



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

August 22, 2025

DIVISION MEMORANDUM

No. 499, s. 2025

**LAST AND FINAL CALL FOR THE SUBMISSION OF ANNEX E FOR
CHANGE OF MODE OF AVAILMENT OF MEDICAL ALLOWANCE**


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
All Others Concerned

1. In reference to **Division Memorandum No. 494, s. 2025**, titled "**Submission of Reports for Change of Mode of Availment (Annex E) of Medical Allowance under DepEd Order No. 16, s. 2025**," this Office recognizes that certain schools were unable to comply with the prescribed deadline. To ensure inclusivity while maintaining efficiency in the processing of requests, the Division is granting a **last and final opportunity** for the submission of the required Annex E.
2. Concerned schools are directed to submit their **Annex E** Report on Change of Mode of Availment through this link: <https://forms.office.com/r/NPLJTt5XRg> not later than **August 27, 2025, 3:00 PM only**.
3. The submission shall be purely online via Microsoft Form, consisting of the following:
 - A **scanned copy of the duly signed Annex E**, signed by the concerned employees and the School Head; and
 - A **soft copy (Excel file) of Annex E**, for ease of consolidation by the Personnel and Payroll Units.
4. For schools with **no changes in the mode of availment**, the School Head, with the assistance of their non-teaching personnel, is still required to **access the same Microsoft Form link** to officially declare the intention of "no changes" for their school. It is emphasized that **only changes from Mode 1: Group (Agency Procurement) to Mode 2: Individual (Cash Disbursement) shall be reflected in the Annex E** for this last and final submission.



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5. The Division Office underscores that all submitted reports are currently being consolidated. Ample time is needed to carefully process these requests, as any changes directly affect the Agency Procurement Mode. Specifically, we need to determine the final number of personnel for Group Availment, which will serve as the basis for the Agency Procurement proposal.
6. In view of these adjustments, the **Agency Procurement for the Group Availment mode is targeted within September 2025**, following the finalization of the total number of eligible personnel.
7. Please note that all Annex E submissions made through this last chance shall be **processed only in the first or second week of September 2025**, since the reports previously submitted under Division Memorandum No. 494, s. 2025 is currently being prioritized and processed for payroll.
8. Furthermore, this Office reiterates that **Annex E reports submitted through email or Facebook chats after the deadline set in Division Memorandum No. 494, s. 2025 shall not be processed**. This measure aims to establish a precise and uniform standard for reporting submissions and to ensure fairness, consistency, and accountability in the consolidation process.
9. Failure to comply with this **last and final deadline** shall mean forfeiture of the opportunity to request a change of mode for the current year.
10. Strict compliance with this Memorandum is directed.


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Schools Division Superintendent

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