



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

August 22, 2025

**DIVISION MEMORANDUM**  
No. A10, s. 2025

**FLEXIBILITY TO IMPLEMENT DEPED ORDER NO. 16, s. 2025 AND  
THE IMMEDIATE PROCESSING OF MEDICAL ALLOWANCE**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
SDO Unit Heads  
District Heads  
School Heads (Elementary & Secondary)  
All Others Concerned

1. Pursuant to **DepEd Memorandum DM-OUHROD-2025-2362 dated August 20, 2025**, all concerned are hereby informed that **eligible personnel may still opt to change their mode of availment of the FY 2025 Medical Allowance** depending on their need and preference. This is to ensure the **timely release of benefits not later than August 31, 2025**.

2. All School Heads are requested to submit the duly accomplished and signed **Annex E** to this **Office c/o Personnel Unit on or before August 27, 2025**.

3. For proper guidance, the following are the **modes of availment** of the Medical Allowance:

**1. Group Availment**

- a. Once the total pooled budget is determined, the Administrative Division shall serve as the End-User (EU) and prepare the procurement planning documents and other requirements needed.
- b. The minimum technical specifications of the HMO to be acquired shall contain the following benefits as minimum:
  - i. In-patient benefit;
  - ii. Out-patient benefit;
  - iii. Emergency care benefit;
  - iv. Annual Physical Exam; and
  - v. Dental benefit.

Further, the HMO coverage shall be for a period of 12 months. In accordance with the existing procurement rules and regulations, the EU shall ensure the conduct of industry/market surveys to effectively determine the final technical specifications for the procurement project, in consideration of the identified budget allocation based on the number of personnel who availed of this option.

- c. After successful procurement process, the EU shall implement the project and provide the procured HMO-type product. The awarded service provider shall deliver the services as stated in the contract.

**General Procedures for the Grant of Medical Allowance in Cash Form**

Upon determination of the total number of DepEd personnel who shall avail of the Medical Allowance in cash form, based on the submitted Medical Allowance Registration Forms, the



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Administrative Division shall prepare the payroll, supported by the necessary documentary requirements.

The Finance Division/Unit shall thereafter facilitate the release of Php7,000.00 to qualified DepEd personnel.

**2. Individual Availment for availing of new/ renewal of HMO**

- a. Upon receipt of the Medical Allowance, DepEd personnel may use the same for the availment of a new or the renewal of an existing HMO-type product.
- b. The concerned personnel shall submit proof of enrollment with an HMO provider, which may include, but shall not be limited to any of the following:
  - i. copy of HMO agreement;
  - ii. valid identification (ID) card issued by the HMO provider reflecting the name of the employee; or
  - iii. official receipt for the payment of the membership fee for the HMO product acquired
- c. In cases where the HMO-type product availed is below the rate of P7,000 medical allowance, the personnel shall not be obliged to refund the excess amount.


**3. Individual Availment for payment of medical expenses**

- a. DepEd personnel must secure any certification identifying them with any of the following conditions namely:
  - i. Their localities/communities are identified as GIDA; •
  - ii. Their localities/communities have no adequate HMO branch or office of a licensed HMO company, as certified by the head of agency; or
  - iii. Their application in acquiring HMO coverage has been denied by an HMO company
- b. Upon issuance of the said certification, the concerned personnel may now be authorized to utilize the Medical Allowance for the payment of medical expenses, such as but not limited to hospitalization, emergency care, diagnostic tests, and medicines.
- c. When the Medical Allowance is utilized for the payment of medical expenses, any amount incurred in excess of the Php7,000.00 shall not be subject to reimbursement by DepEd.

Please take note that through the Individual Availment modes, personnel are required to submit proof of availment or renewal of an HMO-type product, or proof of payment for medical expenses. Such proof must bear the name of the concerned DepEd personnel and be accompanied by other supporting documents, subject to the usual accounting and auditing rules and regulations. It is strongly advised that the concerned DepEd personnel submit such documents immediately as soon as able and available. Failure to comply shall result in the withholding of the personnel's Medical Allowance for the succeeding year, until such obligations are settled.

4. Immediate and wide dissemination of this memorandum is enjoined.



  
**MARGARITO A. CADAYONA, JR. PhD, CESO VI**  
OIC - Schools Division Superintendent



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## Department of Education

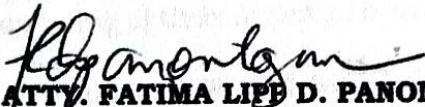
### OFFICE OF THE UNDERSECRETARY

#### HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

#### MEMORANDUM

DM-OUHROD-2025-2362

TO : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

FROM :   
**ATTY. FATIMA LIPI D. PANONTONGAN**  
*Undersecretary and Chief of Staff*

  
**WILFREDO E. CABRAL**  
*Undersecretary*

SUBJECT : **FLEXIBILITY TO IMPLEMENT DEPED ORDER NO. 16, S. 2025**  
**AND THE IMMEDIATE PROCESSING OF MEDICAL**  
**ALLOWANCE**

DATE : 20 AUGUST 2025

With reference to Memorandum DM-OUHROD-2025-2298, titled *Immediate Processing and Release of Medical Allowance for Individual Availment Form (Payroll Cash Disbursement)* dated August 15, 2025, and in line with the ongoing implementation of the DepEd Order No. 016, s. 2025, titled *Guidelines on the Grant of Medical allowance to the Department of Education Personnel*, please be informed that eligible personnel, depending on their need and preference, may still opt to change their mode of availment from Group/Agency Procurement to Individual Availment (Cash Form through payroll disbursement) to ensure the timely release of their medical allowance on August 31, 2025.

Recognizing the benefits of availing a more comprehensive HMO-type product through group/bulk purchase, eligible personnel who have opted to receive the said allowance in cash may also organize themselves or avail of an HMO-type product through their respective employees' organization, associations, or cooperatives.

Regional Offices (ROs) and Schools Division Offices (SDOs) with ongoing procurement process may continue with their current process, taking into consideration the possible changes in the preferred mode of availment of employees.

Please ensure that all teachers and employees are properly apprised of the status of payroll disbursement and/or procurement stages.

To facilitate the changes in the preferred mode of availment, the following processes shall be undertaken:

1. A master list from the School, SDO, and RO shall be required, containing only the names of employees who opted to change their preferred mode of availment (*See attached template*).
2. The master list shall be submitted to the designated focal office (FO) in the RO or SDO for the updating of their Annex A/consent form.

In case of insufficient PS funds, ROs and SDOs shall request funding from their respective DBM counterparts.

For further inquiries or concerns, kindly contact the **BHROD-EWD** through Viber at 0962 895 1363 or email [bhrod.ewd@deped.gov.ph](mailto:bhrod.ewd@deped.gov.ph).

For your information and guidance.



*Annex E - Change of Availment Form*

Region: \_\_\_\_\_ Division: \_\_\_\_\_

Name of School (if applicable): \_\_\_\_\_

NAME	EMPLOYEE #	ORIGINAL AVAILMENT	NEW AVAILMENT OPTION	SIGNATURE

\*\*\* please use additional sheet if necessary

Consolidated by:

Received by:

\_\_\_\_\_  
Name and Signature  
(School Head/Division Chief)

\_\_\_\_\_  
Name and Signature  
(RO/SDO Focal Office)