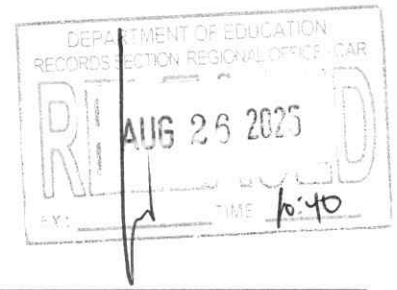




Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION



22 August 2025

REGIONAL MEMORANDUM  
No. 621, 2025

**DISSEMINATION OF DM-OUHROD-2025-2362 "FLEXIBILITY TO IMPLEMENT  
DEPED ORDER NO. 16, S. 2025 AND THE IMMEDIATE PROCESSING OF  
MEDICAL ALLOWANCE"**

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

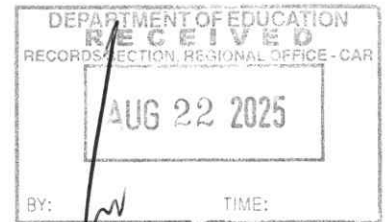
1. This Regional Memorandum is issued to disseminate **DM-OUHROD-2025-2362**, titled **"Flexibility to Implement DepEd Order No. 16, s. 2025 and the Immediate Processing of Medical Allowance."**
2. In accordance with the said directive, and to ensure the **timely release of the medical allowance** on **August 31, 2025**, eligible personnel may still opt to change their **mode of availment**—from **Group/Agency Procurement** to **Individual Availment (Cash Form through payroll disbursement)**—depending on their **need and preference**.
3. In line with this, the Regional Office and all Schools Division Offices are hereby directed to facilitate and expedite the necessary adjustments to ensure the timely release of the medical allowance.
4. For information, guidance and compliance.

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

ASD/PS/msc  
DM-OUHROD-2025-2362



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



**MEMORANDUM**  
**DM-OUHROD-2025-2362**

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 : **FLEXIBILITY TO IMPLEMENT DEPED ORDER NO. 16, S. 2025**  
**AND THE IMMEDIATE PROCESSING OF MEDICAL**  
**ALLOWANCE**

DATE : 20 AUGUST 2025

With reference to Memorandum DM-OUHROD-2025-2298, titled *Immediate Processing and Release of Medical Allowance for Individual Availment Form (Payroll Cash Disbursement)* dated August 15, 2025, and in line with the ongoing implementation of the DepEd Order No. 016, s. 2025, titled *Guidelines on the Grant of Medical allowance to the Department of Education Personnel*, please be informed that eligible personnel, depending on their need and preference, may still opt to change their mode of availment from Group/Agency Procurement to Individual Availment (Cash Form through payroll disbursement) to ensure the timely release of their medical allowance on August 31, 2025.

Recognizing the benefits of availing a more comprehensive HMO-type product through group/bulk purchase, eligible personnel who have opted to receive the said allowance in cash may also organize themselves or avail of an HMO-type product through their respective employees' organization, associations, or cooperatives.

Regional Offices (ROs) and Schools Division Offices (SDOs) with ongoing procurement process may continue with their current process, taking into consideration the possible changes in the preferred mode of availment of employees.

Please ensure that all teachers and employees are properly apprised of the status of payroll disbursement and/or procurement stages.

To facilitate the changes in the preferred mode of availment, the following processes shall be undertaken:

1. A master list from the School, SDO, and RO shall be required, containing only the names of employees who opted to change their preferred mode of availment (*See attached template*).
2. The master list shall be submitted to the designated focal office (FO) in the RO or SDO for the updating of their Annex A/consent form.

In case of insufficient PS funds, ROs and SDOs shall request funding from their respective DBM counterparts.

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

For your information and guidance.

Annex E – Change of Availment Form

Region: \_\_\_\_\_ Division: \_\_\_\_\_

Name of School (if applicable): \_\_\_\_\_

NAME	EMPLOYEE #	ORIGINAL AVAILMENT	NEW AVAILMENT OPTION	SIGNATURE

\*\*\* please use additional sheet if necessary

Consolidated by:

Received by:

\_\_\_\_\_  
Name and Signature  
(School Head/Division Chief)

\_\_\_\_\_  
Name and Signature  
(RO/SDO Focal Office)