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

October 7, 2025

DIVISION MEMORANDUM
No. 595, s. 2025

MASS REGISTRATION OF EMPLOYEES FOR THE GROUP AVAILMENT UNDER THE HEALTH MAINTENANCE ORGANIZATION (HMO) PROGRAM OF SDO PAMPANGA

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 Office informs all concerned that, in line with the implementation of the ₱7,000.00 Medical Allowance Program under DepEd Order No. 016, s. 2025, the Schools Division of Pampanga shall conduct a Mass Registration of Employees who have availed of the Group Availment under the Health Maintenance Organization (HMO) Program.

2. All 3,083 employees (as indicated in Division Memorandum No. 541, s. 2025) who opted for the Group Availment are directed to accomplish the HMO Registration Template provided by this Office (Enclosure No. 1). The accomplished registration template (in Excel format) shall be submitted through the designated Microsoft Form link below not later than October 9, 2025 (Thursday), at 5:00 p.m.

   a. Link for submission of form: https://forms.office.com/r/YLDMSfDisc
   b. Link for the template: https://tinyurl.com/masshmoreg2025

3. For Division Office (proper) personnel who availed of the group availment, the Administrative Office shall facilitate the completion of the registration process. A separate link will be released and routed through their respective unit heads for proper submission and monitoring.

4. To ensure the smooth and complete registration of all concerned personnel, all Administrative Officers II and other school-based non-teaching personnel are directed to assist their respective School Heads and teachers in gathering the necessary employee information and filling out the registration template accurately prior to submission.

5. The registration aims to facilitate the creation of member records and the preparation of data required for the engagement with the final HMO provider to be

determined upon completion of the ongoing procurement process. Employees are reminded to ensure that all information provided is accurate, updated, and complete.

6. Moreover, once the HMO provider has been officially identified and the registration process has been completed, an Orientation Session shall be conducted for all registered members to provide important details regarding:

a. *Procedures for card issuance,*
b. *Coverage and benefits,*
c. *Accredited hospitals and clinics,*
d. *Guidelines in availing HMO services, and*
e. *Other relevant information.*

A separate memorandum shall be released for the schedule of the above activities once all members' registration has been finalized.

7. Immediate and wide dissemination of this Memorandum is desired.

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

AOAS/ 10-063-25

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Enclosure No. 1 to Division Memorandum No. _____, s 2025

SDO PAMPANGA MASS REGISTRATION FOR HMO PROVIDER FOR GROUP AVAILMENT

No.	DISTRICT / CLUSTER	SCHOOL ID	SCHOOL NAME	COMPLETE NAME			DATE OF BIRTH (MM/DD/YYYY) IN WORDS	SEX	AGE	EMAIL ADDRESS (DepEd issued Email)	COMPLETE HOME ADDRESS						CIVIL STATUS	CONTACT NUMBER
				LASTNAME	FIRSTNAME	MIDDLENAME					HOUSE NO. & STREET NAME	SUBDIVISION	BARANGAY	CITY/MUNICIPALITY	PROVINCE	POSTAL CODE		
0	SAMPLE DISTRICT	100000	ABC ES	DELA CRUZ	JUAN	ABAKADA	JANUARY 19, 1975	MALE		juan.delacruz@deped.gov.ph	123 MAIN ST.	VISTA RITA	DEL ROSARIO	SAN FERNANDO	PAMPANGA	2000	MARRIED	09190001002
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Prepared and Submitted by:

NAME OF AO II/ADAS/PERSON-IN-CHARGE
POSITION

DATE:

I hereby certify that the information reflected in this registration form for the Mass Registration for HMO Provider are true and correct to the best of my knowledge and based on the official records of the school.

NAME OF SCHOOL HEAD
POSITION