



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

20 Aug 2026

DIVISION MEMORANDUM
OSDS-2026-081

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

1. Pursuant to DepEd Order No. 16, s. 2025 and Division Memorandum No. 128, s. 2025, on the grant of Medical Allowance. All personnel of this division who are qualified and availed of the Individual form of Medical Allowance are required to submit the following documents and attachments for the **purpose of liquidation**.
 - 1.1 Payroll Disbursement for the availment of new/renewal of individual HMO: (Availed HMO should be aligned with the guidelines)
 - a. Copy of HMO agreement;
 - b. Valid Identification Card (ID) issued by the HMO provider reflecting the name of the employee; or
 - c. Official Receipt (OR) for the payment of the membership fee for the HMO product acquired.
 - d. Duly accomplished Medical Allowance Registration Form (Annex A in DO 16, s.2025).
 - 1.2 Cash form for payment of medical expenses:
 - a. 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)
 - b. Medical Certificate of Physician's Prescription, if necessary
 - c. Duly accomplished Individual Cash Claim Form (Annex B in DO 16, s.2025).
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. Prior to submission, all liquidation documents **must be thoroughly checked, validated, and certified as complete by the Field Administrative Assistant or Administrative Officer** to ensure compliance with the prescribed



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requirements. Documents shall be **arranged per employee and sequenced according to the payroll list** for ease of verification and processing at the Division Office. The deadline for submission of complete liquidation documents is **on or before October 15, 2026**.

3. Only complete, properly verified, and properly arranged documents shall be accepted for processing. **Late submissions, incomplete requirements, unsupported claims, or documents not reviewed by the Field Administrative Assistant or Administrative Officer shall not be accepted and processed by the Division Office.** Likewise, documents submitted directly by individual personnel without proper routing through their School Head or Section/Unit Head shall not be accommodated. Personnel who fail to submit their liquidation documents within the prescribed deadline may be subject to delays in the processing of their claims and **may be deemed non-compliant with the liquidation requirements, which may affect their eligibility to avail themselves of future Medical Allowance benefits in accordance with existing DepEd and government accounting and auditing rules and regulations.**
4. School Heads, Administrative Assistants, Administrative Officers, and Section/Unit Heads shall ensure strict compliance with these requirements. Submission of inaccurate, incomplete, or improperly arranged documents that result in delays or audit observations shall be the responsibility of the concerned employee and Administrative Assistant / Administrative Officer In charge.
5. This liquidation is in compliance with government accounting and auditing standards; hence strict adherence is required.
6. For inquiries, you may contact our Accountant Ms. Ranolyn B. Undray, CPA through email at ranolyn.undray@depedsarangani.gov.ph

ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Encl.: None

Reference: As stated

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

ALLOWANCE

FUNDS

Irma May G. D/OSDS/MLA – submission of reportorial requirements for liquidation of medical allowance
0598/August 20, 2026



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