



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

July 30, 2025

DIVISION MEMORANDUM
No. 451, s. 2025

**EXTENSION OF DEADLINE FOR THE SUBMISSION OF SUMMARY
REPORT ON MEDICAL ALLOWANCE MODE OF AVAILMENT AND ORIGINAL
COPY OF ANNEX FORM A**

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. In reference to Division Memorandum No. 441, s. 2025, entitled "Submission of Summary Report on Medical Allowance Mode of Availment and Original Copy of Annex Form A," all schools were initially directed to submit the aforementioned requirements not later than July 29, 2025.

2. However, due to the recent flooding affecting various schools and offices within the Schools Division of Pampanga, and in consideration of the safety and operational challenges experienced by affected personnel, the deadline for submission is hereby extended until **Friday, August 8, 2025**.

3. The Division Office shall **no longer accept any changes or requests to revise the selected mode of availment after August 8, 2025**. It is thus imperative that all submissions are thoroughly reviewed and finalized before the deadline.

4. To reiterate, all eligible personnel are given the **full freedom to choose their preferred mode of availment** as provided in DepEd Order No. 16, s. 2025. The duly accomplished and signed **Annex A** submitted by the employee shall serve as the **final and binding reference** for the Division Office in determining the list of eligible employees per mode of availment. This list shall be released through a separate memorandum after the validation and consolidation of all submissions.


5. All other provisions stated in Division Memorandum No. 441, s. 2025 shall remain in full force and effect. Submissions beyond the extended deadline will no longer be accommodated unless justified with valid reasons and subject to the approval of the Schools Division Superintendent.

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6. For inquiries and clarifications, school heads may coordinate directly with the Administrative Services Unit through the official email: aoas.pampanga@deped.gov.ph or contact us at (045) 435 9998.
7. Strict compliance with this Memorandum is directed.


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

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