



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

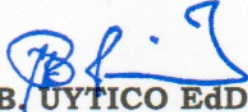
08/20/2025

No. 291, s. 2025

DETAILED WORKSHEET FOR PROCESSING OF MEDICAL ALLOWANCE

To: Schools Division Superintendents of Negros Oriental and Siquijor
Provinces Schools Division Offices
All Other Concerned

1. Attached is the communication from Department of Budget and Management Regional Office 7, enjoining the Schools Division Offices to accomplish the Detailed Worksheet for Medical Allowance, which is self-explanatory.
2. Softcopy of the aforementioned worksheet can be accessed and downloadable through this link: <https://tinyurl.com/2r9nd2yu>
3. 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-Dissemination-Medical Allowance-Detailed Worksheet-RO7



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://tinyurl.com/nir-gov-ph>

Detailed Worksheet for Medical Allowance

Agency: MPBF
Fund Source: MPBF
(Pursuant to Budget Circular No. 2024-6 dated December 12, 2024)

Document Code: DEM-ROVII-DWMA-01 Rev. 0
Effectivity Date: August 19, 2025

No.	NAME	PLANTILLA ITEM NO.	Original Date of Appointment	PAP	Organizational Code per PSJPOP	STATUS (Permanent/Temporary, Coterminous)	Amount	REMARKS (Name of School)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14						ELEM	-	-
15								
16								
17								
18								
19								
20						SHS	-	-
		20	GRAND TOTAL					

(Insert additional rows if necessary)

I hereby warrant that this list containing the names of personnel availing salaries and other benefits was prepared in accordance with existing budgeting, accounting, and auditing rules and regulations.

I hereby attest to the veracity and accuracy of the names of personnel and their corresponding amount of salary claims, as well as completeness and authenticity of the supporting documents submitted.

Prepared by:

Certified Correct by:

Endorsed/Submitted by:

Budget Officer

Chief Administrative Officer

Schools Division Superintendent

Documentary Requirements:

To be submitted to DBM RO:

1. Special Budget Request
2. BED No. 3, for cash allocation/NCA Request
3. Latest FAR1 and FAR1A (URS Submitted)
4. Detailed Worksheet for Medical Allowance
5. Certification of No Available Funds