

To: All Out of Town Team Members (TNGC and Sales)

From:   
Araceli S. Peña  
HR Manager

Re: Addendum on Annual Physical Examination 2024

Date: January 5, 2024

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Greetings!

Last January 4, 2023, we released a memo for our APE. In our commitment to ensure a healthy workforce and to guarantee the continued productivity of our Team Members, we are amending these memos and 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**  
*January 3-February 15, 2024*

Maquiling, Fe Bangues	CDO
Salazar, Lovely Jean -	CDO
Junlay, Maria Lynlou Rivero	CDO
Villanueva, Elvira Gatab	CDO
Litheo, Maryjane Guimba	CDO
Mejos, Alice May Senit	Digos
Calma, Mary Jane Legreso	Digos
Hibaya, Esterlita Bagispas	Dipolog
Ferrer, Maria Febie Bullifer	Dipolog
Bayron, Marivic Aronda	Dipolog
Bagnol, Abegail Cadungog	Dipolog
Desaca, Marivic Edama	Dipolog
Casiño, Belinda Santiago	Iligan
Geonzon, Flordeliza Sebumpan	Iligan
Capadiso, Jinah Banawan	Iligan
Walohan, Elsie Cajote	Iligan
Estrada, Decci Hope Magpulong	Iligan
Laguna, Ivy Grace Olbes	Iligan
Magsanay, Olga May Maglinao	Iligan
Lomongo, Gee Marie Cumahig	Iligan
Cagurin, Lolita Dapo	Ipil
Tupas, Claire Villabeto	Ipil
Torres, Janissa Rose Caballero	Kapatagan
Cuico, Jossieme Palma	Kidapawan
Rulona, Marielle Toledo	Kidapawan
Balasabas, Merrycris Fortin	Kidapawan

Romero, Mary Cecille Casil	Pagadian
Banasco, Miraluna Lagait	Pagadian
Coraza, Mariel Alosbanos	Pagadian
Calderon, Joanmie Sabio	Pagadian
Duyag, Welyn Diano	Pagadian
Magbanua, Chincky Alkene Ansalay	Panabo
Espina, Leach Gulmatico	Panabo
Tendero, Kate Villa	Polomolok
Luz, Candy Buhisan	Sindangan
Fajartin, Julie Ann Jurilla	Tacurong
Rivera, Angelica -	Tacurong
Pasco, Rudelyn Bonefe	Valencia

Team Members will undergo the following medical exam

Medical Exam
1. Complete Blood Count(CBC)
2. Urine Analysis
3. Stool Analysis
4. Physical Examination Check-up
5. Chest Xray
6. Oral Prophylaxis
7. Lipid Profile (Fasting for 8-10 hours)
8. HBA1C (Fasting 8-10 hours)

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.

1. The time spent for the Medical-Dental Examination indicated as scheduled is considered an OFFICIAL time.
2. Proceed to the Laboratory and Dental Clinic for the medical procedures
3. **Fasting for 8-10 hours is a requirement for Total Cholesterol Profile/Lipid Profile and HBA1C**

#### IMPORTANT REMINDER:

- 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.
  - For the Dental check-up, Team Members may go to the nearest available dental clinic. 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 you will have to shoulder the cost on your own time.
4. Once you have your medical results, please proceed to your physician for a physical examination check-up and secure a medical certificate of fit to work.

5. After the Annual Medical and Dental check-up, please return the medical card with your signature together with your result to HR. You may also send a picture of your medical card and result through the email of M'Ira [immgregorio@teamtngc.com](mailto:immgregorio@teamtngc.com).

**For Team Members with Intellicare, kindly proceed to the following accredited hospital/clinic in your area. To accommodate your request for APE, please be guided with the following:**

**GERONIMO DIAGNOSTIC CLINIC**

FRONTING DIPOLOG CITY AIRPORT ROTUNDA NATIONAL HIGHWAY MINAOG

Telephone no.

HIBAYA, ESTERLITA BAGISPAS

80-20-00105-00067-00

DESACA, MARIVIC EDAMA

80-20-00105-00019-00

**MAYO DIAGNOSTIC CENTER**

G/F JCG BLDG., BADELLES ST., COR. LLUCH ST.

Telephone no.

MAGSANAY, OLGA MAY MAGLINAO

80-20-00105-00038-00

LAGUNA, IVY GRACE OLBES

80-20-00105-00034-00

GEONZON, FLORDELIZA SEBUMPAN

80-20-00105-00073-00

CAPADISO, JINAH BANAWAN

80-20-00105-00014-00

CASIÑO, BELINDA SANTIAGO

80-20-00105-00065-00

**DAVAO SPECIALISTS CLINIC AND DIAGNOSTIC  
LABORATORY INC. - GENSAN BRANCH**  
JUDUTA BLDG. J. CATOLICO ST. GENERAL SANTOS CITY  
Tel No.: (083) 887-4551 / 0909-403-3240

MONDAY TO SATURDAY: 6:30  
AM - 5:30 PM

TENDERO, KATE VILLA

80-20-00105-00090-00

PRINCIPAL

**DAVAO SPECIALISTS CLINIC AND DIAGNOSTIC  
LABORATORY INC. - KIDAPAWAN / 2F REDSONS BLDG.**  
QUEZON BLVD. POBLACION 9400 KIDAPAWAN CITY NORTH  
COTABATO PHILIPPINES / 0917-120-8859

MON - FRIDAY: 7AM-3PM / SAT:  
7:00-12:00 NN

BALASABAS, MERRYCRIS FORTIN

80-20-00105-00093-00

PRINCIPAL

CUICO, JOSSIEME PALMA

80-20-00105-00087-00

PRINCIPAL

- a. Member should collect just a pea-sized stool specimen.
  - b. Member should collect mid-stream urine sample.
  - c. Member should fast at least 6 – 8 hours before the procedure for FBS. **No food and water intake.**
  - d. For female members who will undergo **Pap-Smear**, kindly observe a 3-day sexual abstinence before APE.
  - e. Member should present their Intellicare card and any valid ID before availing. We are strictly implementing a **NO ID, NO APE policy.**
  - f. Members will personally pick up the result.
  - g. Please be advised to follow clinic guidelines. Kindly wear a face mask all the time. Bring your pen.
6. After the Annual Medical and Dental check-up, please send all your medical results via email to M'Ira [immgregorio@teamtngc.com](mailto:immgregorio@teamtngc.com).

Please be reminded that the APE is mandatory. Non-compliance is subject to disciplinary action.

For clarifications and questions please call Ma'am Ira.

For your information and guidance.