



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 579, s. 2025

**IMMEDIATE SUBMISSION OF MEDICAL ALLOWANCE MEANS OF
VERIFICATION**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
Public Schools District Supervisor
Education Program Supervisors
All Other Concerned

1. The Department of Education through DM-OURHOD-2025-2298 ordered the immediate processing and release of medical allowance for individual availment form.
2. In the said memo, personnel who received the medical allowance are required to submit the necessary reportorial requirements **as soon as they become available**.
3. In line with this, **School Heads and the School Administrative Officers in the field** shall provide guidance to all their personnel in the availment of HMOs.
4. Before payment, all personnel are advised to have their opted HMOs be validated by their immediate supervisor to ensure that the said HMO is not fraudulent nor disadvantageous to their situation.
5. **Any of the following** means of verification may be submitted:
 - a. Copy of HMO Agreement;
 - b. Valid Identification Card issued by the HMO provider reflecting the name of the employee; or
 - c. Official Receipt for the payment of the membership fee for the HMO product acquired.
6. Schools shall **submit** to this office the complete and consolidated HMO MOVs on or **before August 26** with a summary of the recipients and their attached MOVs.
7. Wide and immediate dissemination and compliance of this memorandum is desired.

Amo & Lito
VILMA D. EDA, CESO V
Schools Division Superintendent

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SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY

20 AUG 2025

