



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 297, s. 2025

08/20/2025

**FLEXIBILITY TO IMPLEMENT DEPED ORDER NO. 16 S. 2025 AND THE
IMMEDIATE PROCESSING OF MEDICAL ALLOWANCE**

To: Schools Division Superintendents
All Other Concerned

1. Attached is Memorandum DM-OUHROD-2025-2362 dated August 20, 2025 re: "Flexibility to Implement DepEd Order No. 16, s. 2025 and the Immediate Processing of Medical Allowance" 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-2025-2362- Medical Allowance



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



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-2362

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

FROM : **ATTY. FATIMA LIPPE D. PANONTONGAN**

flpanontongan
Undersecretary and Chief of Staff

wilfredo e. cabral
WILFREDO E. CABRAL

wilfredo e. cabral
Undersecretary

SUBJECT : **FLEXIBILITY TO IMPLEMENT DEPED ORDER NO. 16, S. 2025
AND THE IMMEDIATE PROCESSING OF MEDICAL
ALLOWANCE**

DATE : 20 AUGUST 2025

With reference to Memorandum DM-OUHROD-2025-2298, titled *Immediate Processing and Release of Medical Allowance for Individual Availment Form (Payroll Cash Disbursement)* dated August 15, 2025, and in line with the ongoing implementation of the DepEd Order No. 016, s. 2025, titled *Guidelines on the Grant of Medical allowance to the Department of Education Personnel*, please be informed that eligible personnel, depending on their need and preference, may still opt to change their mode of availment from Group/Agency Procurement to Individual Availment (Cash Form through payroll disbursement) to ensure the timely release of their medical allowance on August 31, 2025.

Recognizing the benefits of availing a more comprehensive HMO-type product through group/bulk purchase, eligible personnel who have opted to receive the said allowance in cash may also organize themselves or avail of an HMO-type product through their respective employees' organization, associations, or cooperatives.

Regional Offices (ROs) and Schools Division Offices (SDOs) with ongoing procurement process may continue with their current process, taking into consideration the possible changes in the preferred mode of availment of employees.

Please ensure that all teachers and employees are properly apprised of the status of payroll disbursement and/or procurement stages.

To facilitate the changes in the preferred mode of availment, the following processes shall be undertaken:

1. A master list from the School, SDO, and RO shall be required, containing only the names of employees who opted to change their preferred mode of availment (*See attached template*).
2. The master list shall be submitted to the designated focal office (FO) in the RO or SDO for the updating of their Annex A/consent form.

In case of insufficient PS funds, ROs and SDOs shall request funding from their respective DBM counterparts.

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 information and guidance.

Annex E – Change of Availment Form

Region: _____

Division: _____

Name of School (if applicable): _____

NAME	EMPLOYEE #	ORIGINAL AVAILMENT	NEW AVAILMENT OPTION	SIGNATURE

*** please use additional sheet if necessary

Consolidated by:

Name and Signature
(School Head/Division Chief)

Received by:

Name and Signature
(RO/SDO Focal Office)