



Republic of the Philippines
Department of Education
Region V- Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

40726214 April 6, 2026

DIVISION MEMORANDUM

No. 0143, s. 2026

**SUBMISSION OF PROOF OF ENROLMENT OR DOCUMENTS FOR
MEDICAL ALLOWANCE FY 2025**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All Elementary/Secondary School Heads
All Unit/Section Heads
All Others Concerned

1. In view of the release of the Medical Allowance for FY 2026, personnel who received the Medical Allowance for FY 2025 but have not submitted required proof of enrollment or documents are strongly reminded to comply on or before **April 13, 2026**.
2. Section 4.1.6 of DepEd Order 16, s. 2025, titled Guidelines on the Grant of Medical Allowance to the Department of Education Personnel, states that ***“.....Failure to comply shall result in the withholding of the personnel medical allowance for the succeeding year until such obligations have been satisfactorily settled.”***
3. Attached is the list of personnel who availed of individual availment and were unable to comply. They are requested to submit any of the following reportorial requirements.
 - a. Copy of HMO Agreement
 - b. Valid identification Card (ID) issued by HMO provider reflecting the name of the employee; or
 - c. Official receipt for the payment of the membership fee for the HMO product acquired.
4. Immediate dissemination of and strict compliance of this memorandum is strictly desired.

Very truly yours,

NYMPHA D. GUENO
Schools Division Superintendent

**LIST OF PERSONNEL REQUIRED TO COMPLY WITH THE REPORTORIAL REQUIREMENTS
FOR MEDICAL ALLOWANCE FY 2025**

NAME	POSITION	SCHOOL ASSIGNMENT
ESTRELLADO, CARMELO B.	SCHOOL PRINCIPAL I	Don Teotimo ES
LOPEZ, ALBIN A.	SCHOOL PRINCIPAL I	Paulog ES
BONDE, RAYMUND R.	TEACHER II	Tobgon ES
BOY, MARGARITA M.	TEACHER III	LWCES (B)
PLACIDES, JULIET R.	TEACHER II	LWCES (B)
UBALDE, MELCHOR A.	TEACHER III	LWCES (B)
BESIN, LORNA O.	HEAD TEACHER I	Quiasa ES
NEBRES, DINDO P.	SCHOOL PRINCIPAL I	Pinamaniquian ES
CLARIÑO, JONAL P.	SCHOOL PRINCIPAL I	Busac ES
BONGAO, JOSE MARTIN P.	TEACHER VI	BRSHS
BRIZ, RANDY B.	TEACHER III	BRSHS
PREÑA, RENE P.	SCHOOL PRINCIPAL III	BRSHS
AUSTRIA, SHARON R.	TEACHER I	Oma-Oma NHS
MANGA, MARWIN T.	TEACHER I	ALS CLC