



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



July 8, 2025

DIVISION MEMORANDUM

No. 7-205 S. 2025

**GUIDELINES ON THE IMMEDIATE PROCESSING OF THE MEDICAL ALLOWANCE OF
SDO SIARGAO**

To: Asst. Schools Division Superintendent
Curriculum Implementation Division (CID)
Schools Governance Operation Division (SGOD)
Public Schools District Supervisors
Public Schools Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Concerned
This Division

1. In accordance with DepEd order No.16, s. 2025 re: Guidelines on the Grant of Medical Allowance to the Department of Education Personnel and to Executive Order (EO) No. 64 s. 2024 titled Updating the Salary Scheduled for Civilian Government Personnel and Authoring the Grant of an Additional Allowance, and for other Purposes and Department of Budget Management (DBM) Budget Circular No. 2024-6, titled Rules and Regulations on the Grant of Medical Allowance to Civilian Government Personnel.
2. This office thru the Human Resource Management Office releases the list of qualified personnel to avail the Medical Allowance thru this link <https://rb.gy/53v406>. Considering the eligibility for the following as basis:
 - a. The personnel are already in government service and are to render services for at least a total or an aggregate of six (6) months of service in particular fiscal year, including leaves of absence with pay, and services rendered under any alternative work arrangements prescribed by the Civil Service Commission.
 - b. Newly hired personnel may qualify for the grant of the medical allowance after rendering six (6) months of service in a particular fiscal year.
 - c. Personnel who transferred to the DepEd and was not granted medical allowance by the government agency they previously worked for all shall be eligible to receive the medical allowance from DepEd, subject to the submission of a certification from the former agency's HR/Personnel Unit/Division. The certification shall then be verified by the concerned DepEd Focal Office (FO).



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- d. The medical allowance of a personnel on detail to another government agency shall be granted by the mother agency, while those on secondment shall be paid by the recipient agency.
 - e. A compulsory retiree, whose services have been extended, may be granted the medical allowance, subject to the pertinent conditions and guidelines.
 - f. Personnel who are formally charged with administrative and/or criminal cases, which are still pending for resolution, shall be entitled to medical allowance until found guilty.
 - g. Personnel who are formally charged with administrative and/or criminal cases, and who are found guilty with penalty of reprimand shall still be entitled to medical allowance.
 - h. Personnel on study leave with pay or on study/training/scholarship grant whether locally or abroad, and renders at least six (6) months of service in the same year, including leaves of absence with pay prior to and/or after the study leave or study/training/scholarship grant shall be entitled to the medical allowance.
3. All personnel indicated on the list of qualified personnel to avail the Medical Allowance shall register online using this link <https://lnk.ink/u3tkp> and must submit a hard copy of the Annex A Medical Allowance Registration Form on or before July 10, 2025.
4. For guidance and compliance.

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

References:

DepEd order no. 16, s. 2025
Executive order no. 64 s. 2024

To be included in the perpetual index of the following:

HR -BENEFITS BUDGET AND ACCOUNTING PRIME-HRM



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