



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

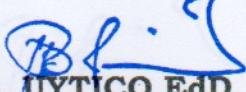
REGIONAL MEMORANDUM
No. **287**, s. 2025

08/19/2025

**IMMEDIATE PROCESSING AND RELEASE OF MEDICAL ALLOWANCE FOR
INDIVIDUAL AVAILMENT FORM (PAYROLL CASH DISBURSEMENT)**

To: Schools Division Superintendents
All Other Concerned

1. Attached is Memorandum DM-OUHROD-2025-2298 dated August 15, 2025 re: "Immediate Processing and Release of Medical Allowance for Individual Availment Form (Payroll Cash Disbursement)" which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO Edd, CESO III
Regional Director

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

FORMS

ALLOWANCE

POLICY

ASD/PS/AGS/RM s. 2025- dissemination- DM OUHROD-2025-2298- Medical Allowance



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-2298

TO : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**
100

FROM : **Atty. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff

WILFREDO E. CABRAL
Undersecretary

SUBJECT : **IMMEDIATE PROCESSING AND RELEASE OF MEDICAL
ALLOWANCE FOR INDIVIDUAL AVAILMENT FORM (PAYROLL
CASH DISBURSEMENT)**

DATE : 15 August 2025

In view of the implementation of DepEd Order (DO) No. 16, s. 2025 titled **Guidelines on the Grant of Medical Allowance to the Department of Education Personnel, and as agreed during the National Management Committee** in Koronadal, all Regional Offices (ROs) and Schools Division Offices (SDOs) are hereby directed to immediately process and facilitate the release of the medical allowance through payroll disbursement of eligible employees who have duly submitted Annex A and availed of the Individual Availment form. Please ensure that the said medical allowance is released on or before **August 31, 2025**. To expedite the process, ROs and SDOs may frontload available Personnel Services (PS) funds.

Under the Individual Availment mode, personnel who received the medical allowance are required to submit the necessary reportorial requirements as soon as they become available. These submissions are subject to the usual accounting and auditing rules and regulations. Failure to comply will result in the withholding of the medical allowance for the succeeding year until all obligations are fully met.

All ROs and SDOs are requested to submit the consolidated *DBM Report Form* (DO 16, s. 2025, Annex C) to the Central Office BHROD - Employee Welfare Division via:

- Email : bhrod.ewd@deped.gov.ph
- Upload link: <https://tinyurl.com/RegionalDataAvailment>
- Deadline: **September 15, 2025**.

Additionally, please ensure that your respective data are updated in the online nationwide medical allowance monitoring system via the following link: <https://tinyurl.com/MedicalAllowanceMatrix>.

[BHROD-EWD/MCLatosa]

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

For your guidance and strict compliance.

Attached is Memorandum DM-OUHROD 2023-2028 dated August 15, 2023, which prescribes the mode of service of process for the Manual Assessment of the Local Government which is self-compliance.

Immediately observance of and compliance with the following shall be observed:

1. The mode of service of process shall be by personal service, as stated in the Memorandum.

2. The mode of service of process shall be by personal service, as stated in the Memorandum.

3. The mode of service of process shall be by personal service, as stated in the Memorandum.

4. The mode of service of process shall be by personal service, as stated in the Memorandum.

5. The mode of service of process shall be by personal service, as stated in the Memorandum.

6. The mode of service of process shall be by personal service, as stated in the Memorandum.

7. The mode of service of process shall be by personal service, as stated in the Memorandum.

8. The mode of service of process shall be by personal service, as stated in the Memorandum.

9. The mode of service of process shall be by personal service, as stated in the Memorandum.

10. The mode of service of process shall be by personal service, as stated in the Memorandum.

11. The mode of service of process shall be by personal service, as stated in the Memorandum.

12. The mode of service of process shall be by personal service, as stated in the Memorandum.

13. The mode of service of process shall be by personal service, as stated in the Memorandum.

14. The mode of service of process shall be by personal service, as stated in the Memorandum.

15. The mode of service of process shall be by personal service, as stated in the Memorandum.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	2 of 2

