



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

**REGIONAL MEMORANDUM**

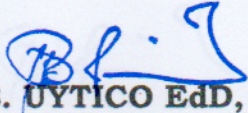
08/19/2025

No. 267, s. 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



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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

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](mailto: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]



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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 guidance and strict compliance.

1. Attached is Memorandum DM OUIHROD-2023-2298 dated August 13, 2023 on "Guidelines for Processing and Release of Medical Allowance for Individual Absent from Work (Payroll Cash Disbursement)" which is self-explanatory.

2. Immediate dissemination and compliance with the Memorandum are desired.

HANNA B. SYTHER, PhD, MA, EdD  
Regional Director

Enclosure As stated  
Enclosure As stated

To be included in the Perpetual Index  
and to be included in the  
Annual Report

ADMIN

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ADMIN