



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

OFFICE MEMORANDUM

No 41, s. 2025

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Unit/ Section Heads
All Others Concerned

FROM : SCHOOLS DIVISION SUPERINTENDENT

SUBJECT : Immediate Processing and Release of Medical Allowance for
Individual Availment Form (Payroll Cash Disbursement)

DATE : August 23, 2025

1. In reference to DepEd Memorandum DM-OUHROD-2025-2298 dated August 15, 2025, all concerned personnel of this Schools Division Office are hereby directed to facilitate the immediate processing and release of the medical allowance for eligible employees who have duly submitted Annex A and availed themselves of the Individual Availment Form.
2. The processing and release of the said allowance shall be completed on or before August 31, 2025. To expedite the process, the use of available Personnel Services (PS) funds for frontloading is authorized, subject to proper liquidation.
3. All personnel who received the medical allowance under the Individual Availment mode are reminded to submit the necessary reportorial requirements as soon as these become available. Submissions are subject to existing accounting and auditing rules. Failure to comply shall result in the withholding of subsequent medical allowance releases until all requirements are fulfilled.
4. Concerned units are directed to consolidate and submit the DBM Report Form (DO 16, s. 2025, Annex C) to the Central Office BHROD - Employee Welfare Division on or before September 15, 2025, through the following:
Email: bhrod.ewd@deped.gov.ph
Upload link: <https://tinyurl.com/RegionalDataAvailment>
5. Additionally, ensure that updates are regularly encoded in the nationwide medical allowance monitoring system
via: <https://tinyurl.com/MedicalAllowanceMatrix>
6. Wide dissemination of this Memorandum is desired for strict compliance.


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