



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

July 17, 2025

DIVISION MEMORANDUM

No. 437, s. 2025

**CLARIFICATIONS ON THE GRANT OF 7,000.00 MEDICAL ALLOWANCE
TO ELIGIBLE SDO PAMPANGA PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Division Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools
All Teaching and Non-Teaching Personnel Concerned
All Others Concerned

1. This is to reiterate and clarify the provisions of DepEd Order No. 16, s. 2025, and the issued Division Memorandum No. 414, s. 2025, regarding the eligibility, availment modes, and submission of requirements for the release of the ₱7,000.00 medical allowance to all eligible SDO Pampanga personnel.
2. All eligible teaching, related-teaching, and non-teaching personnel must submit the **Medical Allowance Registration Form (Annex A)**, indicating their preferred mode of availment through this link: <https://forms.office.com/r/By51aJuwBz>. The consolidated report will serve as the basis for the agency's procurement of HMO for group availment and the preparation of payroll disbursements for qualified personnel for individual availment.
3. Eligible Personnel:
 - a. Personnel must be in government service and render at least six (6) months of service within the fiscal year, including leaves with pay and approved flexible working arrangements.
 - b. Newly hired personnel may qualify for the grant of the medical allowance **after rendering 6 months of service in a particular year**.
 - c. Personnel who have transferred to DepEd and were not granted a medical allowance by their former government agency.
 - d. Medical allowance shall be granted by the **mother agency** for personnel on detail, and by the recipient agency for those on secondment.
 - e. **Compulsory retirees** with approved service extensions may be granted the allowance, subject to applicable conditions under DO No. 16, s. 2025.



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- f. Personnel who are formally charged with administrative and/or criminal cases, which are **still pending for resolution**, shall be entitled to medical allowance **until found guilty**.
 - g. Personnel who are formally charged with administrative and/or criminal cases. And those who are found guilty with a penalty of reprimand shall still be entitled to the medical allowance.
 - h. Personnel on study leave with pay or on study/training/scholarship grant, whether locally or abroad, and who **renders at least 6 months of service in the same year**, including leaves of absence with pay prior to and/or after the study leave or study/training/scholarship grant shall be entitled to the medical allowance.
4. Ineligible Personnel:
- a. Personnel **without an employer-employee relationship**
 - Consultants and experts hired for a limited period to perform specific programs/outputs.
 - Student laborers or apprentices.
 - Contract of Service (CoS), Job Orders (JOs), or other similarly situated.
 - b. Officials and personnel who are already receiving HMO-based health care service by virtue of special laws
 - c. Personnel already granted by their previous agency within the same year
 - d. Personnel funded by the Local Government Unit (LGU) but assigned to the DepEd
 - e. Personnel found guilty of an administrative/criminal case
 - f. The penalty imposed is higher than a reprimand
 - g. Personnel on study leave for the entire year
5. The allowable Modes of Availment are the following:

Mode 1: Group Availment (Agency Procurement) - The group availment for HMO-Type product/benefit shall be through DepEd procurement. The Division Office, through the Administrative Office, shall facilitate agency procurement, subject to the procurement process as defined in existing laws, rules, and regulations. The HMO coverage shall be for a period of 12 months.

Mode 2: Individual Availment – This mode may be availed through the following:

a. Payroll disbursement for the availment of new/renewal of own HMO:

- i. Personnel who already have an HMO-type product shall submit proof of enrollment with their HMO provider to the Administrative Office, such as, but not limited to, the following:



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- 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.*
- ii. Personnel who are enrolled as supplemental members or dependents under their family's HMO plan must show valid proof of their enrollment or registration. They will only receive the medical allowance after submitting this proof, such as, but not limited to, the following:
- a. *copy of HMO agreement showing their enrollment or registration as supplemental members/dependents;*
 - b. *valid identification card (ID) issued by the HMO provider reflecting the name of the employee; or*

In cases where the HMO-type product availed is **below the P7,000 medical allowance rate**, the personnel **shall not be obliged to refund the excess amount**.

b. Cash form for payment of medical expenses - This shall **ONLY** be granted to personnel who are:

- i. Their localities/communities are **identified as GIDA**, certified by the Schools Division Superintendent;
- ii. Their localities have **no adequate HMO branch or office of a licensed HMO company**, as certified by the Schools Division Superintendent;
- iii. Application of the personnel concerned in acquiring HMO coverage has been **denied by an HMO company**.

b.1. The following reportorial requirements shall be submitted to the Division Office by qualified employees who availed of the cash form for payment of medical expenses.

- a. ***Signed Individual Cash Claim Form (Annex B), Other requirements such as receipts of medical expenses (hospitalization, diagnostics, medicines, etc.) are to be attached to Annex B.***
- b. ***Certification of GIDA or 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.***

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.



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6. Below are additional reminders to facilitate the smooth process of the grant of medical allowance to all eligible personnel:

- a) The submission of the Annex A Form of eligible school-based personnel shall be based on **“warm bodies”** as of July 14, 2025.
- b) Employees who resigned or retired prior to completing the required six (6) months of service in a particular fiscal year shall be obligated to return the allowance received for such year.
- c) Employees must resubmit the Medical Allowance Registration Form (Annex A) using the same link as per **DM No. 414, s. 2025**, if they opted to change their selected mode from individual availment to group availment or vice versa, on or before July 18, 2025, until 5:00 pm.
- d) School Administrative Officers II/ADAS are requested to assist in determining the eligibility of each school-based personnel and verify if the school personnel meet the qualifications and conditions provided herein. Additionally, prepare the necessary reports to facilitate the efficient processing of the medical allowance grant.
- e) School heads shall ensure the submission of an accurate list of qualified personnel at the school level, and coordinate with the Administrative Services Unit, the submission of reportorial requirements/pre-requisite documents, as needed.
- f) School heads shall ensure that all school personnel successfully submit their Medical Allowance Registration Form (Annex A) for inclusion in the list of eligible personnel for funding.

7. The Administrative Services Unit shall serve as the Focal Office and facilitate the implementation of the policy at the SDO and School level. For further inquiries, please coordinate with Ms. JB B. Manalang, Administrative Officer V, Administrative Services Unit, at **aoas.pampanga@deped.gov.ph**.

8. Immediate dissemination of and strict compliance with this Memorandum are directed.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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