

To: All Zamboanga Team Members (TNGC, Sales and SC)

From: **Atty. Angelique Margaret T. Natividad**
HR Director

Re: Annual Physical Examination 2022 (Medical and Dental Check-up)

Date: September 7, 2022

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 in either of the Companies listed below can avail of these

- 1. Sungold Technologies Inc. (TNGC)**
- 2. Sophia Jewellery Inc. - Zamboanga**

APE Schedule

September 15 - October 31, 2022

Comp	Dept	Last Name	First Name	Medical Schedule	Dental Schedule
TNGC	MKT	Alvarez	Hannah Marie	Sept 15-21, 2022	Sept 15, 2022 - 1:00 pm
TNGC	AUD	Asan	Mary Jane	Sept 15-21, 2022	Sept 15, 2022 - 2:00 pm
TNGC	HRD	Bejerano	Tara Mae	Sept 15-21, 2022	Sept 16, 2022 - 10:00 am
TNGC	MIS	Bongcawel	Meljoy	Sept 15-21, 2022	Sept 16, 2022 - 11:00 am
TNGC	FIN	Bucoy	Aprilynne	Sept 15-21, 2022	Sept 19, 2022 - 1:00 pm
TNGC	MIS	Buenaventura	Wenny	Sept 15-21, 2022	Sept 19, 2022 - 2:00 pm
TNGC	FIN	Calida	Reycel	Sept 15-21, 2022	Sept 20, 2022 - 10:00 am
TNGC	FIN	Cañete	Michelle Grace	Sept 15-21, 2022	Sept 20, 2022 - 11:00 am
TNGC	AUD	De Guzman	Ellen John	Sept 22-28, 2022	Sept 21, 2022 - 1:00 am
TNGC	AUD	Dela Peña	Jelly	Sept 22-28, 2022	Sept 21, 2022 - 2:00 am
TNGC	HRD	Deles	Mary Grace	Sept 22-28, 2022	Sept 22, 2022 - 11:00 am
TNGC	AUD	Diabordo	Annjaneth	Sept 22-28, 2022	Sept 22, 2022 - 01:00 pm
TNGC	FIN	Escobar	Maria Gina	Sept 22-28, 2022	Sept 27, 2022 - 1:00 pm
TNGC	MNT	Espinosa	Nedwin	Sept 22-28, 2022	Sept 27, 2022 - 2:00 pm
TNGC	MKT	Espiritu	Darlyn	Sept 22-28, 2022	Sept 29, 2022 - 10:00 am
TNGC	FIN	Francisco	Melissa	Sept 22-28, 2022	Sept 29, 2022 -11:00 am
TNGC	HRD	Gregorio	Ira Mariz	Sept 29-Oct 5, 2022	Sept 29, 2022 - 01:00 pm
TNGC	MNT	Guerrero	Lezilda	Sept 29-Oct 5, 2022	Sept 29, 2022 - 02:00 pm
TNGC	AUD	Guevarra	Ricelle	Sept 29-Oct 5, 2022	Sept 30, 2022 - 10:00 am
TNGC	MIS	Infante	Arnold	Sept 29-Oct 5, 2022	Sept 30, 2022 - 11:00 am
TNGC	FIN	Jaylo	Elbert Rhoy	Sept 29-Oct 5, 2022	Oct 3, 2022 - 1:00 pm
TNGC	BOD	Natividad	Angelo Miguell	Sept 29-Oct 5, 2022	-
TNGC	BOD	Natividad	Angela Monette	Sept 29-Oct 5, 2022	-
TNGC	HRD	Natividad	Angelique Margaret	Sept 29-Oct 5, 2022	-
TNGC	MIS	Redillas	Junel	Oct 6-12, 2022	Oct 3, 2022 - 2:00 pm
TNGC	AUD	Reyes	Shelaine Rica	Oct 6-12, 2022	Oct 4, 2022 - 10:00 am
TNGC	MIS	San Juan	Ailene Grace	Oct 6-12, 2022	Oct 4, 2022 - 11:00 am
TNGC	FIN	Sanson	Elmer	Oct 6-12, 2022	Oct 5, 2022 - 1:00 pm
TNGC	HRD	Sariego	Monique	Oct 6-12, 2022	Oct 5, 2022 - 2:00 pm

TNGC	MIS	Simbolas	Ruel	Oct 6-12, 2022	Oct 6, 2022 - 10:00 am
TNGC	MIS	Singson	Jhon Keith	Oct 6-12, 2022	Oct 6, 2022 - 11:00 am
TNGC	FIN	Sulbi	Elizabeth	Oct 6-12, 2022	Oct 11, 2022 - 1:00 am
TNGC	MKT	Veloso	Colleen Marguerite	Oct 6-12, 2022	Oct 11, 2022 - 2:00 pm
TNGC	MKT	Villanueva	Mary Paula	Oct 6-12, 2022	Oct 13, 2022 - 10:00 am
SJI	SLS	Alegado	Jean	Sept 15-21, 2022	Sept 15, 2022 - 10:00 am
SJI	SCD	Almazan	Elowina	Sept 15-21, 2022	Sept 15, 2022 - 11:00 am
SJI	SLS	Alvaran	Kristal Beb	Sept 15-21, 2022	Sept 16, 2022 - 1:00 pm
SJI	SLS	Amper	Rancy	Sept 15-21, 2022	Sept 16, 2022 - 2:00 pm
SJI	SLS	Ariola	Exelrose	Sept 15-21, 2022	Sept 19, 2022 - 10:00 am
SJI	SCD	Avila	Aviguer	Sept 15-21, 2022	Sept 19, 2022 - 11:00 am
SJI	HRD	Balala	Cherrie	Sept 15-21, 2022	Sept 20, 2022 - 1:00 pm
SJI	SCD	Balan	Geraldine	Sept 15-21, 2022	Sept 20, 2022 - 2:00 pm
SJI	HRD	Benitez	Lovely	Sept 15-21, 2022	Sept 21, 2022 - 10:00 am
SJI	SLS	Bernabe	Taralyn	Sept 22-28, 2022	Sept 21, 2022 - 11:00 am
SJI	AUD	Besañez	Cheenee	Sept 22-28, 2022	Sept 22, 2022 - 10:00 am
SJI	SLS	Bongalos	Cecile	Sept 22-28, 2022	Sept 22, 2022 - 2:00 pm
SJI	SCD	Cañete	Jenny Lyn	Sept 22-28, 2022	Sept 27, 2022 - 10:00 am
SJI	SLS	Cañones	Catherine	Sept 22-28, 2022	Sept 27, 2022 - 11:00 am
SJI	SLS	Compra	Rosemarie	Sept 22-28, 2022	Sept 28, 2022 - 10:00 am
SJI	SLS	Domingo	Miraflor	Sept 22-28, 2022	Sept 28, 2022 - 11:00 am
SJI	SLS	Enetorio	Ellen Rose	Sept 22-28, 2022	Sept 28, 2022 - 01:00 pm
SJI	AUD	Esperat	Jedidah	Sept 29-Oct 5, 2022	Sept 28, 2022 - 02:00 pm
SJI	SLS	Fernando	Genevie	Sept 29-Oct 5, 2022	Sept 30, 2022 - 1:00 pm
SJI	MKT	Francisco	Mercedes	Sept 29-Oct 5, 2022	Sept 30, 2022 - 2:00 pm
SJI	SLS	Gallemit	Danika Joy	Sept 29-Oct 5, 2022	Oct 3, 2022 - 10:00 am
SJI	SCD	Garcia	Joseline	Sept 29-Oct 5, 2022	Oct 3, 2022 - 11:00 am
SJI	HRD	Gemperoso	Jane Adelee	Sept 29-Oct 5, 2022	Oct 4, 2022 - 1:00 pm
SJI	SCD	Hipolito	Raquel Jane	Sept 29-Oct 5, 2022	Oct 4, 2022 - 2:00 pm
SJI	SLS	Ibanez	Lian Joyce	Sept 29-Oct 5, 2022	Oct 5, 2022 - 11:00 am
SJI	SLS	Impas	Sieryl	Oct 6-12, 2022	Oct 5, 2022 - 10:00 am
SJI	SCD	Lavesores	Maria Elena	Oct 6-12, 2022	Oct 6, 2022 - 1:00 pm
SJI	HRD	Ledesma	Shalaine	Oct 6-12, 2022	Oct 6, 2022 - 2:00 pm
SJI	SLS	Limen	Annie	Oct 6-12, 2022	Oct 11, 2022 - 10:00 am
SJI	SLS	Locson	Leni Lyne	Oct 6-12, 2022	Oct 11, 2022 - 11:00 am
SJI	SLS	Malcampo	Annamarie	Oct 6-12, 2022	Oct 13, 2022 - 11:00 am
SJI	SLS	Mendoza	Jellivie	Oct 6-12, 2022	Oct 13, 2022 - 01:00 pm
SJI	SLS	Miano	Jenifer	Oct 13-19, 2022	Oct 13, 2022 - 02:00 pm
SJI	SCD	Montecino	Ma. Theresa	Oct 13-19, 2022	Oct 14, 2022 - 10:00 am
SJI	SLS	Napolereyes	Mayrose	Oct 13-19, 2022	Oct 14, 2022 - 11:00 am
SJI	SLS	Navarro	Marry Fe	Oct 13-19, 2022	Oct 14, 2022 - 1:00 pm
SJI	SCD	Nonong	Lilibeth	Oct 13-19, 2022	Oct 14, 2022 - 2:00 pm
SJI	SCD	Pascua	Marlyn	Oct 13-19, 2022	Oct 17, 2022 - 10:00 am
SJI	HRD	Penola	Araceli	Oct 13-19, 2022	Oct 17, 2022 - 11:00 am
SJI	SLS	Pilla	Jonalyn	Oct 13-19, 2022	Oct 17, 2022 - 01:00 pm
SJI	SLS	Quevedo	Mercy	Oct 20-31, 2022	Oct 17, 2022 - 02:00 pm
SJI	SLS	Regidor	Ericka Joy	Oct 20-31, 2022	Oct 18, 2022 - 10:00 am
SJI	HRD	Revillas	Jocelyn	Oct 20-31, 2022	Oct 18, 2022 - 11:00 am
SJI	SLS	Rivera	Angelica	Oct 20-31, 2022	Oct 18, 2022 - 01:00 pm
SJI	SLS	Santiago	Noela	Oct 20-31, 2022	Oct 18, 2022 - 02:00 pm
SJI	SLS	Selinel	Lovelyn	Oct 20-31, 2022	Oct 19, 2022 - 10:00 am
SJI	SCD	Septimo	Rebecca	Oct 20-31, 2022	Oct 19, 2022 - 11:00 am

SJI	SLS	Serrano	Elvie	Oct 20-31, 2022	Oct 20, 2022 - 10:00 am
SJI	SCD	Tubo	Angelie	Oct 20-31, 2022	Oct 20, 2022 - 11:00 am
SJI	HRD	Vacaro	Emely	Oct 20-31, 2022	Oct 20, 2022 - 01:00 pm

Medical Exam	Age group requirements
1. Complete Blood Count(CBC)	All age group
2. Urine Analysis	All age group
3. Stool Analysis	All age group
4. Hepa Screening	All age group
5. Chest Xray	All age group
6. Oral Prophylaxis	All age group
7. Total Cholesterol Profile	Requires fasting for 8 to 10 hours is a requirement
8. HBA1C	
9. ECG	Only for 40 years old and above
10. Eye Checkup	
11. Mamogram	Only for Female 40 years old and above
12. Papsmear	

In this connection, we are forwarding to you the schedule for the medical-dental checkup. Please take time to read the

1. The time spent for the Medical-Dental Examination will be considered an OFFICIAL time out.
2. Proceed to Ciudad Medical at HMO section (HMO will be open between 8:00 AM to 5:00 PM Monday to Saturday)
 - To assist you please look for Ma'am Gay and present your ID and Medical Card.
 - For those Team Members who want to go on Sunday and earlier than 8:00 am or later than 5:00 pm please proceed directly to OPD section and present your ID and Medical Card
- a. Fasting is NOT a requirement for the standard or routine Annual Check-Up package.
- b. Fasting for 8 to 10 hours is a requirement for modified annual check-up package which include blood chemistries (e.g.fasting blood sugar, cholesterol, lipid profile etc.)
- c. Stool sample to be collected within 1 to 2 hours prior to the submission to the laboratory (extended time would cause contamination).
- d. Urine sample to be collected 15 minutes prior to submission to the laboratory (extended time would cause contamination). The CMZ will be providing the specimen container for the urine.
- e. Proper labeling of your specimen bottles to avoid switching of specimen and errors on the test results.
- f. For Papsmear female team member(s) 40 years old and above, should observe 48 hours of sexual abstinence prior to the availment. Kindly proceed to the clinic of any of the following doctor.

Dr. Filomena Soriano
Room 102 ground floor
Mon-Sat (10am-12nn and 2-5pm)

Dr. Suzanne Tan
Room 231 2nd floor
Mon-Sat (9am-12nn)

3. For the Dental check-up proceed to the clinic of Dra. Melanie Lim-Chua at the 2nd floor of Yang's Hotel.

IMPORTANT REMINDER: 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 name 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.

For clarifications and questions please call Ma'am Ira.

For your information and guidance.