

## 1. Physical and Medical Examination for Incoming Freshmen

Office or Division		Health Services Unit			
Classification		Simple			
Type of Transaction		G2C -Government to Citizen			
Who may avail:		Incoming Freshmen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Certification of Passing the Interview					
Chest X-ray Plate with R	esult				
Drug Test Result					
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSIN	PERSON	
		TO BE	G TIME	RESPONSIBLE	
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Present Approval	Inspect the Validity of the Document	None	1-minute	University Nurse	
Slip for undergoing	presented.				
Physical and Medical Examination.	presented.				
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2. Submit self to X-ray	Provide the patient	None	1-3 minutes	University Nurse	
and Drug test	with a chest x-ray				
procedure.	request and drug				
	test slip.				
X-ray findings will be	Refer to the University	None	1-2 minutes		
subjected to repeat the	Physician for the				
procedure for	request for a repeat				
confirmation of the	X-ray.				
result.					
3. Submit self to	Guides the patient in	None	1-5 minutes	University Nurse/	
Physical	accomplishing			RHU registered	
examination.	Student Health			nurse	
Students residing in	Record.				
other Municipalities	1 tooora.				
may have their P.E in	Provide the form to				
their respective Rural	be used in P.E				
Health units.	be used in P.E				
4. Subject oneself for	Measure the vital	None	5-10 minutes	University Nurse/	
vital signs taking,	signs, height and	NOHE	J-10 IIIIIIules	RHU registered	
height, and weight	weight			nurse	
determination					
5. Subject oneself for	Performs Physical	None	10-15	University	
Physical examination	Examination including	INOLIG	minutes	Physician/ RHU	
including visual acuity.	visual acuity.		minates	Physician	
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6. Wait for the	Post Medical	None	At least 24	University Nurse as
release of Medical for at	Examination Result		Hours	approved by
least 1 working day.	through PWEBS.			University Physician
Scan all medical results	Check the validity	None	1-2 days	
(X-ray, Drug Test,	documents submitted			
Physical Exam and	and relay results to			
send to University	the University			
Health Unit Official	Physician.			
email.				
Total		None	30-40	
			minutes	



## 2. Physical and Medical Examination (Sophomore, Junior and Senior Students)

Office or Division		Health Services Unit			
Classification		Simple			
Type of Transaction		G2C -Government to Citizen			
Who may avail:		Sophomore, Junior and Senior Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Valid School ID Chest X-ray plate with result					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present Approval Slip for undergoing Physical and Medical Examination.	Inspect the Validity of the Document presented.	None	1-minute	University Nurse	
<ul><li>2. Submit self to X-ray procedure.</li><li>X-ray findings will be subjected to repeat the procedure for</li></ul>	Provide the patient with a chest x-ray request. Refer to the University Physician	None None	1-3 minutes 1-2 minutes	University Nurse	
confirmation of the result.	for the request for a repeat X-ray.				
3. Submit self to Physical examination. Bring results during the P.E Students residing in other Municipalities may have their P.E in their respective Rural Health	Guides the patient in accomplishing Student Health Record.  Provide the form to be used in P. E	None	1-5 minutes	University Nurse/ RHU registered nurse	
units.  4. Subject oneself for vital signs taking, height, and weight determination and visual acuity	Measure the vital signs, height and weight	None	5-10 minutes	University Nurse/ RHU registered nurse	
5. Wait for the release of Medical for at least 1 working day. Scan all medical results (X-ray, Drug Test, Physical Exam and send to University Health Unit Official email.	Post Medical Examination Result through PWEBS. Check the validity documents submitted and relay results to the University Physician.	None	At least 24 Hours 1-2 days	University Nurse as approved by University Physician	
Total		None	30-40 minutes		
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