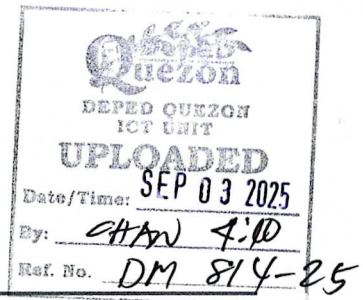




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



3 September 2025

DIVISION MEMORANDUM

DM No. 814, s. 2025

**SUBMISSION OF SUPPORTING DOCUMENTS
FOR MEDICAL ALLOWANCE (CY 2025)**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
OICS/TICS
All Others Concerned

1. In line with the implementation of DepEd Order No. 16, s. 2025 and DBM Budget Circular No. 2024-6, this is to remind all qualified personnel who have received the ₱7,000 Medical Allowance for FY 2025 via payroll (individual HMO or cash availed) that the submission of official receipts and supporting documents is required.
2. These documents will be used to validate the use of the said allowance and shall be attached to payroll records in compliance with COA and DBM audit requirements.
3. All recipients are hereby instructed to submit the following to the Payroll Section, together with accomplished Form Annex A, on or before September 29, 2025:
A. Payroll Disbursement for the availment of new/renewal of individual HMO.
Submit any one of the following (not all) as proof of enrollment:
 - a. Copy of HMO agreement/contract;
 - b. Valid ID issued by the HMO provider (with employee's name);
 - c. Official Receipt (OR) for membership fee;

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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B. Cash form for payment of medical expenses.

- a. Signed Individual Cash Claim Form (Annex B); and
 - b. Certification of GIDA or Certification of No Adequate HMO branch or office, or Proof of Denial from any HMO including but not limited to letter or electronic mail.
4. The above requirements shall be **consolidated and submitted per district (Elementary and Secondary)** for proper endorsement and compliance.
5. Failure to submit the above documents within the prescribed period may result in ineligibility for the next year's medical allowance, as stated in DepEd Order No. 16, s. 2025.
6. For information, guidance and strict compliance.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent


JOEPI F. FALQUEZA
Assistant Schools Division
Superintendent

Persjcsr09/03/2025

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