

# ATTENTION INCOMING FIRST YEAR STUDENTS SY 2018-2019

All incoming first years are required to have their Physical and Laboratory Examinations at Cebu Velez General Hospital (CVGH) before enrollment. Please follow the procedure below.

## PROCEDURE

### ***Before Medical Examination***

1. Choose a date from the schedule allotted per program (***please see schedule below***).
2. Call the OSSA/Guidance at (032)253-2018 at least one week before the scheduled dates for your college to check if your chosen date is available. Only 30 students will be accommodated per day, 15 students in the morning, 15 students in the afternoon, first come first served basis.

### ***During the Medical Examination***

- Fill out information form from the **Velez College Cashier**.
- **Step 2**
  - Submit the form to the cashier with your **medical examination fee (PhP 2,250)**. Wait for your receipt, and information form.
- **Step 3**
  - Proceed to **CVGH Billing Section Window 1** (*at the back of the information Section*). Present your receipt and information form and wait for the request form to be issued by the teller.
- **Step 4**
  - Have your chest X-Ray taken at the **X-Ray Department**.
- **Step 5**
  - Proceed to the **CVGH laboratory** for the laboratory tests (CBC, HBsAg, Anti Hep, SE, UA). Results will be forwarded to Velez College School Clinic.
- **Step 6**
  - Enlist your name for physical examination at the **school clinic**, located at the Out Patient Department (Ground Flr., CVGH). Report for physical examination as scheduled by the school nurse.
- **Step 7**
  - Obtain **Medical Certificate** from the school physician to be presented during enrollment.

## SCHEDULE FOR LABORATORY EXAMS

Program	Within Cebu	Outside Cebu
BSN	May 7-11, 15-16 15 students in the morning, 15 students in the afternoon	June 29, July 2
BSOT, BSPT	May 17, 18, 21-23 15 students in the morning, 15 students in the afternoon	July 3,4,5
BSMT	May 24, 25, 28-31 (AM & PM) 15 students in the morning, 15 students in the afternoon  June 1, 4-8, 11, 13, 14, 18-22 (8-12 am only, 15 students /day)	July 9-13
Biology	June 25-26 (8-12 am only) (8-12 am only, 15 students /day)	July 6
Students from different program who failed to have their medical examination during their scheduled dates.	June 27-28 (8-12 am only, 15 students /day)	

**Available dates for Physical Examination *(to be scheduled by the school nurse)*:**

May 10, 11, 28- 31
June 1, 11,13, 14; 19-22,25- 29
July 2-6; 9-13

### Reminders:

- Please report during your scheduled date of medical examination. You are highly encouraged to follow accordingly the schedule of examinations provided above.
  
- For concerns and clarifications, please call the Guidance Office at (032) 2532018 or the school clinic at (032) 2531871 loc 908.