

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

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

Re: Annual Physical Examination 2023 (Medical and Dental Check-up)

Date: January 5, 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

January 25-February 25, 2023

	Name	Area	
1	Dingding, Jine Bebs Evardone	BGO	
2	Jalao, Richel Sevilla	BGO	
3	Maquiling, Fe Bangues	CDO	With Intellicare
4	Salazar, Lovely Jean -	CDO	
5	Pasco, Rudelyn Bonefe	CDO	
6	Junlay, Maria Lynlou Rivero	CDO	
7	Villanueva, Elvira Gatab	CDO	
8	Litheo, Maryjane Guimba	CDO	
9	Sanguenza, Glezandra Simbahon	CDO	
10	Goc-ong, Roxette Bucoy	DDS	
11	Hibaya, Esterlita Bagispas	DPL	With Intellicare
12	Ferrer, Maria Febie Bullifer	DPL	
13	Bayron, Marivic Aronda	DPL	
14	Bagnol, Abegail Cadungog	DPL	
15	Desaca, Marivic Edama	DPL	With Intellicare
16	Casiño, Belinda Santiago	Iligan	With Intellicare
17	Geonzon, Flordeliza Sebumpan	Iligan	With Intellicare
18	Capadiso, Jinah Banawan	Iligan	With Intellicare
19	Walohan, Elsie Cajote	Iligan	With Intellicare
20	Estrada, Decci Hope Magpulong	Iligan	
21	Laguna, Ivy Grace Olbes	Iligan	
22	Magsanay, Olga May Maglinao	Iligan	With Intellicare

23	Apiong, Angelique Awiten	Iligan
24	Cagurin, Lolita Dapo	IPL
25	Tupas, Claire Villabeto	IPL
26	Aliñabo, Macjean Cadayona	KAP
27	Cuico, Jossieme Palma	KID
28	Rulona, Marielle Toledo	KID
29	Balasabas, Merrycris Fortin	KID
30	Luz, Candy Buhisan	OQA
31	Pangasian, Noreen Shenn Bongabong	OQA
32	Cortes, Pretchie Calunsag	OZM
33	Torres, Janissa Rose Caballero	OZM
34	Gimeno, Gemma Pikit-pikit	OZM
35	Magbanua, Chincky Alkene Ansalay	PAN
36	Espina, Leach Gulmatico	PAN
37	Romero, Mary Cecille Casil	Pagadian
38	Banasco, Miraluna Lagait	Pagadian
39	Coraza, Mariel Alosbanos	Pagadian
40	Calderon, Joanmie Sabio	Pagadian
41	Duyag, Welyn Diano	Pagadian
42	Tendero, Kate Villa	POL
43	Malazarte, Anacel Guevarra	POL
44	Magtagad, Lani Jane -	SND
45	Fajartin, Julie Ann Jurilla	TAC
46	Layug, Daisy Jane Genobaten	TAC
47	Antonio, Esther Suaga	TAC
48	Lanayan, Jessa Jeil Juntilla	VLA
49	Antinero, Mae Igalinos	VLA
50	Goles, Janilyn Tinoy	VLA

With Intellicare

Medical Exam	Requirements for 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.

1. The time spent for the Medical-Dental Examination will be considered an OFFICIAL time out.

2. Proceed to Laboratory and Dental Clinic for the medical procedures

- For Iligan Team Members without HMO you may proceed to Bamboo Doctors and present your Sophia ID with your Medical Card.

- For Pagadian Team Members without HMO you may proceed to ZDS MULTI LABORATORY and present your Sophia ID with your Medical Card.

- For Team Members with Intellicare, APE will start on **January 10-February 10, 2023**. Kindly proceed to the following accredited hospital/clinic according to your area with the following reminders for you to accomodate.

DR. HENRY DE VILLA MEMORIAL HOSPITAL

SAGUN STREET, IPIL

ZAMBOANGA CITY

Telephone no.CEL NO: 0929-7865101

CAGURIN, LOLITA DAPO

80-20-00105-00083-00

GERONIMO DIAGNOSTIC CLINIC

FRONTING DIPOLOG CITY AIRPORT ROTUNDA NATIONAL HIGHWAY MINAOG

DIPOLOG CITY

Telephone no.

HIBAYA, ESTERLITA BAGISPAS

80-20-00105-00067-00

DESACA, MARIVIC EDAMA

80-20-00105-00019-00

HEALTHCHECK CLINIC AND DIAGNOSTIC CENTER

UNO BLDG., APOLINAR VELEZ STREET,

CAGAYAN DE ORO CITY

Telephone no.(088) 227-12957

MAQUILING, FE BANGUES

80-20-00105-00041-00

MAYO DIAGNOSTIC CENTER

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

ILIGAN CITY

Telephone no.

CASIÑO, BELINDA SANTIAGO

80-20-00105-00065-00

GEONZON, FLORDELIZA SEBUMPAN

80-20-00105-00073-00

MAGSANAY, OLGA MAY MAGLINAO

80-20-00105-00038-00

WALOHAN, ELSIE CAJOTE

80-20-00105-00060-00

CAPADISO, JINAH BANAWAN

80-20-00105-00014-00

The member/s will undergo the following procedures

- APE BASIC 5 (Physical Exam, Urinalysis, Fecalalysis, Chest X-Ray & CBC)
- ECG-(For members age thirty-five [35] years and above, or if indicated)
- PAPSMEAR-(For female members age thirty-five [35] years and above, or if prescribed)
- EVALUATIVE DOCTOR'S CONSULTATION

Special Instruction(s)

- 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 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).
- No need for fasting preparation
- Patients should present their Intellicare card and any valid ID prior to any availment. We are strictly implementing a NO ID, NO APE policy.
- Patients should personally pick up results to avoid delays. (Except for Aventus Clinics)
- Processing of results is 3-5 working days

a. Fasting for 10-12 hours is a requirement for Total Cholesterol Profile/Lipid Profile and HBA1C

c. Stool sample to be collected within 1 to 2 hours prior to the submission to the laboratory (extended time would cause contamination).

- For Pagadian Team Members, must bring a fresh pea size amount of stool sample in a sterile specimen cup.

d. Urine sample to be collected 15 minutes prior to submission to the laboratory (extended time would cause contamination).

e. Proper labeling of your specimen bottles to avoid switching of specimen and errors on the test results.

3. For the Dental check-up Team Members may go to the nearest available dental clinic.

- For Iligan Team Members, you may go to Tooth and Smile Dental Zone and present your ID.

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 you will have to shoulder the cost.

4. After the Annual Medical and Dental check-up, please return the medical card with signature together with your result to HR. You may also send a picture of your medical card and result through email of hadmin@teamtngc.com or to M'Ira immgregorio@teamtngc.com

For clarifications and questions please call Ma'am Ira.

For your information and guidance.