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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2024-0536

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (SGOD)  
Chief Education Supervisor (CID)  
School Health Section  
School Principal of Don Manuel A. Javellana Memorial National High School

Subject: **DON MANUEL A. JAVELLANA MEMORIAL NATIONAL HIGH SCHOOL  
SENIOR HIGH STUDENTS MEDICAL CHECK-UP FOR WORK  
IMMERSION**

Date: October 16, 2024

Attached is a letter from **Michael S. Rubino** re: **Senior High Students Medical Check-Up for Work Immersion on October 16, 2024 at Don Manuel A. Javellana Memorial National High School.**

The school is hereby directed to prepare the medical forms of the senior high students with filled-out basic information such as name, age, sex, etc., including height and weight. Vital signs shall be checked by the medical team.

Travel and other incidental expenses relative to the participation to these activities shall be charged against the Division MOOE funds subject to the usual accounting and auditing rules and regulations.

For your information and guidance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

**RELEASED**

**CCT 16 2024**

SGOD/ABA/cjms

RECORDS SECTION SDO PANABO CITY

BY 



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Republic of the Philippines  
Department of Education  
REGION XI  
Province of Davao del Norte  
Panabo City Division

**DON MANUEL A. JAVELLANA MEMORIAL NATIONAL HIGH SCHOOL**  
Homeland Subd., Brgy. DAPCO, Panabo City

October 15, 2024

**DR. JINKY B. FIRMAN, CESO VI**  
Schools Division Superintendent  
Division of Panabo City

**THRU: DR. ARLENE L. CHOI, RPh, MD**  
Medical Officer III  
Division of Panabo City



Dear Ma'am,

Greetings!

As part of our preparation for the upcoming Work Immersion program for Grade 12 students of Don Manuel A. Javellana Memorial National High School, we would like to request your good office to conduct a medical check-up for our students. This initiative is crucial to ensure the health and well-being of our learners, as they will be entering various workplaces and will need to be physically and mentally prepared for the challenges ahead.

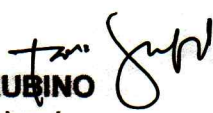
In line with this, we respectfully ask the Division Medical Team to visit our school and carry out the necessary medical assessments for the Grade 12 students on **October 16, 2024**. This initiative is a vital step in safeguarding the well-being of our students as they transition into the workplace environment.

Your support in this matter is highly appreciated, as it will greatly contribute to the readiness and safety of our students during their Work Immersion.

We look forward to a positive response and the opportunity to collaborate with you in this endeavor.

Thank you very much for your attention to this request.

Respectfully,

  
**MICHAEL S. RUBINO**  
OIC-Head Teacher I