



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

July 9, 2025

**DIVISION MEMORANDUM**

OSDS-2025- 437

**ADDITIONAL INSTRUCTIONS ON THE IMMEDIATE PROCESSING  
OF THE MEDICAL ALLOWANCE FOR DEPED PERSONNEL**

To: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Public Schools District Supervisors  
Elementary and Secondary School Heads/Principals/TIC  
OSDS Section Heads  
All Others Concerned

1. In reference to MEMORANDUM DM-OUHROD-2025-1775 dated June 30, 2025, titled "Additional Instructions to implement the DepEd Order No. 16, s. 2025 (Grant of Medical Allowance to the Department of Education Personnel) and immediate processing of the Medical Allowance, all eligible personnel are directed to observe the following:

a. All eligible personnel shall fill out the Medical Allowance Registration Form (Annex A) to indicate their chosen form of availment. The Heads of Office/Chiefs shall consolidate and submit the forms to the Administrative Section.

b. For school personnel, all school heads shall consolidate the registration forms of their respective personnel prior to submission to the SDO. **The deadline for submission is July 11, 2025.**

2. Other specific details for the three (3) modes of availment are as follows:

1. Group Availment

a. Once the total pooled budget is determined, the Administrative Division shall serve as the End-User (EU) and prepare the procurement planning documents and other requirements needed.

b. The minimum technical specifications of the HMO to be acquired shall contain the following benefits as minimum:

- i. In - patient benefit;
- ii. Out - patient benefit;
- iii. Emergency care benefit;
- iv. Annual Physical Exam; and
- v. Dental Benefit.

Further, the HMO coverage shall be for a period of 12 months. In accordance with the existing procurement rules and regulations, the EU shall ensure the conduct of industry/market surveys to effectively determine the final technical specifications for the procurement project, in considerations of the identified budget allocation based on the number of personnel who availed of this option.



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c. After successful procurement process, the EU shall implement the project and provide the procured HMO-type product. The awarded service provider shall deliver the services as stated in the contract.

2. Individual Availment for availing of new/renewal of HMO

a. Upon receipt of the Medical Allowance, DepEd personnel may use the same for the availment of a new or the renewal of an existing HMO-type product.

b. The concerned personnel shall submit proof of enrollment with an HMO provider, which may include. But shall not be limited to any of the following:

- i. copy of HMO agreement;
- ii. valid identification (ID) card issued by the HMO provider reflecting the name of the employee; or
- iii. official receipt for the payment of the membership fee for the HMO product acquired.

c. In cases where the HMO-type product availed is below the rate of P 7,000 medical allowance, the personnel shall not be obliged to refund the excess amount.

3. Individual Availment for payment of the medical expenses

a. DepEd personnel must secure any certification identifying them with any of the following conditions namely:

- i. Their localities/communities are identified as GIDA;
- ii. Their localities/communities have no adequate HMO branch or office of a licensed HMO company, as certified by the head of agency; or
- iii. Their application in acquiring HMO coverage has been denied by an HMO company.

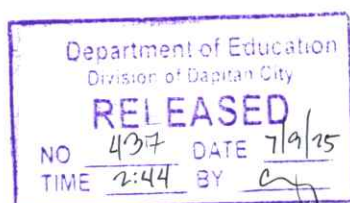
b. Upon issuance of the said certification, the concerned personnel may now be authorized to utilize the Medical Allowance for the payment of medical expenses, such as but not limited to hospitalization, emergency care, diagnostic tests, and medicines.

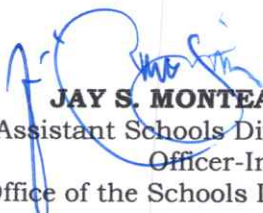
c. When the Medical Allowance is utilized for the payment of the medical expenses, any amount incurred in excess of the Php7,000.00 shall not be subject to reimbursement by DepEd.

3. All concerned are hereby directed to strictly adhere to these procedures to ensure the timely processing of the said benefit. Links to Annexes 'A' and 'C' are provided below.

<https://tinyurl.com/4cv95ncn>

4. For guidance and compliance.



  
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