



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

September 11, 2025

DIVISION MEMORANDUM
No. 541, s. 2025

**REMINDER ON SUBMISSION OF SUPPORTING DOCUMENTS AND TIMELINE
OF PROCUREMENT FOR GROUP AVAILMENT (AGENCY PROCUREMENT) OF
THE P7,000.00 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
Others Concerned

1. In compliance with DepEd Order No. 16, s. 2025 (Guidelines on the Grant of Medical Allowance to DepEd Personnel) and as reiterated under DepEd Memorandum DM-OUHROD-2025-1775, this Office hereby issues this Memorandum to:
 - a. Disseminate the list of eligible employees per mode of availment;
 - b. Reiterate the submission of required supporting documents for liquidation; and
 - c. Provide the procurement timeline for the Group Availment (Agency Procurement) of the medical allowance.
2. The consolidated List of Eligible Employees per Mode of Availment (Group Availment through Agency Procurement, Individual Availment through Own HMO, Cash through Payroll Disbursement, and Cash for Payment of Medical Expenses) has been generated by the Personnel Unit as directed under Section V.F of DO 16, s. 2025. The list is accessible only through the official school email accounts using the link below: <https://forms.office.com/r/PZwYYx40CX>.
3. All personnel who availed of Mode 2: Individual – Cash through Payroll Disbursement and Mode 3: Cash for Payment of Medical Expenses are required to submit the necessary documentary/supporting documents for the liquidation of the P7,000.00 medical allowance, pursuant to Section VI of DO 16, s. 2025 (Monitoring and Reporting) **as soon as available or not later than December 15, 2025**, to the district and secondary schools' ADAS in charge of liquidation.

A. For Mode 2.1 – Cash through Payroll Disbursement

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Certified true copy of the following:

- HMO ID with validity period; OR
- Official Receipt; OR
- Copy of Policy/Agreement/Contract; OR

In cases where the HMO Identification Card does not indicate the coverage validity period, the concerned personnel shall be required to submit a Certification issued by the HMO Company explicitly stating such validity period. Photocopies of the HMO Identification Card may be accepted if duly certified as true copies by the School Head, provided that the coverage validity period is clearly reflected therein.

B. For Mode 2.2 – Cash for Payment of Medical Expenses

All eligible personnel who received the 7,000.00 medical allowance under this mode shall submit the **Annex B – Individual Cash Claim Form** with the details of the medical expenses incurred, with supporting documents, to the **Accounting Unit as soon as available, but not later than December 15, 2025**

The following original copy of any of the pre-requisite document/s shall also be attached to Annex B:

- GIDA Certification; or*
- Certification of area with no HMO; or*
- Letter or email from HMO denying the application*

Failure to comply shall result in the withholding of the personnel's Medical Allowance for the succeeding year, until such obligations are settled.

C. For Mode 3 – Group Availment (Agency Procurement)

For personnel who opted for Mode 1 – Group Availment (Agency Procurement), the Schools Division Office, through the Bids and Awards Committee, has commenced its initial activity, which is Pre-Procurement, on September 9, 2025. The BAC shall undertake the following activities for the information of all concerned:

Stage	Activities	Status
1	Pre-Procurement Conference	Done – September 9, 2025
2	Preparation of Bidding Documents	Done – September 9, 2025
3	Advertisement/Posting of Invitation to Bid/Request for Expression of Intent	Done – September 10, 2025
4	Issuance of Availability of Bidding Documents	Done – September 10, 2025
5	Pre-Bid Conference	To be done
6	Submission & Receipt of Bids and Opening of Bids	To be done
7	Bid Evaluation	To be done
8	Post Qualification	To be done
9	Evaluation Report & Resolution to Award	To be done
10	Signing and Issuance of Notice of Award	To be done
11	Contractor's Posting of Performance Guarantee & Signing of Contract	To be done
12	Notice to Proceed	To be done



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4. School Heads, with the assistance of their Administrative Officer II or designated non-teaching personnel, shall ensure that their respective employees comply with the above requirements within the prescribed timeline and submit the complete documents per school to the ADAS in charge of liquidation.
5. 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**.
6. Strict compliance with this Memorandum is directed.

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

AOAS/09-060-25

