





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

OFFICE MEMORANDUM

No. 12, s. 2026

TO : Human Resource Section
Payroll Unit
Cash Unit
Budget Section
Finance Section
All Others Concerned

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

SUBJECT : Immediate Processing of Medical Allowance for All SDO-Bataan Personnel (FY 2026)

DATE : March 31, 2026

1. Pursuant to **DepEd Memorandum DM-OUHRD-2026-0160** dated **January 26, 2026** and **DepEd Order No. 16, s. 2025 (Guidelines on the Grant of Medical Allowance to DepEd Personnel)**, all concerned offices in the Schools Division of Bataan are hereby directed to **immediately implement and process the release of the Medical Allowance for Fiscal Year 2026.**
2. In line with the above issuances, the following instructions shall be strictly observed:

2.1 Eligibility

- 2.1.1** Personnel who have rendered at least **two (2) months of service within FY 2026** are entitled to the medical allowance;
- 2.1.2** Personnel who are expected to render an aggregate of **six (6) months of service within FY 2026** shall likewise be eligible; and
- 2.1.3** Validation of entitlement shall be based on the official **Medical Allowance Eligibility List (Annex A).**

2.2 Processing and Disbursement

- 2.2.1** The **Payroll Unit** shall ensure that the medical allowance is released **via payroll disbursement only**, in accordance with the prescribed guidelines;
- 2.2.2** The **Budget and Finance Sections** shall allocate and obligate the necessary funds for the immediate release of the allowance; and



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2.2.3 The **HR Section** shall update and maintain accurate records of eligible personnel in the **nationwide online Medical Allowance Monitoring System**.

2.3 Submission of Reports

2.3.1 Personnel are reminded to accomplish and consolidate the **FY 2025 DBM Report Form (Annex C of DO 16, s. 2025)**, covering all schools within their jurisdiction including the SDO proper, and submit the same to the Regional Office focal person; and

2.3.2 Compliance with reporting requirements is mandatory; failure to submit may affect eligibility for FY 2026 Medical Allowance.

2.4 Feedback and Monitoring

2.4.1 Personnel and focal offices are encouraged to provide feedback on the implementation of the Medical Allowance through the official feedback forms provided by the Central Office; and

2.4.2 Continuous monitoring and strict compliance are expected to ensure transparency and accountability.

3. This Office Memorandum is issued for **immediate and strict compliance**.



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Republika ng Pilipinas
Department of Education
 OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2026-0160

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

FROM : **WILFREDO E. CABRAL**
E-signed by Wilfredo Cabral 1:46:07 PM
 Undersecretary for Human Resource and Organizational Development and Infrastructure

SUBJECT : **INSTRUCTIONS ON THE IMPLEMENTATION AND IMMEDIATE PROCESSING OF THE MEDICAL ALLOWANCE FOR FISCAL YEAR 2026**

DATE : 26 January 2026

In line with the implementation of DepEd Order (DO) No. 16, s. 2025 titled *Guidelines on the Grant of Medical Allowance to the Department of Education Personnel*, all Focal Offices (FOs) identified under Section V.F (Roles and Responsibilities) for the Regional Offices (ROs), Schools Division Offices (SDOs), and the Central Office (CO) are hereby directed to **immediately facilitate the release of the medical allowance for FY 2026.**

For FY 2026, FOs across all governance levels are authorized to only process the release of medical allowance via payroll disbursement, particularly through the two (2) individual availment options. This is done to ensure the expeditious release **before the end of Quarter 1 of FY 2026, subject to the availability of funds.** To help meet this timeline, ROs and SDOs may frontload available Personnel Services (PS) funds as necessary.

Personnel who are already in the service and who are expected to render at least a **total or aggregate of six (6) months of service within FY 2026** shall be eligible for the Medical Allowance. **Newly hired personnel shall be eligible only after rendering six (6) months of service.** All eligible personnel **must submit Annex A (Medical Allowance Registration Form)** indicating their chosen individual mode of availment. FOs shall consolidate these forms as the basis for payroll processing.



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Employees may opt to avail of medical services or HMO packages through duly registered employee cooperatives or associations, which may offer more comprehensive coverage or discounted rates. While this is encouraged to support employee welfare initiatives, it is hereby emphasized that **no official or employee shall coerce, compel, or unduly influence any personnel** to avail of services from any HMO provider.

All ROs and SDOs are likewise enjoined to keep their respective records updated in the nationwide online Medical Allowance monitoring system through the following link: <https://tinyurl.com/Medical-Allowance-Report>

Further, all ROs and SDOs are reminded to submit the **FY 2025 DBM Report Form (Annex C of DO 16, s. 2025), consolidated into one report per Region only**, to the Central Office BHROD – Employee Welfare Division on or before **March 1, 2026**. For guidance:

- SDOs shall accomplish a consolidated DBM report covering all schools within their jurisdiction including the SDO proper, to be submitted to their respective Regional Focal person.
- ROs shall accomplish a consolidated DBM report covering all SDOs within their jurisdiction including the RO proper, to be submitted to the Central Office.

All Regional Offices are requested to upload the duly approved/signed consolidated reports through this link: <https://tinyurl.com/Regional-Data-Availment>

To further improve implementation and for the enhancement of the policy, employees and FOs are encouraged to provide feedback on the FY 2025 Medical Allowance implementation through the official feedback form, accessible via the links: <https://tinyurl.com/DO16FeedbackFocalOffices>
<https://tinyurl.com/DO16FeedbackPersonnel>

Personnel who received the Medical Allowance in FY 2025 but have not submitted required proofs or documents are strongly reminded to comply. Failure to do so may affect eligibility for the FY 2026 Medical Allowance.

For inquiries or further clarifications, kindly contact the BHROD-EWD through Viber at 0962 895 1363 or email bhrod.ewd@deped.gov.ph.

This memorandum is issued for your information and strict compliance.



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