



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

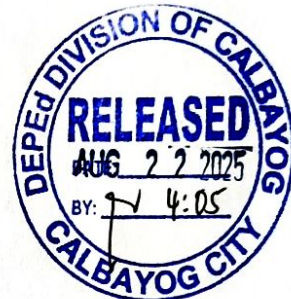
Office of the Schools Division Superintendent

OFFICE MEMORANDUM

No. 041 s. 2025

TO: Education Program Supervisor
Public Schools Districts Supervisors
Unit Heads
All Others Concerned

FROM: *for: phen p. Agm*
MARGARITO A. CADAYONA, JR. PhD CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



DATE: August 22, 2025

SUBJECT: **URGENT MEETING ON THE IMMEDIATE PROCESSING OF FY 2025 MEDICAL ALLOWANCE**

1. In the interest of service and to ensure the timely facilitation of the **Fiscal Year 2025 Medical Allowance**, a **special meeting with the OIC – Assistant Schools Division Superintendent** is hereby called on **August 26, 2025 at 1:00 PM** to be held **at the Division Office Conference Hall**
2. The purpose of the meeting is to **discuss, align, and fast-track the steps necessary for the timely release and availment of the FY 2025 Medical Allowance**, including the proper submission, consolidation, and validation of Annex A forms, preferred mode of availment, and preparation of required procurement documents.
3. Attendance is **mandatory** for all personnel directly involved in the processing and facilitation of the said allowance.
4. For immediate and strict compliance.



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