



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

03 March 2026

DIVISION MEMORANDUM

No. 127, s. 2026

DISSEMINATION OF REGIONAL MEMORANDUM NO. 111, S. 2026 AND DEPED MEMORANDUM DM-OUHROD-2026-0160: INSTRUCTIONS ON THE IMPLEMENTATION AND IMMEDIATE PROCESSING OF THE MEDICAL ALLOWANCE FOR FY 2026

To: OIC- Assistant Schools Division Superintendent
OIC- CID Chief Education Supervisor
OIC- SGOD Chief Education Supervisor
School Heads (Public Schools)
All Others Concerned

1. This Office disseminates **Regional Memorandum No. 111, s. 2026** dated *10 February 2026* and **DepEd Memorandum DM-OUHROD-2026-0160** dated *26 January 2026*, both titled "**Instructions on the Implementation and Immediate Processing of the Medical Allowance for Fiscal Year 2026.**"
2. The said memoranda provide guidelines on the **release, eligibility, processing, and monitoring** of the FY 2026 Medical Allowance pursuant to **DepEd Order No. 16, s. 2025**.
3. All designated **Focal Offices** within the Schools Division are directed to **immediately facilitate and ensure** the processing of the Medical Allowance for eligible personnel. The release for FY 2026 shall be **strictly through payroll disbursement**, following the two (2) individual availment options indicated in Annex A (Medical Allowance Registration Form).
4. All personnel who are already in service, and who are expected to render at least **six (6) months of service within FY 2026**, are **eligible** for the allowance. Newly hired personnel shall be eligible **after completing six (6) months of service**.
5. All eligible personnel are required to submit **Annex A (Medical Allowance Registration Form)** indicating their chosen individual mode of availment. School Heads are instructed to **consolidate and transmit** these forms to the Human Resource Office for payroll processing.
6. Schools and offices are encouraged to inform personnel that they may opt to avail of medical or HMO services through recognized employee cooperatives or associations, provided this is done **voluntarily and without coercion**



Address: Toclong I-C, Imus City, Cavite
Telephone No.: (046) 4198450 to 53
Email Address: imus.city@deped.gov.ph
Website: www.depedimuscity.com
Facebook Page: @sdoimuscity



7. All SDO units must ensure that records are kept updated in the **nationwide Medical Allowance Monitoring System** through the official link provided in the Regional Memorandum.
8. Personnel who received the FY 2025 Medical Allowance but have **not yet submitted required supporting documents** are strongly reminded to comply, as failure to do so may affect eligibility for FY 2026.
9. For inquiries, please contact Mr. Ronnie B. Yohan, Administrative Officer V, at 419-8450 local 206.
10. For guidance and strict compliance.



Digitally signed by
Mendoza Homer
Napenas
Date: 2026.03.03
05:50:44 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated,
Reference: As stated,

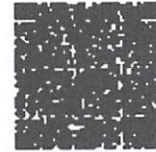
To be indicated in the Perpetual Index
under the following subject:

asu/rby/MEDICAL ALLOWANCE





Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Personnel-RM-2026-111

10 February 2026

Regional Memorandum
No. 111, s. 2026

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

To **Regional Office Officials and Employees**
Schools Division Superintendents
All Others Concerned

1. Enclosed is a copy of MEMORANDUM DM-OUHROD-2026-0160 dated January 26, 2026 signed by **Usec. WILFREDO E. CABRAL**, Undersecretary, Human Resource and Organizational Development, DepEd Central Office, Meralco Ave., Pasig City, titled **“Instructions on the Implementation and Immediate Processing of the Medical Allowance for Fiscal Year 2026,”** which is self-explanatory.
2. In view thereof, all designated Focal Offices identified under Section V.F (Roles and Responsibilities) of DO 16, s. 2025, are directed to immediately facilitate the release of the Medical Allowance for FY 2026.
3. For FY 2026, **release shall be through payroll disbursement only**, particularly through the two (2) individual availment options, to ensure the expeditious release before the end of Quarter 1 of FY 2026, subject to the availability of funds. Frontloading of available Personnel Services (PS) funds may be done, if necessary.
4. 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. Focal Offices shall consolidate submissions for payroll processing.
5. Employees may opt to avail of medical services or HRMO packages through duly registered employee cooperative or associations, which may offer more comprehensive coverage or discounted rates.
6. The Regional Office and all Schools Division Offices (SDOs) shall update records in the **nationwide online Medical Allowance Monitoring System** through this link: <https://tinyurl.com/Medical-Allowance-Report>.

7. **All SDOs are reminded to submit the FY 2025 DBM Report Form** (Annex C of DO 16, s. 2025) **on or before February 25, 2026**, to allow sufficient time for the Focal Office at the Reginal Office to consolidate the reports for submission to the Central Office BHROD-Employee Welfare Division on or before March 1, 2026.
8. 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.
9. Attention is invited to paragraph 8 of the said memorandum, which contains the link to the feedback form regarding the implementation of the FY 2025 Medical Allowance.
10. For inquiries or further clarification, please contact the BHROD-EWD via Viber at 0962-895-1363 or through email at bhrod.ewd@deped.gov.ph.
11. For information and strict compliance.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

6

Incl.: As stated

ROA/08C/P1



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**
*Undersecretary for Human Resource and
Organizational Development and Infrastructure*

E-signed by
Wilfredo Cabral
1/27/2026, 8:48:07 PM

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.

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.