



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 Result Drug Test 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
2. Submit self to X-ray and Drug test procedure.	Provide the patient with a chest x-ray request and drug test slip.	None	1-3 minutes	University Nurse
X-ray findings will be subjected to repeat the procedure for confirmation of the result.	Refer to the University Physician for the request for a repeat X-ray.	None	1-2 minutes	
3. Submit self to Physical examination. Students residing in other Municipalities may have their P.E in their respective Rural Health units.	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
4. Subject oneself for vital signs taking, height, and weight determination	Measure the vital signs, height and weight	None	5-10 minutes	University Nurse/ RHU registered nurse
5. Subject oneself for Physical examination including visual acuity.	Performs Physical Examination including visual acuity.	None	10-15 minutes	University Physician/ RHU Physician



6. Wait for the release of Medical for at least 1 working day.	Post Medical Examination Result through PWEBS.	None	At least 24 Hours	University Nurse as approved by University Physician
Scan all medical results (X-ray, Drug Test, Physical Exam and send to University Health Unit Official email.	Check the validity documents submitted and relay results to the University Physician.	None	1-2 days	
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
2. Submit self to X-ray procedure. X-ray findings will be subjected to repeat the procedure for confirmation of the result.	Provide the patient with a chest x-ray request. Refer to the University Physician for the request for a repeat X-ray.	None	1-3 minutes	University Nurse
		None	1-2 minutes	
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 units.	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
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	University Nurse as approved by University Physician
		None	1-2 days	
Total		None	30-40 minutes	