



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

**OSDS-2025- 270**

**To : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEF EDUCATION SUPERVISORS  
SCHOOLS DIVISION OFFICE PERSONNEL  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
SCHOOLS PERSONNEL - TEACHING AND NON-TEACHING**

**Subject : Procurement of Grant of Medical Allowance**

**Date : 12 August 2025**

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1. This has reference to DepEd Order No. 016, s. 2025 issued on June 9, 2025 entitled: ***“Guidelines on the Grant of Medical Allowance to the Department of Education Personnel”*** and Memorandum No. DM-OUHROD-20025-1775 with the subject: ***“Additional Instruction to Implement the DEPED Order No. 16, s. 2025 (Grant of Medical Allowance to the Department of Education Personnel) and Immediate Process of the Medical Allowance”*** issued on June 30, 2025.

2. Some of the salient points to avail the medical allowance are the following:

**1. Group Availment**

- i. *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.*
- ii. *The minimum technical specification of the HMO to be acquired shall contain the following benefits as minimum:*
  1. *In-patient benefit;*
  2. *Out-patient benefit;*
  3. *Emergency care benefit;*
  4. *Annual Physical Exam; and,*
  5. *Dental benefit.*
- iii. *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.*

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

- i. Upon receipt of the Medical Allowance, DepEd personnel may use the same for the availment of new or the renewal of an existing HMO-type product.
- ii. The concerned personnel shall submit proof of enrollment with an HMO provider, which may include, but not limited to any of the following:
  1. Copy of HMO agreement;
  2. Valid identification (ID) card issued by the HMO provider reflecting the name of the employee; or,
  3. Official receipt for the payment of the membership fee for the HMO product acquired."
- iii. In case where the HMO-product availed is below the rate of P7000 medical allowance, the personnel shall not be obliged to refund the excess amount.

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

- i. DepEd personnel must secure any certification identifying them with any of the following conditions namely:
  1. Their localities/communities are identified as GIDA;
  2. Their localities/communities have no adequate HMO branch or office of a licensed HMO company, as certified by the head of agency; or,
  3. Their application in acquiring HMO coverage has been denied by an HMO company.
- ii. 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.
- iii. When the Medical Allowance is utilized for the payment of medical expenses, any amount incurred in excess of the Php 7,000.00 shall not be subject to reimbursement by DepEd.

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

*The Finance Division/Unit shall thereafter facilitate the release of Php 7,000.00 to qualified DepEd Personnel."*

3. Attached in this Memorandum is the list of DepEd personnel who opted for: 1. Group Availment, 2. Individual availment for availing of new/renewal of HMO, 3. Individual availment for payment of medical expenses.

4. During scheduled Management Committee meeting on August 13, 2025, HMO providers are invited to introduce their product as initial process in the procurement of Group Availment. Should individuals opted to shift to Group Availment after the presentation of the HMO providers are encouraged to submit their intent immediately through their Schools Head.

5. DepEd personnel who opted for: Individual availment for availing of new/renewal of HMO and **Individual availment for payment of medical expenses shall be released with the Php 7,000.00 through payroll disbursement which shall be released per school for proper monitoring of compliance.** As provided in the Memorandum No. DM-OUHROD-20025-1775 dated June 30, 2025: *"x x x Individual Availment modes, personnel are required to submit proof of availment x x x. Such proof must bear the name of the concerned DepEd personnel x x x. 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 withholding of the personnel's Medical Allowance for the succeeding year, until such obligations are settled."*

6. DepEd personnel who opted for Individual Availment must submit the abovementioned proof within one month after the receiving the Medical Allowance of Php 7000. Failure to comply shall be dealt with according pursuant to DepEd Rules and Regulations.

7. For immediate dissemination and proper guidance.

DepEd Schools Division of Digos City  
RECORDS SECTION

RELEASED  
DATE: AUG 12 2025 TIME: 11:14am

  
MELANIE P. ESTACIO, Ph.D., CESO VI  
Schools Division Superintendent



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