



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

July 9, 2025

DIVISION MEMORANDUM
NO. 573 s. 2025

**GRANT OF MEDICAL ALLOWANCE TO THE DEPARTMENT OF EDUCATION
PERSONNEL AND IMMEDIATE PROCESSING OF THE MEDICAL ALLOWANCE**

TO: OIC-Assistant Schools Division Superintendent
CID and SGOD Chiefs & Personnel
OSDS Unit Heads & Personnel
Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. In line with implementation of DepEd Order No. 16, s. 2025 titled "Guidelines on the Grant of Medical Allowance to the Department of Education Personnel," all eligible personnel are directed to accomplish the Medical Allowance Registration Form (Annex A) to indicate their preferred mode of availment.
2. This Order aims to promote the overall well-being and financial security of DepEd personnel by ensuring access to essential healthcare services. The medical allowance may be availed through any of the following three (3) modes:
 1. **Group Availment (Procurement by Agency)**
 2. **Individual Availment** in Cash Form through payroll disbursement for new or renewed Health Maintenance Organization (HMO) plans
 3. **Individual Availment** in Cash Form for payment of medical expenses
3. To facilitate this process, all concerned personnel including implementing units are requested to fill out the registration form through the link: **https://bit.ly/MedicalAllowance_RF not later than 9:00 AM of July 11, 2025.**
4. Implementing units may undertake and facilitate the availment process within their respective school. However, they are required to submit a Report on the Grant of Medical Allowance for the SY (DBM Annex C) to the Personnel Section before the end of 3rd and 4th quarters of the fiscal year.
5. To address the urgency of this report and ensure 100% compliance among qualified personnel, school heads, ICT coordinators, and administrative officers are advised to assist personnel in their respective schools in accomplishing the form.
6. For information, guidance and immediate compliance.

MA. JEANY T. ABAYON
Assistant Schools Division Superintendent
Officer-In-Charge, Schools Division Superintendent



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