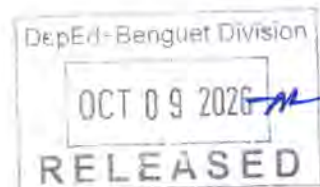




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



09 October 2026

DIVISION MEMORANDUM

No. 420, s. 2026

SUBMISSION OF LIQUIDATION DOCUMENTS FOR CY 2026 MEDICAL ALLOWANCE

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In accordance with DepEd Order No. 016, s. 2025, entitled *Guidelines on the Grant of Medical Allowance to the Department of Education Personnel*, and Department of Budget and Management (DBM) Budget Circular No. 2024-6, entitled *Rules and Regulations on the Grant of Medical Allowance to Civilian Government Personnel*, all concerned personnel of the Schools Division Office of Benguet are hereby directed to submit the required liquidation documents and supporting proof of availment of their medical allowance for Fiscal Year (FY) 2026 **on or before November 12, 2026**.

2. For individual availment, the required documents are to be submitted to the personnel section:

A. For new or renewal of individual HMO Plans

- a. Copy of HMO agreement
- b. Valid identification card (ID) issued by the HMO provider bearing the employee's name; or
- c. Official receipt of HMO membership payment

B. For Cash form for payment of medical expenses

- a. Signed Individual Cash claim form, thereto attached as Annex B
- b. Certification of Geographically Isolated and Disadvantaged Areas (GIDA) or no certification of No Adequate HMO branch or office, or proof of denial from any HMO, including but not limited to a letter or electronic mail.

3. Personnel covered as supplemental members or dependents under a family HMO plan must present valid proof of enrollment.

4. Personnel who availed of the cash form for payment of medical expenses are required to submit reportorial requirements subject to usual accounting and auditing rules and regulations. Failure to comply shall result in the withholding of the personnel's medical allowance for the succeeding year until such obligations have been satisfactorily settled.

5. School Heads and Unit Heads shall check the completeness of the submissions, prepare a consolidated list of personnel who have complied, and forward the required documents and reports to the district designated consolidator for field personnel for submission to the Schools Division Office of Benguet within the prescribed period.
6. To consolidate the liquidation report, access the required format via the link provided: <https://tinyurl.com/8dc3puwj>
7. Immediate dissemination and strict compliance with this memorandum are directed.

CARMEL F. MERIS

OIC-Schools Division Superintendent

For the OIC- Schools Division
Superintendent

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sgd

NOVER KEITHLEY S. MENTE

OIC-Assistant Schools Division
Superintendent