



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

August 24, 2025

DIVISION MEMORANDUM

No. 346, s. 2025

**FLEXIBILITY IN THE IMPLEMENTATION OF DEPED ORDER NO. 16, s. 2025
AND THE IMMEDIATE PROCESSING OF MEDICAL ALLOWANCE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Unit Heads
All Division Office Personnel
All Others Concerned

1. In the interest of ensuring efficient service delivery and compliance with DepEd Order No. 16, s. 2025, all concerned personnel of the Schools Division Office of Bataan are hereby directed to give due attention to the provisions of the attached memorandum.
2. Specifically, the following instructions shall be observed:
 - 2.1 Thoroughly review the provisions of DepEd Order No. 16, s. 2025 to ensure proper implementation at the division level;
 - 2.2 Exercise flexibility in the application of the Order, taking into account the unique contexts of schools and personnel;
 - 2.3 Immediately process the medical allowance of entitled personnel without unnecessary delay;
 - 2.4 Coordinate with the concerned units to guarantee the completeness, accuracy, and timeliness of all submissions and reports; and
 - 2.5 Extend full assistance to school heads and personnel who may need guidance in complying with the requirements of the Order.
3. The cooperation and prompt action of all concerned are earnestly appreciated as we work together to uphold the welfare of our teachers, non-teaching staff, and stakeholders. Please be guided accordingly.
4. Inclosure No. 1 contains Memorandum DM-OUHROD-2025-2362 titled Flexibility in the Implementation of DepEd Order No. 16, s. 2025 and the Immediate Processing of Medical Allowance dated August 20, 2025.



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5. Wide dissemination of this Memorandum is desired for strict compliance.



CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 

Incl: As stated

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

- PROCESSING OF MEDICAL ALLOWANCE
- IMPLEMENTATION OF FLEXIBILITY GUIDELINES



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 LEE D. PANONTONGAN
Undersecretary and Chief of Staff


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 |
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*** please use additional sheet if necessary

Consolidated by:

Received by:

Name and Signature
(School Head/Division Chief)

Name and Signature
(RO/SDO Focal Office)