



2501-1623

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 569, s.2025

DISTRIBUTION SCHEDULE OF MEDICAL ALLOWANCE

To: Assistant Schools Division Superintendent
Teaching and Non-Teaching Personnel
All Others Concerned

1. In compliance with DM-OUHROD-2025-2298 regarding the Immediate Processing and Release of Medical Allowance for Individual Availment Form (Payroll Cash Disbursement), please be informed that the release of medical allowance to eligible teaching and non-teaching personnel is scheduled on August 19, 2025 at the Cashier's Office, SDO Vigan City.
2. The release of the medical allowance for all eligible teaching and non-teaching personnel will be through cash. It will take place on August 19, 2025, at the Cashier's Office, SDO Vigan City, following the schedule below:

SCHOOL/OFFICE	TIME
BULALA-PARATONG ELEMENTARY SCHOOL	9:00AM - 9:30AM
GOV. EVARISTO SINGSON II MEMORIAL SCHOOL	
MINDORO ELEMENTARY SCHOOL	9:30AM-10:00AM
SALINDEG, PONG-OL, BARRACA ELEMENTARY SCHOOL	
TAMAG ELEMENTARY SCHOOL	10:00AM-10:30AM
VIGAN CENTRAL SCHOOL	
AYUSAN-PAOA ELEMENTARY SCHOOL	10:30AM-11:00AM
BURGOS MEMORIAL SCHOOL WEST	
CAPANGPANGAN ELEMENTARY SCHOOL	11:00AM-11:30AM
JOSE SINGSON ELEMENTARY SCHOOL	
PANTAY INTEGRATED SCHOOL	11:30AM-12:00NN
SAN JULIAN ELEMENTARY SCHOOL	
BURGOS MEMORIAL SCHOOL EAST	12:00NN-12:30PM
CABAROAN-CABALANGEGAN ELEMENTARY SCHOOL	
CAMANGAAN ELEMENTARY SCHOOL	



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@depd.gov.ph
Website: www.depdeviganity.com




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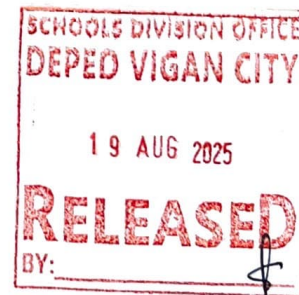


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NAGSANGALAN ELEMENTARY SCHOOL	12:30PM-1:00PM
RAOIS ELEMENTARY SCHOOL	2:00PM-2:30PM
RUGSUANAN-PUROC ELEMENTARY SCHOOL	
VNHS East (JHS)	2:30PM-3:00PM
VNHS West (JHS)	
SENIOR HIGH SCHOOL	3:00PM-4:30PM
SDO	4:30PM-5:00PM

3. All personnel are requested to **strictly** follow their assigned schedule to avoid unnecessary queuing. However, those with scheduled classes during their designated time may claim their allowance during their vacant period.
4. For your information, guidance and compliance.


VILMA D. EDA, CESO V
Schools Division Superintendent



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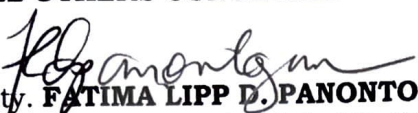
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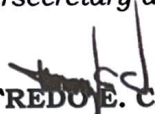


Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-2298

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

FROM : 
Atty. **FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff


WILFREDO E. CABRAL
Undersecretary

SUBJECT : **IMMEDIATE PROCESSING AND RELEASE OF MEDICAL**
ALLOWANCE FOR INDIVIDUAL AVAILMENT FORM (PAYROLL
CASH DISBURSEMENT)

DATE : 15 August 2025

In view of the implementation of DepEd Order (DO) No. 16, s. 2025 titled **Guidelines on the Grant of Medical Allowance to the Department of Education Personnel**, and **as agreed during the National Management Committee** in Koronadal, all Regional Offices (ROs) and Schools Division Offices (SDOs) are hereby directed to immediately process and facilitate the release of the medical allowance through payroll disbursement of eligible employees who have duly submitted Annex A and availed of the Individual Availment form. Please ensure that the said medical allowance is released on or before **August 31, 2025**. To expedite the process, ROs and SDOs may frontload available Personnel Services (PS) funds.

Under the Individual Availment mode, personnel who received the medical allowance are required to submit the necessary reportorial requirements as soon as they become available. These submissions are subject to the usual accounting and auditing rules and regulations. Failure to comply will result in the withholding of the medical allowance for the succeeding year until all obligations are fully met.

All ROs and SDOs are requested to submit the consolidated **DBM Report Form** (DO 16, s. 2025, Annex C) to the Central Office BHRD - Employee Welfare Division via:

- Email : bhrod.ewd@deped.gov.ph
- Upload link: <https://tinyurl.com/RegionalDataAvailment>
- Deadline: **September 15, 2025**.

Additionally, please ensure that your respective data are updated in the online nationwide medical allowance monitoring system via the following link:
<https://tinyurl.com/MedicalAllowanceMatrix>.

[BHRD-EWD/MCLatosa]

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 guidance and strict compliance.