATE DONE	SIGNATURE
1. Chest X-ray		
2. Urinalysis		
3. Fecalalysis		
4. Hepa-anti HBSag		
5. Complete Blood Count(CBC)		
10. Total Cholesterol Profile		
11. Hba1c		
6. Eye Checkup (for age 40 & above only)		
7. ECG (for age 40 & above only)		
8. Papsmear (for females age 40 & above only)		
9. Mamogram (for females age 40 & above only)		

DENTAL Dr. Maria Melanie Lim-Chua 2/F Yang's Hotel Bldg., Tomas Claudio St., ZC	DATE DONE	SIGNATURE
1. Oral Prophylaxis		

Reminder:

Please have attending Med. Tech/Nurse and Dentist sign the form and submit to the HR Dept. upon completion of all laboratory tests and dental check-up.