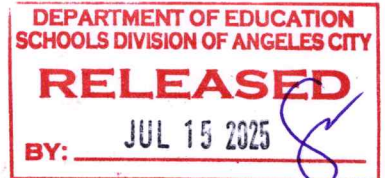




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



15 Jul 2025

DIVISION MEMORANDUM
No. 219, s. 2025

**REGISTRATION FOR THE GRANT OF MEDICAL ALLOWANCE TO THE
DEPARTMENT OF EDUCATION PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to inform all teaching and non-teaching personnel of the issuance of DepEd Order No. 016, s. 2025, titled "Guidelines on the Grant of Medical Allowance to the Department of Education Personnel." The Order outlines the procedures and requirements for the availment of the medical allowance benefit.

2. All eligible personnel are required to register their preferred mode of availment, choosing from the following three (3) options:

- Group (Agency Procurement)
- Individual Cash Claim (Availment of new or renewal of own HMO)
- Cash Form (For reimbursement of incurred medical expenses)

3. To register, please accomplish the online form using the Registration Link: <https://forms.office.com/r/rJqh2kRVNw>. Deadline for online registration is on **July 17, 2025**.

4. For further guidance, you may access the orientation materials through this link: <https://tinyurl.com/4eunmdyd>. These include:

- The online orientation video recording
- Templates of the required Annex Forms (A & B)
- The PDF copy of DepEd Order No. 016, s. 2025

4. Please ensure that you use your **official DepEd email account** when filling out the online registration form.

5. In addition to online registration, all eligible personnel must submit the following:

- Annex A (Medical Allowance Registration Form) – to be submitted by all personnel, regardless of availment mode.



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- Annex B (Individual Cash Claim Form) – to be submitted only by those opting for Individual Cash Claim or Cash Form, along with the required supporting documents.
6. Personnel must carefully review the eligibility requirements for the individual cash claim option. Only those who meet the stated conditions will be allowed to avail of the medical allowance through this mode.
7. Submission of hard copies of Annex A and, if applicable, Annex B with complete attachments, must be completed on or before July 21, 2025.
8. Immediate and wide dissemination of, and strict compliance with, the contents of this Memorandum are earnestly desired.

ENGR. EDGARD C. DOMINGO PhD CESO V
Schools Division Superintendent

Encl.:

Reference: As stated

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

MEDICAL ALLOWANCE

MCS/AOV/July 15, 2025



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