



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

DIVISION MEMORANDUMNo. 440, s. 2026

15 JUN 2026

SUBMISSION OF MEDICAL ALLOWANCE MEANS OF VERIFICATION

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Elementary & Secondary Public-School Heads
Education Program Supervisors
All Others Concerned

1. The Department of Education through DM-OUHROD-2026-0160 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 June 25, 2026** with a summary of the recipients and their attached MOVs.
7. Wide and immediate dissemination and compliance of this memorandum is desired.



VILMA D. EDA, CESO V
Schools Division Superintendent



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 : **WILFREDO E. CABRAL**
E-signed by
Wilfredo Cabral
1/26/2026, 8:48:07 PM
*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.