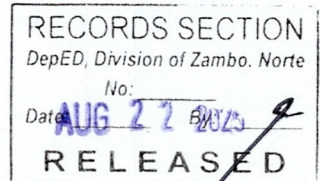




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



August 22, 2025

Division Memorandum

No. 402, s. 2025

**FLEXIBILITY TO IMPLEMENT DEPED ORDER NO. 16 S. 2025
AND THE IMMEDIATE PROCESSING OF MEDICAL ALLOWANCE**

To: Assistant Schools Division Superintendent
Division Chiefs
Section/Unit Heads
School Heads (Elementary/Secondary)
Teaching and Non-Teaching Personnel
This Division

1. This is in relation to the enclosed Memorandum DM-OUHROD-2025-2362 dated August 20, 2025 relaying that eligible personnel, depending on their need and preference, may still opt to change their mode of availment to ensure the timely release of said allowance on August 31, 2025.
2. This Office notifies all concerned that the payroll for those who opted by availing individual availment (payroll disbursement or reimbursement) has been finalized and forwarded to Finance Section for the release process. Those who initially preferred group availment may still opt to choose individual availment but shall need to personally signify their intent to change their mode, **on or before August 24, 2025**, through this link: bit.ly/ZNMEDICALFORM2. After the cut-off date, the Focal Office shall determine the basis for the preparation of supplemental payroll and/or the conduct of agency procurement.
3. As emphasized, eligible personnel who opted to receive the said allowance in cash may accordingly organize themselves or avail of an HMO-type product through their respective employees' organization, associations or cooperatives.
4. All concerned are reminded on the reportorial requirements and attachments, particularly those who opted individual availment, which shall be collected by district. All Administrative Officers II are tasked to gather and compile necessary documents for one-time submission to the SDO when available. To reiterate, failure to comply shall result in the withholding of the personnel's medical allowance for the succeeding year until reportorial obligations are settled.
5. Immediate and widest dissemination of this Memorandum is directed.

MAJARANI M. JACINTO EdD, CESO V
Schools Division Superintendent

ASjlr/MedFlex/DM018-082125



Republika ng Pilipinas

Department of Education

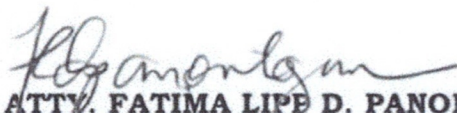
OFFICE OF THE UNDERSECRETARY

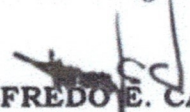
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-2362

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : 
ATTY. FATIMA LIPE D. PANONTONGAN
Undersecretary and Chief of Staff


WILFREDO E. CABRAL
Undersecretary

SUBJECT : FLEXIBILITY TO IMPLEMENT DEPED ORDER NO. 16, S. 2025
AND THE IMMEDIATE PROCESSING OF MEDICAL
ALLOWANCE

DATE : 20 AUGUST 2025

With reference to Memorandum DM-OUHROD-2025-2298, titled *Immediate Processing and Release of Medical Allowance for Individual Availment Form (Payroll Cash Disbursement)* dated August 15, 2025, and in line with the ongoing implementation of the DepEd Order No. 016, s. 2025, titled *Guidelines on the Grant of Medical allowance to the Department of Education Personnel*, please be informed that eligible personnel, depending on their need and preference, may still opt to change their mode of availment from Group/Agency Procurement to Individual Availment (Cash Form through payroll disbursement) to ensure the timely release of their medical allowance on August 31, 2025.

Recognizing the benefits of availing a more comprehensive HMO-type product through group/bulk purchase, eligible personnel who have opted to receive the said allowance in cash may also organize themselves or avail of an HMO-type product through their respective employees' organization, associations, or cooperatives.

Regional Offices (ROs) and Schools Division Offices (SDOs) with ongoing procurement process may continue with their current process, taking into consideration the possible changes in the preferred mode of availment of employees.

Please ensure that all teachers and employees are properly apprised of the status of payroll disbursement and/or procurement stages.

To facilitate the changes in the preferred mode of availment, the following processes shall be undertaken:

1. A master list from the School, SDO, and RO shall be required, containing only the names of employees who opted to change their preferred mode of availment (*See attached template*).
2. The master list shall be submitted to the designated focal office (FO) in the RO or SDO for the updating of their Annex A/consent form.

In case of insufficient PS funds, ROs and SDOs shall request funding from their respective DBM counterparts.

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

For your information and guidance.