Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION
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DIVISION MEMORANDUM
No. 574, s. 2026

SUBMISSION OF REPORTORIAL REQUIREMENTS FOR THE MEDICAL ALLOWANCE FOR FISCAL YEAR 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Schools Division Office Section Heads
School Heads, Secondary Schools, IUs and Non-IUs
School Heads, Elementary Schools
All Other Concerned Personnel

1. Pursuant to **Department of Education Order No. 016, s. 2025**, issued in accordance with **Department of Budget and Management (DBM) Budget Circular No. 2024-9 dated December 12, 2024**, entitled *"Rules and Regulations on the Grant of Medical Allowance to Civilian Government Personnel,"* all teaching and non-teaching personnel of the Schools Division Office of Iriga City who opted to receive the Medical Allowance for **Fiscal Year 2026** in cash or through individual availment are hereby required to submit any of the following documentary requirements:

   a. Copy of the HMO Agreement/Contract;
   b. Valid Identification Card (ID) issued by the HMO provider reflecting the name of the employee; or
   c. Official Receipt evidencing payment of the membership fee or premium for the HMO product acquired.

2. Failure to submit the foregoing reportorial requirements shall result in the **withholding of the employee's Medical Allowance for the succeeding fiscal year** until the required documents are submitted and the reporting obligation has been duly complied with.

3. Recognizing the benefits of availing a more comprehensive HMO-type product through group or bulk purchase arrangements, eligible personnel who have received the Medical Allowance are encouraged to organize themselves or avail of HMO-type products through their respective employees' organizations, associations, or

cooperatives. **Group availment at the school level is likewise encouraged** to maximize the benefits of the allowance.

4. To facilitate the timely processing and release of the Medical Allowance for the succeeding fiscal year, all concerned schools and offices shall submit the above-mentioned reportorial requirements to the **Accounting Office through the Personnel-Payroll Section** on or before **December 18, 2026**, or immediately upon availability of the required documents.

5. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

MARIA-MAGNOLIA F. BRIOSO
OIC - Schools Division Superintendent

October 10, 2025