

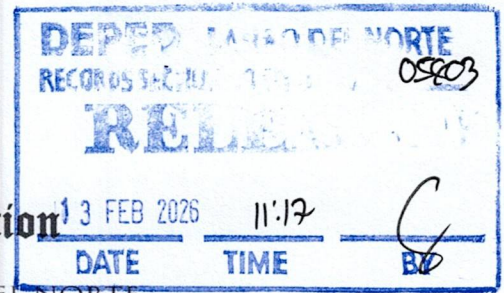


Republic of the Philippines

Department of Education

REGION X

SCHOOLS DIVISION OF LANA DEL NORTE



February 12, 2026

DIVISION MEMORANDUM

No. 099, S. 2026

SUBMISSION OF LIQUIDATION DOCUMENTS FOR THE INDIVIDUAL GRANT OF MEDICAL ALLOWANCE FY 2025

TO: Assistant Schools Division Superintendent
Public Elementary and Secondary School Heads
Section Heads
All Others Concerned

1. In reference to DepEd Order No.016, s. 2025, this Office hereby requires the **submission of complete liquidation documents** of personnel who availed the **Individual HMO** option under the Medical Allowance FY 2025 to assigned Administrative Officer II per school.
2. The liquidation documents must be properly arranged per school for orderly review and verification for the grant of the Medical Allowance FY 2026.
3. All school submissions shall be consolidated by the assigned AOII consolidators per district prior to final endorsement to this Office.
4. The complete and duly consolidated documents must be submitted through the **Records Section** on or before **February 18, 2026**.
5. Immediate dissemination and strict compliance of this memorandum is desired.

EDWIN B. MARIBOJOC, CESO V

Schools Division Superintendent



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