



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

DepEd-Benguet Division
 SEP 15 2025
RELEASED

September 3, 2025

DIVISION MEMORANDUM
 No. 394 s. 2025

Guidelines for the Submission of Documentary Requirements for the 2025 Medical Allowance

To: Assistant Schools Division Superintendent
 Chief Education Supervisors of CID and SGOD
 Public Schools District Supervisors/In-Charge
 School Principals and Teachers-in-Charge
 Administrative Officer II
 All Concerned SDO Personnel

1. In compliance with DM-OUHROD-2025-2298, titled *Immediate Processing and Release of Medical Allowance for Individual Availment Form* (Payroll Cash Disbursement) dated August 15, 2025, and DM-OUHROD-2025-2362, titled *Flexibility to Implement DepEd Order No. 16 s.2025 and the Immediate Processing of Medical Allowance*, this office issues this Memorandum to guide all eligible SDO personnel in the submission of the required documentary requirements for the medical allowance released on August 27, 2025.

Individual Availment		
Personnel enrolled as a supplemental member	Availment of new/renewal of own HMO	Payment of medical expenses
a. Family member's HMO plan as valid proof of enrollment or registration b. Valid HMO ID Card	a. Duly signed Medical Allowance Registration Form (Annex A) b. Copy of HMO Agreement c. Valid HMO ID Card d. Official receipt of payment	a. Duly signed Medical Allowance Registration Form (Annex A) b. Duly signed individual cash claim form Annex B c. Certification of GIDA, or Certification of No Adequate HMO branch, or Proof of Denial from any HMO including but not



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		limited to letter or electronic mail. Other requirements such as receipts of medical expenses (hospitalization, diagnostics, medicines etc.) are to be attached to Annex B.

- e. All eligible personnel are required to submit the complete reportorial requirements, which shall be consolidated and submitted per district subject to the usual accounting and auditing rules and regulations **on or before October 15, 2025.** **Failure to comply shall result in the withholding of the personnel's Medical Allowance for the succeeding year until such obligations have been settled.**
- f. Strict compliance with these guidelines is hereby enjoined.

ESTELA P. LEON-CARINO EdD, CESO III
Regional Director and
Concurrent Officer-in-Charge
Office of the Schools Division Superintendent



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