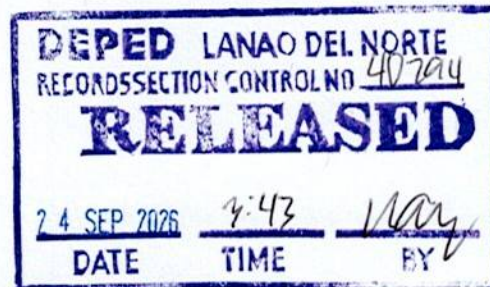




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF LANAOS DEL NORTE



September 24, 2026

DIVISION MEMORANDUM

No. 523 s. 2026

CHANGE IN MODE OF AVAILMENT FOR MEDICAL ALLOWANCE

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD, CID
Public Schools District Supervisors and Coordinating Principals
Public Elementary and Secondary School Administrators
All Others Concerned
This Division

1. Relative to Memorandum No. DM-OUHROD-2025-2298, titled "*Immediate Processing and Release of Medical Allowance for Individual Availment Form (Payroll Cash Disbursement)*," please be informed that employees who wish to **change their mode of availment from Group Availment to Individual Availment**, or vice versa, may still opt to change their preferred mode of availment to facilitate the timely release of their Medical Allowance for FY 2026.

2. To facilitate changes in the preferred mode of availment, the following procedures shall be undertaken:

- Eligible employees must re-apply for the Medical Allowance Registration Form (Annex A) through **emedic.depeditdn.com**. The form must clearly indicate the employee's preferred mode of availment (Group or Individual).
- A School Master List shall be prepared by the Administrative Officer II. The master list shall contain only the names of employees who opted to change their previously selected mode of availment. The prescribed template (*Annex E*) shall be used for this purpose.
- The Medical Allowance Registration Form (*Annex A*) and School Master List (*Annex E*) shall be submitted to the Division Office through the Records Section on **October 1, 2026**. It must be duly marked

marked "Received" by the Records Office and shall thereafter be submitted to the Administrative Office.

3. Note that each employee is allowed to change their mode of availment **only once**. The mode selected after the one-time change shall be considered **final** for all succeeding years.

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

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subject:

MODE OF AVAILMENT HMO

AOV-Per/nda

Annex E – Change of Availment Form

Region: _____ Division: _____
Name of School: _____
School ID: _____

NAME	EMPLOYEE #	ORIGINAL AVAILMENT	NEW AVAILMENT OPTION	SIGNATURE

*** please use additional sheet if necessary

Consolidated by:

Received by:

Name and Signature
(School Head)

Administrative Section
SDO Focal Office