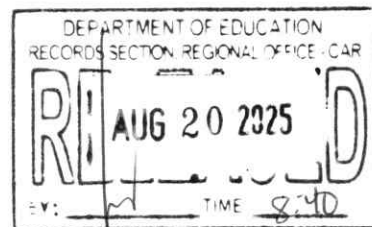




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



19 August 2025

REGIONAL MEMORANDUM
No. 610.2025

**DISSEMINATION OF DM-OUHROD-2025-2298 "IMMEDIATE PROCESSING AND
RELEASE OF MEDICAL ALLOWANCE FOR INDIVIDUAL AVAILMENT FORM
(PAYROLL CASH DISBURSEMENT)"**

To: Assistant Regional Director
Schools Division Superintendents
All Divisions
All Others Concerned

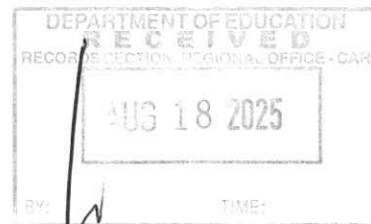
1. This Regional Memorandum is issued to disseminate **DM-OUHROD-2025-2298**, titled "*Immediate Processing and Release of Medical Allowance for Individual Availment Form (Payroll Cash Disbursement)*." The said issuance **directs all Regional Offices and Schools Division Offices** to **immediately process and facilitate the release of the medical allowance**, ensuring its disbursement **on or before August 31, 2025**.
2. All concerned are reminded to **strictly comply with the documentary and reportorial requirements** indicated in the attached memorandum, including the submission of all necessary forms for processing and reports related to the disbursement of the medical allowance.
3. For information, guidance and compliance.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

ASD/PS/msc
DM-OUHROD-2025-2298





Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2025-2298

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : 
Atty. **FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff


WILFREDO E. CABRAL
Undersecretary

SUBJECT : **IMMEDIATE PROCESSING AND RELEASE OF MEDICAL ALLOWANCE FOR INDIVIDUAL AVAILMENT FORM (PAYROLL CASH DISBURSEMENT)**

DATE : 15 August 2025

In view of the implementation of DepEd Order (DO) No. 16, s. 2025 titled **Guidelines on the Grant of Medical Allowance to the Department of Education Personnel**, and **as agreed during the National Management Committee** in Koronadal, all Regional Offices (ROs) and Schools Division Offices (SDOs) are hereby directed to immediately process and facilitate the release of the medical allowance through payroll disbursement of eligible employees who have duly submitted Annex A and availed of the Individual Availment form. Please ensure that the said medical allowance is released on or before **August 31, 2025**. To expedite the process, ROs and SDOs may frontload available Personnel Services (PS) funds.

Under the Individual Availment mode, personnel who received the medical allowance are required to submit the necessary reportorial requirements as soon as they become available. These submissions are subject to the usual accounting and auditing rules and regulations. Failure to comply will result in the withholding of the medical allowance for the succeeding year until all obligations are fully met.

All ROs and SDOs are requested to submit the consolidated *DBM Report Form* (DO 16, s. 2025, Annex C) to the Central Office BHROD - Employee Welfare Division via:

- Email : bhrod.ewd@deped.gov.ph
- Upload link: <https://tinyurl.com/RegionalDataAvailment>
- Deadline: **September 15, 2025.**

Additionally, please ensure that your respective data are updated in the online nationwide medical allowance monitoring system via the following link:
<https://tinyurl.com/MedicalAllowanceMatrix>.

[BHROD-EWD/MCLatosaj]

For further inquiries or concerns, kindly contact the **BHROD-EWD** through Viber at 0962 895 1363 or email bhrod.ewd@deped.gov.ph.

For your guidance and strict compliance.