



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 598, s. 2025

**DISSEMINATION OF DM – OUHROD – 2025 – 2298 – FLEXIBILITY TO
IMPLEMENT AND THE IMMEDIATE PROCESSING OF MEDICAL ALLOWANCE**

TO: Assistant Schools Division Superintendent
CES – SGOD
CES – CID
Elementary & Secondary Public-School Heads
All Others Concerned

1. In line with the issuance from the Office of the Undersecretary dated 20 August 2025, titled "Flexibility to Implement DepEd Order No. 16, s. 2025 and the Immediate Processing of Medical Allowance," all concerned are hereby informed and guided accordingly.
2. Eligible personnel who have opted to receive the said allowance in cash may also organize themselves or avail of an HMO – type product through their respective employees' organization, associations, or cooperatives.
3. To facilitate the changes in the preferred mode of availment, the following process shall be undertaken:
 - a) A master list from the School, SDO, and RO shall be required, containing only the names of employees who opted to change their preferred mode of availment. (See attached template).
 - b) The master list shall be submitted to the designated focal office (FO) in the RO or SDO for the updating of their Annex A/ consent form.
4. Immediate dissemination of and compliance with this Memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent





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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-2362

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

FROM : 
ATTY. FATIMA LIPE D. PANONTONGAN
Undersecretary and Chief of Staff


WILFREDO E. CABRAL
Undersecretary

SUBJECT : **FLEXIBILITY TO IMPLEMENT DEPED ORDER NO. 16, S. 2025**
AND THE IMMEDIATE PROCESSING OF MEDICAL
ALLOWANCE

DATE : 20 AUGUST 2025

With reference to Memorandum DM-OUHROD-2025-2298, titled *Immediate Processing and Release of Medical Allowance for Individual Availment Form (Payroll Cash Disbursement)* dated August 15, 2025, and in line with the ongoing implementation of the DepEd Order No. 016, s. 2025, titled *Guidelines on the Grant of Medical allowance to the Department of Education Personnel*, please be informed that eligible personnel, depending on their need and preference, may still opt to change their mode of availment from Group/Agency Procurement to Individual Availment (Cash Form through payroll disbursement) to ensure the timely release of their medical allowance on August 31, 2025.

Recognizing the benefits of availing a more comprehensive HMO-type product through group/bulk purchase, eligible personnel who have opted to receive the said allowance in cash may also organize themselves or avail of an HMO-type product through their respective employees' organization, associations, or cooperatives.

Regional Offices (ROs) and Schools Division Offices (SDOs) with ongoing procurement process may continue with their current process, taking into consideration the possible changes in the preferred mode of availment of employees.

Please ensure that all teachers and employees are properly apprised of the status of payroll disbursement and/or procurement stages.

To facilitate the changes in the preferred mode of availment, the following processes shall be undertaken:

1. A master list from the School, SDO, and RO shall be required, containing only the names of employees who opted to change their preferred mode of availment (*See attached template*).
2. The master list shall be submitted to the designated focal office (FO) in the RO or SDO for the updating of their Annex A/consent form.

In case of insufficient PS funds, ROs and SDOs shall request funding from their respective DBM counterparts.

For further inquiries or concerns, kindly contact the **BHROD-EWD** through Viber at 0962 895 1363 or email bhrod.ewd@deped.gov.ph.

For your information and guidance.

Annex E – Change of Availment Form

Region: _____ Division: _____

Name of School (if applicable): _____

NAME	EMPLOYEE #	ORIGINAL AVAILMENT	NEW AVAILMENT OPTION	SIGNATURE

*** please use additional sheet if necessary

Consolidated by:

Received by:

Name and Signature
(School Head/Division Chief)

Name and Signature
(RO/SDO Focal Office)