



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

August 22, 2025

DIVISION MEMORANDUM  
No. 494, s. 2025

**SUBMISSION OF REPORTS FOR CHANGE OF MODE OF AVAILMENT  
(ANNEX E) OF MEDICAL ALLOWANCE UNDER DEPED ORDER NO. 16, S. 2025**

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 **the Memorandum DM-OUHROD-2025-2362 on the Flexibility to Implement DepEd Order No. 16, s. 2025 and the Immediate Processing of Medical Allowance**, this Division reiterates the guidelines on the implementation of the ₱7,000.00 Medical Allowance for all eligible teaching, teaching-related, and non-teaching personnel.

2. In line with the above issuance, **all school heads, with the assistance of their Administrative Officer II (AO II)/designated non-teaching personnel**, are hereby directed to facilitate and monitor any change of mode of availment among their respective personnel.

3. Any **change of mode** must be reflected in a duly accomplished **Annex E – Report on Change of Mode of Availment**, which shall be:

- **Signed by the concerned employee(s) and the School Head;**
- Submitted as a **scanned copy of the signed Annex E**; and
- Accompanied by the **raw Excel file of the Annex E report**.


Download Annex E Editable Form: <https://bit.ly/sdop2025HMOannexE>

4. To facilitate proper consolidation, all submissions shall be made exclusively through the designated **Microsoft Form link**: <https://forms.office.com/r/kJtfJWfx6>. **Division Office personnel** shall submit their **original Annex E** directly to the Office of the Administrative Officer V.



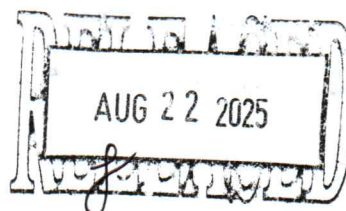
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5. The **School Head, with the assistance of their AO II/non-teaching personnel, shall carefully review and check all entries in the Annex E** before submission. Reports must be **error-free and contain accurate employee information**, as these will serve as the basis for consolidation and processing at the Division Office.
6. The deadline for submission is strictly **on or before August 26, 2025, 12:00 PM**. Reports submitted beyond the prescribed time shall no longer be accepted for processing; thus, all submissions must be thoroughly reviewed and finalized before the deadline.
7. 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.
8. 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**.
9. Strict compliance with this Memorandum is directed.

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

AOAS/08-059-25

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Republika ng Pilipinas

## Department of Education

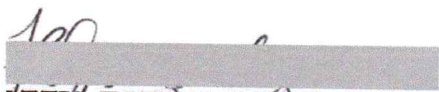
### OFFICE OF THE UNDERSECRETARY


#### HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

#### MEMORANDUM

**DM-OUHROD-2025-2362**

TO : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

FROM :   
**ATTY. FATIMA LEE D. PANONTONGAN**  
*Undersecretary and Chief of Staff*

  
**WILFREDO E. CABRAL**  
*Undersecretary*

SUBJECT : **FLEXIBILITY TO IMPLEMENT DEPED ORDER NO. 16, S. 2025**  
**AND THE IMMEDIATE PROCESSING OF MEDICAL**  
**ALLOWANCE**

DATE : 20 AUGUST 2025

With reference to Memorandum DM-OUHROD-2025-2298, titled *Immediate Processing and Release of Medical Allowance for Individual Availment Form (Payroll Cash Disbursement)* dated August 15, 2025, and in line with the ongoing implementation of the DepEd Order No. 016, s. 2025, titled *Guidelines on the Grant of Medical allowance to the Department of Education Personnel*, please be informed that eligible personnel, depending on their need and preference, may still opt to change their mode of availment from Group/Agency Procurement to Individual Availment (Cash Form through payroll disbursement) to ensure the timely release of their medical allowance on August 31, 2025.

Recognizing the benefits of availing a more comprehensive HMO-type product through group/bulk purchase, eligible personnel who have opted to receive the said allowance in cash may also organize themselves or avail of an HMO-type product through their respective employees' organization, associations, or cooperatives.

Regional Offices (ROs) and Schools Division Offices (SDOs) with ongoing procurement process may continue with their current process, taking into consideration the possible changes in the preferred mode of availment of employees.

Please ensure that all teachers and employees are properly apprised of the status of payroll disbursement and/or procurement stages.

To facilitate the changes in the preferred mode of availment, the following processes shall be undertaken:

1. A master list from the School, SDO, and RO shall be required, containing only the names of employees who opted to change their preferred mode of availment (*See attached template*).
2. The master list shall be submitted to the designated focal office (FO) in the RO or SDO for the updating of their Annex A/consent form.

In case of insufficient PS funds, ROs and SDOs shall request funding from their respective DBM counterparts.

For further inquiries or concerns, kindly contact the **BHROD-EWD** through Viber at 0962 895 1363 or email [bhrod.ewd@deped.gov.ph](mailto:bhrod.ewd@deped.gov.ph).

For your information and guidance.

*Annex E – Change of Availment Form*

Region: \_\_\_\_\_ Division: \_\_\_\_\_

Name of School (if applicable): \_\_\_\_\_

NAME	EMPLOYEE #	ORIGINAL AVAILMENT	NEW AVAILMENT OPTION	SIGNATURE

\*\*\* please use additional sheet if necessary

Consolidated by:

Received by:

\_\_\_\_\_  
Name and Signature  
(School Head/Division Chief)

\_\_\_\_\_  
Name and Signature  
(RO/SDO Focal Office)