



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2025- 251

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

Subject : Release of Medical Allowance and Compliance of Reportorial Requirements

Date : 22 August 2025

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. The Division of Digos City will release the Medial Allowance of eligible personnel next week on ***“Individual Availment”***. As such, it is recommended that all personnel shall scout for HMO provider of their own choice. After availing an HMO provider, Memorandum No. DM-OUHROD-20025-1775 dated June 30, 2025 stressed that: ***“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.”***

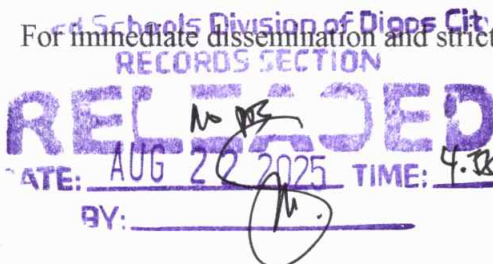
3. The same Memorandum provided that ***“The concerned personnel shall submit proof of enrollment with an HMO provider, which may include, but not limited to any of the following:***

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.”*

4. For the reportorial requirements of this Schools Division Office to the DepEd Regional Office, DepEd Central Office and Department of Budget and Management, concerned personnel shall submit to this Schools Division Office, thru their School Heads, on or before **September 5, 2025** the following:

- a. Amended Annex A indicating Individual Availment; and,
- b. Either one of the following: Copy of HMO agreement, Valid Identification (ID) Card or Official receipt for the payment of the membership fee for the HNMO product acquired.

5. For immediate dissemination and strict compliance.



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Schools Division Superintendent

