



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE OF PANGASINAN II

January 5, 2026

DIVISION MEMORANDUM NO. 1 S. 2026

**TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL HEADS
ADMINISTRATIVE OFFICERS II
ADMINISTRATIVE ASSISTANTS II
ADMINISTRATIVE ASSISTANTS III
ALL CONCERNED PERSONNEL**

**SUBJECT: SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR MEDICAL
ALLOWANCE 2025**

PARTICULARS

1. Pursuant to DepEd Order No. 16 s 2025, "Guidelines on the Grant of Medical Allowance to the Department of Education Personnel", this division requires all personnel granted medical allowance to submit documentary requirements **on or before JANUARY 13, 2026.**
2. Personnel who already have an HMO-type product shall submit proof of enrollment with their HMO provider, such as but not limited to, any of the following:
 - a. Copy of HMO agreement.
 - b. Valid identification card (ID) issued by the HMO provider reflecting the name of the employee; or
 - c. Official receipt for the payment of the membership fee for the HMO product acquired.
3. Personnel enrolled as supplemental members or dependents under their family's HMO plan must present any valid proof of enrollment or registration that verifies such conditions.
4. Personnel who opted to avail medical allowance for payment of medical expenses shall only be granted provided that they meet any of the following:
 - a. Their localities/community are identified as GIDA, as Certified by the head of agency;
 - b. Their localities have no adequate HMO branch of office of a licensed HMO company, as certified by the head of agency.
 - c. Application of personnel concerned acquiring HMO coverage has been denied by an HMO company.
5. You are also required to submit REPORT ON MEDICAL ALLOWANCE (ANNEX A) and LIST OF PERSONNEL WHO DID NOT SUBMIT DOCUMENTARY REQUIREMENTS FOR 2025 MEDICAL ALLOWANCE (ANNEX B). All reports must



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be **consolidated per District** (ELEMENTARY, JUNIOR HIGHSCHOOL (NON-IUS) AND SENIOR HIGHSCHOOL).

6. Failure to submit the aforementioned reportorial requirements shall result in the withholding of the personnel's Medical Allowance for the succeeding year until such obligations have been satisfactory settled.

FOR STRICT COMPLIANCE


VIVIAN LUZ S. PAGATPATAN, CESO VI
Schools Division Superintendent

 

**REPORTS OF PERSONNEL WHO DID NOT SUBMIT
DOCUMENTARY REQUIREMENTS FOR MEDICAL ALLOWANCE 2025**

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PREPARED BY:

NOTED: