



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

**DIVISION MEMORANDUM**  
No. 350, s. 2025

**ADDENDUM TO 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  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Administrative Officers II  
All Others Concerned

1. In connection with Division Memorandum No. 346, s. 2025, "*Flexibility in the Implementation of DepEd Order No. 16, s. 2025 and Immediate Processing of Medical Allowance*", this Addendum is hereby issued by this Office to provide clarification and further guidance, as follows:

1.1 Those who originally chose **Group Availment** have the option to shift to **Individual Availment**. Please accomplish the Change of Availment Form (see Annex E) and submit two (2) copies to the SDO Personnel Unit not later than 12:00 noon on August 27, 2025.

1.2 The release date for those who originally chose **Individual Availment** is August 28, 2025. Meanwhile, those who recently shifted to Individual Availment shall be included in the next batch, which will be credited at a later date.

1.3 For **Individual Payroll Disbursement**, the deadline for submission of supporting documents is within sixty (60) working days from the date of credit to ATM. Said documents must be submitted to the SDO Personnel Unit for monitoring.

1.4 For **Group Availment**, the SDO-Bataan shall be in charge of the procurement of HMO.

2. Pursuant to DepEd Order No. 16, s. 2025, the following are the requirements for **Individual Availment**:

2.1 Payroll disbursement for the availment of new/renewal of individual HMO.

2.2 Personnel who already have a 2025 HMO-type product shall submit proof of enrollment with their 2025 HMO provider to the HRMO, such as, but not limited to, any of the following:



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- a. Copy of the 2025 HMO agreement;
  - b. Valid identification card (ID) issued by the 2025 HMO provider reflecting the name of the employee; or
  - c. Official receipt of the payment for the membership fee of the 2025 HMO product acquired.
3. Furthermore, the following guidelines are emphasized:
- 3.1 The Medical Allowance shall be used for the purchase or reimbursement of HMO expenses.
  - 3.2 In cases where the HMO-type product availed is below the amount of ₱7,000.00 medical allowance, the personnel shall not be required to refund the excess amount.
  - 3.3 Failure to utilize the Medical Allowance for HMO shall result in the withholding of said benefit in the succeeding years until the obligation is fully met.
4. Wide dissemination of and strict compliance with this Memorandum are hereby enjoined.

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

Incl: As stated  
To be include in the Perpetual Index under the  
Following subject:  
PROCESSING OF MEDICAL ALLOWANCE  
IMPLEMENTATION OF FLEXIBILITY GUIDELINES

S1/AD5