



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

12 Nov 2025

**DIVISION MEMORANDUM**

No. **161**, s. 2025

**SUBMISSION OF REPORTORIAL REQUIREMENTS  
FOR LIQUIDATION OF MEDICAL ALLOWANCE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
SDO Section and Unit Heads and Staff  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to DepEd Order (DO) No. 16, s. 2025 and Division Memorandum No. 128, s. 2025, on the grant of Medical Allowance for FY 2025, all personnel of this division who are qualified and have availed of the Individual form of Medical Allowance are required to submit the following documents and attachments for the **purpose of liquidation:**

- a. Payroll Disbursement for the availment of new/renewal of individual HMO: (Availed HMO should be aligned with the guidelines)
  - i. Copy of HMO agreement.
  - ii. Valid Identification Card (ID) issued by the HMO provider reflecting the name of the employee; or
  - iii. Official Receipt (OR) for the payment of the membership fee for the HMO product acquired.
  - iv. Duly accomplished Medical Allowance Registration Form (Annex A in DO 16, s. 2025).
- b. Cash form for payment of medical expenses:
  - i. Official Receipts of any or all below with the total minimum amount of P7,000.00
    - Consultation Fee
    - Laboratory/Diagnostic Tests
    - Medication
    - Hospitalization
    - Other (with specified medical items/services)
  - ii. Duly accomplished Individual Cash Claim Form (Annex B in DO 16, s. 2025).



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2. All personnel are required to submit their Medical Allowance liquidation documents, compiled by school or office with a cover page and summary list, through their respective School Heads (for schools) or Section/Unit Heads (for the Schools Division Office) to the **Accounting Unit**. The deadline for submission is extended until **December 10, 2025**.
3. Only complete documents shall be accepted for processing. Late submissions or documents submitted directly by individual personnel without proper routing through their School Head or Section/Unit Head will not be accommodated.
4. Personnel who fail to submit their liquidation documents or the required Annex A (for those who did not submit prior to the release of the allowance) shall not be eligible to avail themselves of the Medical Allowance for the following year.
5. This liquidation complies with government accounting and auditing standards; thus, strict adherence is required.
6. For inquiries, contact Ms. Ranolyn B. Undray, CPA, at [ranolyn.undray@deped.gov.ph](mailto:ranolyn.undray@deped.gov.ph).
7. Widest dissemination of this Memorandum is desired.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

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

**PROGRAMS**

Irma May G. Dinasas/OSDS/DM – submission of reportorial requirements for liquidation of medical allowance  
1157/November 12, 2025