



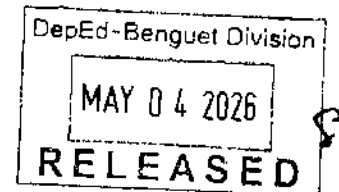
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

April 29, 2026

DIVISION MEMORANDUM
No. 151,52626

SUBMISSION OF ANNEX A (MEDICAL ALLOWANCE REGISTRATION FORM) FOR IMMEDIATE PROCESSING OF THE MEDICAL ALLOWANCE FOR FY 2026

TO: School Governance and Operations Division
Curriculum Implementation Division
School Heads of Public Elementary Schools
School Heads of Public Secondary Schools
SDO Proper Personnel
All Other Concerned



1. In line with implementation of **Department Order No.016, s. 2025, Guidelines on the Grant of Medical Allowance to the Department of Education Personnel**, all SDO Benguet Teaching and Non-Teaching Personnel are hereby directed to submit **ANNEX A (Medical Allowance Registration Form)** on or before **May 15, 2026**.
2. The form must be properly and completely accomplished. All applicable information shall be provided; otherwise, such items should be marked with "N/A" or "Not Applicable".
3. One (1) copy from each employee is required. Submissions must be compiled per District/Division, with two (2) sets of Summary (see template) and Transmittal letter, one copy each for the Division and District.
4. Compliance within the prescribed period is expected to ensure proper consolidation of records.
5. For guidance and strict compliance.


CARMEL F. MERIS
Assistant Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent



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Republic of the Philippines
Department of Education
Cordillera Administrative Region
(DISTRICT)

#	FULL NAME <small>(Last Name, First Name Middle Initial)</small>	POSITION	DATE OF ORIGINAL APPOINTMENT	SCHOOL/STATION	SERVICE DURATION	FORM OF AVAILMENT	REMARKS
1	De la Cruz, Maria M	Teacher I	January 1, 2026	Benguet Elementary School	5 Months	Cash	Less than 6 months
2	Gonzaga, Juan T	School Principal I	February 14, 2006	Benguet Elementary School	20 years, 3 months	HMO	Eligible
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Prepared by:

Signature over printed name
Administrative Officer

Certified Correct:

Signature over printed name
Public Schools District Supervisor/ In-charge