



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

February 11, 2026

DIVISION MEMORANDUM

OSDS-2026- 031

**DISSEMINATION OF REGIONAL MEMORANDUM ASD-2026-014,
"IMPLEMENTATION AND PROCESSING OF MEDICAL
ALLOWANCE FOR FISCAL YEAR 2026"**

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Cluster Heads/School Heads
Public Elementary and Secondary School Heads
SDO Section Heads/Unit Heads
Teaching and Non-Teaching Personnel
All Others Concerned
This Division

1. Enclosed is Regional Memorandum ASD-2026-014 titled "Implementation and Processing of Medical Allowance for Fiscal Year 2026".
2. Per Division Memorandum 2026-OSDS-028 submission of duly accomplished hard copy of **Annex A (Medical Allowance Registration Form-One (1) Copy Only)** to the Office of the Administrative Officer V shall be on or before **February 20, 2026** to give this office an ample time to encode the preferred option on the availment of medical allowance in the link created by this Office for easy monitoring and consolidation of data.
3. **Eligible Personnel are as follows:**
 - a) The personnel are already in government service and are to render services for at least a total or an aggregate of six (6) months of service in a particular fiscal year, including leaves of absence with pay, and services rendered under any alternative work arrangements prescribed by the Civil Service Commission.
 - b) Newly hired personnel may qualify for the grant of the medical allowance after rendering six (6) months of service in a particular fiscal year.
 - c) Personnel who transferred to the DepEd and was not granted medical allowance by the government agency they previously worked for shall be eligible to receive the medical allowance from DepEd, subject to submission of a certification from the former agency's Human Resource or Personnel Unit/Office/Division. The certification shall then be verified by the concerned DepEd Focal Office (FO).
 - d) The medical allowance of a personnel on detail to another government agency shall be granted by the mother agency, while those on secondment shall be paid by the recipient agency.



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- e) A compulsory retiree, whose services have been extended, may be granted the medical allowance, subject to the pertinent conditions and guidelines under this Order.
- f) Personnel who are formally charged with administrative and/or criminal cases, which are still pending for resolution, shall be entitled to medical allowance until found guilty.
- g) Personnel who are formally charged with administrative and/or criminal cases, and who are found guilty with a penalty of reprimand, shall still be entitled to medical allowance.
- h) Personnel on study leave with pay or on study/training/scholarship grant whether locally or abroad, and renders at least six (6) months of service in the same year, including leaves of absence with pay prior to and/or after the study leave or study/training/scholarship grant be entitled to the medical allowance.

4. **Ineligible Personnel are as follows:**

- a) Those who are hired without employer-employee relationships and funded from non-Personnel Services (PS) appropriations/budgets, as follows:
 - a.1 Consultants and experts hired for a limited period to perform specific programs, activities, or services with expected outputs;
 - a.2 Student laborers or apprentices;
 - a.3 Individuals and groups of people whose services are engaged through contracts of service (CoS), job orders (JOs), or others similarly situated.
- b) Officials and personnel who are already receiving HMO-based health care services by virtue of special laws.
- c) Personnel who transferred to DepEd within the year but was earlier granted medical allowance by the previous agency shall no longer be granted medical allowance by DepEd for the same year.
- d) The medical allowance of any personnel funded by their respective Local Government Units (LGUs) but are assigned to DepEd shall be paid by their respective LGUs.
- e) Personnel who are found guilty of an administrative and/or criminal case shall not be entitled to the medical allowance in the year when the decision/resolution becomes final. Additionally, the concerned personnel shall refund any Medical Allowance received for that year.
- f) Personnel on study leave with pay or on study/training/scholarship grant, whether locally or abroad, for the entire year, shall not be entitled to medical allowance.

5. Liquidation reports with complete supporting documents shall be submitted to Accounting Office within **sixty (60) days after the release of the allowance.**



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6. Immediate and wide dissemination of this issuance to all concerned is hereby enjoined.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: Regional Memorandum ASD-2026-014
Reference: DepEd Order No. 16, s. 2025 and Memorandum DM-OUHROD-2026-0160
Allotment: NONE
To be included in the Perpetual Index under the following Subjects:
ALLOWANCES BENEFITS GUIDELINES

ZBP/ADMIN/DM / DISSEMINATION OF REGIONAL MEMORANDUM ASD-2026-014, "IMPLEMENTATION AND PROCESSING OF MEDICAL ALLOWANCE FOR FISCAL YEAR 2026" / February 11, 2026



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Department of Education
SOCCSKSARGEN REGION



06 Feb 2026

REGIONAL MEMORANDUM
ASD-2026-014

**IMPLEMENTATION AND PROCESSING OF MEDICAL ALLOWANCE FOR FISCAL
YEAR 2026**

To: Schools Division Superintendents
All Other Concerned Personnel

1. Pursuant to **MEMORANDUM DM-OUHROD-2026-0160** titled, "*Instructions on the Implementation and Immediate Processing of the Medical Allowance for Fiscal Year 2026*", and **DepEd Order No. 16, s. 2025** titled "*Guidelines on the Grant of Medical Allowance to the Department of Education Personnel*", the Regional Office through the Administrative Services Division and Finance Division, hereby directs the immediate processing of all required documents to ensure the timely release of FY 2026 Medical Allowance of DepEd SOCCSKSARGEN personnel.

2. All focal offices in the Regional Office and the eight Schools Division Offices are directed to prepare, verify, and endorse all documented requirements and coordinate with their respective Finance and Cashier Units for the release of medical allowance through either of the following options:

A. Payroll Disbursement for new or renewal of individual HMO Plans

a. Personnel who already have an HMO-type product shall submit proof of enrollment with their HMO provider such as, but not limited to, the following:

- copy of HMO agreement
- valid identification card (ID) issued by the HMO provider reflecting the name of the employee or official receipt for the payment of the membership fee for the HMO product acquired

b. Personnel enrolled as supplemental members or dependents under their family's HMO plan must present any valid proof or enrollment or registration verifying such status.

B. Cash Form for payment of Medical Expenses

a. This option shall be granted to personnel who fall under any of the following conditions set forth in the DBM Circular:

- Their localities/communities are identified as GIDA, as certified by the head of agency.
- Their localities have no adequate HMO branch or office of a licensed HMO company, as certified by the head of agency; and



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- Application of the personnel concerned in acquiring HMO coverage has been denied by an HMO company.
 - b. Based on the assigned workstation as the reference point, the following DepEd officials are authorized to issue certifications for identified GIDA localities where there is no adequate HMO branch or licensed HMO company within the area, as supported by relevant data from the LGU or other applicable government agencies.
3. To ensure the expeditious facilitation and release of the medical allowance before the end of the **1st quarter of Fiscal Year 2026**, all Regional and Division offices may frontload available Personnel Services funds as necessary to meet the required timelines, subject to standard auditing rules and regulations. personnel services funds as necessary, subject to fund availability and prevailing financial policies.
4. Personnel already in the service and expected to render **at least six (6) cumulative months of service within FY 2026** are eligible for the Medical Allowance. Newly hired personnel become eligible only after rendering six (6) months of service. All eligible personnel must submit **Annex A (Medical Allowance Registration Form)** indicating their chosen mode of availment as basis for payroll processing.
5. All eligible personnel shall accomplish and submit **Annex A (Medical Allowance Registration Form)** to their respective focal offices, indicating their chosen mode of availment. Employees who availed of the FY 2025 Medical Allowance using an HMO plan may still avail of the FY 2026 allowance, provided they submit a **separate proof of availment specifically for FY 2026**. Failure to submit the required documents may affect eligibility for the FY 2027 Medical Allowance.
6. The following enclosures are provided for reference and use:
- Enclosure A: ANNEX A (Medical Allowance Registration Form); and
Enclosure B: ANNEX B (Individual Cash Claim Form).
7. Regardless of the chosen availment option, all personnel who availed of the allowance are required to submit the reportorial requirements stipulated in DO 16, 2025. These shall be consolidated by their respective focal offices and shall be subject to standard accounting and auditing procedures.
8. All consolidated liquidation reports with complete supporting documents shall be submitted to the respective Finance Office **within sixty (60) days after the release of the allowance**.
9. SDOs are likewise instructed to regularly update their records in the nationwide online medical allowance monitoring system through the link: <https://tinyurl.com/Medical-Allowance-Report>.



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10. For further inquiries, contact Emerin B. Astillero, Administrative Officer V through her email address at emerin.astillero@deped.gov.ph.
11. For the guidance, wide dissemination and strict compliance of all concerned.

Digitally signed by
Rocafort Carlito Dalisay
Adobe Acrobat Reader
version: 2023.006.20380

CARLITO D. ROCAFORT
Director IV

Encls.: As stated

References: DO No. 16, s. 2025, DM-OUHROD-2026-0160 & RM ASD-2026-006 & RM ASD- 2025-036

Allotment: N o n e

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

HUMAN RESOURCE

EBA/AD-P/RM - IMPLEMENTATION AND PROCESSING OF MEDICAL ALLOWANCE FOR FISCAL YEAR 2026
015/February 06, 2026



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