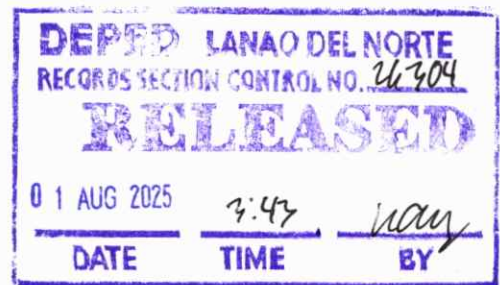




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF LANA O DEL NORTE



July 31, 2025

DIVISION MEMORANDUM

No. 418, s.2025

**DISSEMINATION OF DEPED ORDER NO. 016, S. 2025 - GUIDELINES ON
THE GRANT OF MEDICAL ALLOWANCE TO THE DEPARTMENT OF
EDUCATION PERSONNEL**

To: Assistant Schools Division Superintendent
Division Chiefs
Section Heads
School Heads
Administrative Officers II
All Concerned Personnel

1. This Memorandum disseminates DepEd Order No. 016, s. 2025, issued on June 9, 2025, which establishes the procedures, eligibility, and management of the annual ₱ 7,000 medical allowance subsidy provided to eligible DepEd teaching and non-teaching personnel.
2. Applies to all eligible DepEd personnel, who rendered at least six (6) months service in fiscal year and meet specified criteria. Ineligible groups include consultants, CoS/Jos, personnel funded outside Personnel Services, or those already receiving similar allowances from other agencies.
3. Highlights of DepEd Order No. 016, s. 2025:
 - Legal Basis: EO No. 64, s. 2024 and DBM Circular No. 2024-6 authorized the medical allowance.
 - Benefit Amount: ₱ 7,000.00 per year per eligible personnel.
 - Eligibility Requirements: Six months service requirement, prior agency certification for transferred personnel, provisions for those under administrative charge or extended service, etc.
 - Forms of Availment:
 - a. Group Availment: Bulk HMO procurement by Focal Office, covers in-patient/out-patient, emergency, annual exam, dental.
 - b. Individual Availment: Cash disbursement via payroll upon submission of proof of enrollment or expenses.



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09
Email Address: lanao.norte@depd.gov.ph
Website: <https://depdldn.com>



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE

- Procurement & Budgeting: Registration forms (Annex A), consolidated list form offices to Budget Section for funding and procurement planning; central monitoring and evaluation by Employee Welfare Division and Focal Offices at RO/SDO levels.
 - Monitoring & Reporting: Focal Offices must submit consolidated reports (Annex C) to Central Office; compliance with internal auditing rules required.
 - Prohibition & Privacy: No endorsements of HMO providers, no intermediation outside designated Focal Offices, strict adherence to Data Privacy Act, administrative accountability for violations.
4. Action Required
- a. All schools/unit heads, Administrative Offices, and HR units must familiarize themselves with the full Order.
 - b. Disseminate the contents to ALL eligible personnel.
 - c. Organize issuance and collection of the Medical Allowance Registration Form (Annex A) – indicate group or individual availment.
 - d. Submit consolidated forms to the Division Administrative Unit by Date.
 - e. The Administrative Unit will serve as the Focal Office to oversee eligibility screening, coordination with Budget Section, procurement of group HMO packages, or cash disbursement for individual availment.
5. This memorandum takes effect upon issuance. Immediate and wide dissemination is required to ensure timely facilitation of the medical allowance grant.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent