



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

**OFFICE MEMORANDUM**

No. 13, 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 :** Correction to Item 2.1.1 – Eligibility for Medical Allowance

**DATE :** April 6, 2026

1. Please be informed that **Item 2.1.1** of the Office Memorandum dated March 31, 2026 is hereby corrected to read as follows:

**“Newly hired personnel shall be eligible only after rendering six (6) months of service within FY 2026.”**

2. All other provisions of the said Memorandum remain in full force and effect.
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](mailto:bhrod.ewd@deped.gov.ph).

This memorandum is issued for your information and strict compliance.



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 CSC Resolution No. 202205

PHILIPPINE QUALITY AWARD  
 COMMITMENT TO QUALITY MANAGEMENT SYSTEMS  
 2022