



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
**OSDS-2025-174**

To : Micah Fuentes - Medical Officer III  
Francis Jude D. Alcomendras – AO V (Administrative Unit)  
Myhrra Faye Ll. Bontia – AO IV- HRMO Designate  
Neptune L. Tambilawan - AO V- Budget Officer  
Ma. Florinel G. Gallardo – Accountant III

Subject : **Attendance to the Conduct of Orientation on the Implementation of DepEd Order No. 16, 2025 (Grant of Medical Allowance to DepEd Personnel)**

Date : June 26, 2025

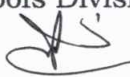
In reference to Memorandum DM-HROD-2025-1631 dated June 18, 2025, re: Conduct of Orientation on the Implementation of DepEd Order No. 16, s. 2025, (Grant of Medical Allowance to DepEd Personnel) this office directs all concern to attend the said activity.

To ensure effective and consistent implementation, the Bureau of Human Resource and Organizational Development-Employee Welfare Division (BHROD-EWD) will conduct an **online orientation** on July 1, 2025 via Microsoft Teams Platform.

Identified participants are requested to register their attendance to the online orientation through the [link: https://tinyurl.com/MedAllowanceOrientation](https://tinyurl.com/MedAllowanceOrientation).

For information and guidance.

For and in the absence of the Schools Division Superintendent

  
**NEPTUNE L. TAMBILAWAN**  
Administrative Officer V/Budget  
Officer-In-Charge

Enclosed: As stated.  
OSDS/bfd/nlt



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396

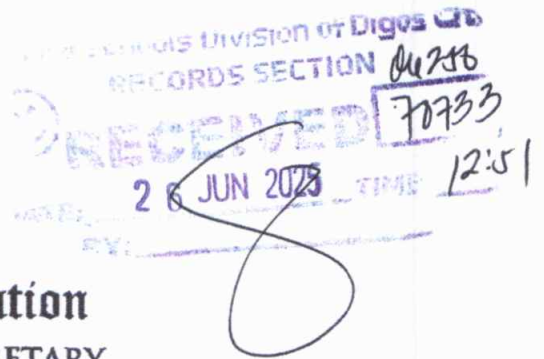


Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**  
**DM-HROD-2025-1631**

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

**FROM : WILFREDO E. CABRAL**  
*Undersecretary*

**SUBJECT : CONDUCT OF ORIENTATION ON THE IMPLEMENTATION OF DEPED  
ORDER NO. 16, S. 2025 (GRANT OF MEDICAL ALLOWANCE TO  
DEPED PERSONNEL)**

**DATE : 18 June 2025**

The Department of Education recognizes the crucial role of its human capital in the attainment and delivery of quality basic education. To ensure a healthy and productive workforce, mental and physical fitness programs are needed to promote the general welfare and holistic well-being of employees.

Executive Order No. 64, s. 2024 and the Department of Budget and Management (DBM) Circular No. 2024-6, authorizes the grant of Medical Allowance amounting to Php 7,000.00. In line with this, DepEd shall conduct its first-year implementation of the subsidy for the availment of health-maintenance organization (HMO)-type benefits and other related medical expenses.

To ensure effective and consistent implementation, the Bureau of Human Resource and Organizational Development-Employee Welfare Division (BHROD-EWD) shall conduct an **online orientation** to familiarize field implementers on the guidelines and procedures of these health initiatives on **July 1, 2025** via Microsoft Teams platform.

Identified participants are requested to register their attendance to the online orientation through the link: <https://tinyurl.com/MedAllowanceOrientation> or using the QR code below.



*Registration Form*



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494  
Email Address: [usec.hrod@depd.gov.ph](mailto:usec.hrod@depd.gov.ph) | Website: [www.depd.gov.ph](http://www.depd.gov.ph)

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**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

In order to maximize participation to the online orientation, the following personnel are expected to represent their respective Offices:

**Per Regional Office (RO)**

- Chief of Administrative Division
- Human Resource Management Officer (HRMO)
- Chief of Finance Division
- Budget Officer
- Accountant
- Medical Officer

**Per Schools Division Office (SDO)**

- AO V of Administrative Unit
- Human Resource Management Officer (HRMO)
- Budget Officer
- Accountant
- Medical Officer from any SDO within the Region

For further inquiries and other concerns, please contact **Mr. Joshua Buyogan** of the **Employee Welfare Division** through email [joshua.buyogan@deped.gov.ph](mailto:joshua.buyogan@deped.gov.ph).

Thank you.



*Registration Form*

[BHROD-EWD/JBuyogan]



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