



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 8, 2025

DIVISION MEMORANDUM

No. 466, s. 2025

**REPORTORIAL REQUIREMENTS ON THE UTILIZATION OF ₱7,000.00
MEDICAL ALLOWANCE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/
Principals and Head Teacher-in-Charge of the District
Heads of Public Elementary/Secondary/Integrated Schools
Teaching and Non-teaching Personnel
All Others Concerned

1. In line with DepEd Memorandum DM-OUHROD-2025-2362, titled **“Flexibility to Implement DepEd Order No. 16, s. 2025 and the Immediate Processing of Medical Allowance,”** this Office hereby issues the following reportorial requirements to serve as proof of utilization of the ₱7,000.00 medical allowance.
2. Personnel who opted for individual availment in **cash form for the payment of new or renewal of individual HMO plan** shall submit **any** of the following documents as proof of enrollment:
 - 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.

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.

In cases where the HMO-type product availed is below the rate of ₱7,000.00 medical allowance, the personnel shall not be obliged to refund the excess amount.

3. Alternatively, personnel may opt for individual availment **in cash form for payment of medical expenses**, which is allowed **only** if the employee falls under one of the three conditions set by the DBM Circular:





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- a. their localities/communities are identified as GIDA, as certified by the head of agency;
- b. their localities have no adequate HMO branch or office of a licensed HMO company, as certified by the head of agency;
- c. application of the personnel concerned in acquiring HMO coverage has been denied by an HMO company.

Personnel who qualified for this mode of availment, shall submit the following:

- a. Duly signed Individual Cash Claim Form (Annex B); **and**
 - b. Certification of GIDA (*to be prepared by the Division Office*), or Proof of Denial from any HMO including but not limited to letter or electronic mail.
4. All personnel must submit the required documents within **sixty (60) days** from receipt of the medical allowance. Submissions shall be filed per school, accompanied by a summary list of personnel, and forwarded to the District Office for consolidation and submission to the Division Office.
 5. Non-compliance will result in the withholding of the medical allowance for the succeeding year until the necessary documentation is satisfactorily submitted.
 6. For immediate dissemination and strict compliance.


FELICIANO C. BUENAFE, JR. CESO VI
Schools Division Superintendent