



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-2026- 110

**To :** ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
 CHIEF EDUCATION SUPERVISORS  
 PUBLIC SCHOOLS DISTRICT SUPERVISORS  
 EDUCATION PROGRAM SUPERVISORS  
 SECTIONS AND UNITS HEAD  
 ELEMENTARY AND SECONDARY SCHOOL HEADS  
 SCHOOLS DIVISION OFFICE PERSONNEL  
 SCHOOLS PERSONNEL - TEACHING AND NON-TEACHING

**Subject :** Grant of Medical Allowance 2026

**Date :** 05 May 2026

- This has reference to the Central Office Memorandum No. **DM-OUHRDO-2026-0160** issued on 26 January 2026 by Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development and Infrastructure with the subject: **“Instructions on the Implementation and Immediate Processing of the Medical Allowance for Fiscal Year 2026.”**
- In view of the foregoing, all personnel, teaching and non-teaching, are directed to submit on or before May 15, 2026 the **Annex A** (*Medical Allowance Registration Form*) of DepEd Order No. 16, s. 2025 to their respective Administrative Officer II for the Schools, who shall forward the same to the AO V, and Administrative Officer V for the SDO in order to determine the kind of availment of the personnel for purposes of finalizing the processing of the 2026 Medical Allowance.
- Download the form from this link:  
[https://docs.google.com/document/d/1kEMNvFi8mOd3oCJk\\_dMVhZeLpb9ooXmAsrMeofUDReQ/edit?usp=sharing](https://docs.google.com/document/d/1kEMNvFi8mOd3oCJk_dMVhZeLpb9ooXmAsrMeofUDReQ/edit?usp=sharing)
- For immediate dissemination and strict compliance.

For and in absence of:

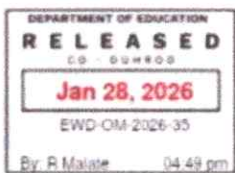
DepEd Schools Division of Digos City  
 RECORDS SECTION

MELANIE P. ESTACIO, PhD, CESO VI  
 Schools Division Superintendent

**RELEASED**  
 DATE: 05 MAY 2026 TIME: 7:24 AM  
 BY: \_\_\_\_\_

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI  
 Assistant Schools Division Superintendent  
 Officer-In-Charge





Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

DM-OUHROD-2026-0160

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

FROM :  E-signed by  
Wilfredo Cabral  
2026-01-26 8:48:07 PM  
**WILFREDO E. CABRAL**  
*Undersecretary for Human Resource and  
Organizational Development and Infrastructure*

SUBJECT : INSTRUCTIONS ON THE IMPLEMENTATION AND  
IMMEDIATE PROCESSING OF THE MEDICAL ALLOWANCE  
FOR FISCAL YEAR 2026

DATE : 26 January 2026

In line with the implementation of DepEd Order (DO) No. 16, s. 2025 titled *Guidelines on the Grant of Medical Allowance to the Department of Education Personnel*, all Focal Offices (FOs) identified under Section V.F (Roles and Responsibilities) for the Regional Offices (ROs), Schools Division Offices (SDOs), and the Central Office (CO) are hereby directed to **immediately facilitate the release of the medical allowance for FY 2026.**

For FY 2026, FOs across all governance levels are authorized to only process the release of medical allowance via payroll disbursement, particularly through the two (2) individual availment options. This is done to ensure the expeditious release **before the end of Quarter 1 of FY 2026, subject to the availability of funds.** To help meet this timeline, ROs and SDOs may frontload available Personnel Services (PS) funds as necessary.

Personnel who are already in the service and who are expected to render at least a **total or aggregate of six (6) months of service within FY 2026** shall be eligible for the Medical Allowance. **Newly hired personnel** shall be eligible **only after rendering six (6) months of service.** All eligible personnel **must submit Annex A (Medical Allowance Registration Form)** indicating their chosen individual mode of availment. FOs shall consolidate these forms as the basis for payroll processing.



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Employees **may opt to avail of medical services or HMO packages through duly registered employee cooperatives or associations**, which may offer more comprehensive coverage or discounted rates. While this is encouraged to support employee welfare initiatives, it is hereby emphasized that **no official or employee shall coerce, compel, or unduly influence any personnel** to avail of services from any HMO provider.

All ROs and SDOs are likewise enjoined to keep their respective records updated in **the nationwide online Medical Allowance monitoring system** through the following link: <https://tinyurl.com/Medical-Allowance-Report>

Further, all ROs and SDOs are reminded to submit the **FY 2025 DBM Report Form (Annex C of DO 16, s. 2025), consolidated into one report per Region only**, to the Central Office BHROD – Employee Welfare Division on or before **March 1, 2026**. For guidance:

- SDOs shall accomplish a consolidated DBM report covering all schools within their jurisdiction including the SDO proper, to be submitted to their respective Regional Focal person.
- ROs shall accomplish a consolidated DBM report covering all SDOs within their jurisdiction including the RO proper, to be submitted to the Central Office.

All Regional Offices are requested to upload the duly approved/signed consolidated reports through this link: <https://tinyurl.com/Regional-Data-Availment>

To further improve implementation and for the enhancement of the policy, employees and FOs are encouraged to provide feedback on the FY 2025 Medical Allowance implementation through the official feedback form, accessible via the links: <https://tinyurl.com/DO16FeedbackFocalOffices>  
<https://tinyurl.com/DO16FeedbackPersonnel>

Personnel who received the Medical Allowance in FY 2025 but have not submitted required proofs or documents are strongly reminded to comply. Failure to do so may affect eligibility for the FY 2026 Medical Allowance.

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

This memorandum is issued for your information and strict compliance.

