

Republic of the Philippines

Department of Education

REGION I SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM No. 5% . 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

- 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.

SCHOOLS DIVISION OFFICE DEPED VIGAN CITY

2 7 AUG 2025

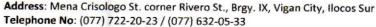
RELEASED

BY: 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

IMA LIPE D. PANONTONGAN

Undersecretary and Chief of Staff

CABRAL

Undersecretary

SUBJECT

FLEXIBILITY TO IMPLEMENT DEPED ORDER NO. 16, S. 2025

AND IMMEDIATE PROCESSING MEDICAL THE OF

ALLOWANCE

DATE

20 AUGUST 2025

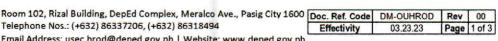
With reference to Memorandum DM-OUHROD-2025-2298, titled Immediate Processing and Release of Medical Allowance for Individual Availment Form (Payroll Cash Disbursement) dated August 15, 2025, and in line with the ongoing implementation of the DepEd Order No. 016, s. 2025, titled Guidelines on the Grant 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.

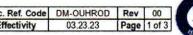
Recognizing the benefits of availing a more comprehensive HMO-type product through group/bulk purchase, eligible personnel who have opted to receive the said allowance in cash may also organize themselves or avail of an HMO-type product through their respective employees' organization, associations,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

Div	ision:		
opplicable):			
EMPLOYEE #	ORIGINAL AVAILMENT	NEW AVAILMENT OPTION	SIGNATURE
tional sheet if nec	essary		
	Received by:		
re	Name and Signature (RO/SDO Focal Office)		
	EMPLOYEE #	EMPLOYEE ORIGINAL AVAILMENT tional sheet if necessary Recei	EMPLOYEE ORIGINAL AVAILMENT OPTION # AVAILMENT OPTION tional sheet if necessary Received by:





