



Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

MEMORANDUM

32526205

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

FROM : **NYMPHA D. GUEMO**
Schools Division Superintendent

SUBJECT : **NATIONAL EMPLOYEES' UNION (NEU) ONE-TIME MEDICAL ASSISTANCE PROGRAM**

DATE : **March 25, 2026**

1. By virtue of Regional NEU Resolution No. 004 dated December 21, 2024, allowing the disbursement of Medical Assistance Program to qualified NEU members of all Schools Division Offices in the Bicol Region, this Office hereby informs all paying NEU members of the One-Time Medical Assistance Program for SDO Ligao City with the funding allocation of Fifty Thousand Pesos (Php 50,000.00) only.
2. All qualified NEU members are entitled of a Medical Assistance amounting to a maximum of Five Thousand Pesos (Php 5,000.00) for major medical cases and Two Thousand (Php 2,000.00) for minor medical cases to be availed only once by a union member in great need or shall be granted succeeding availment if in dire or emergency need after the lapse of three (3) months.
3. Attached with this memorandum are the guidelines for your information and guidance.
4. Immediate dissemination of this memorandum to all concerned is desired.



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Annex A

**Guidelines for Medical Assistance Claims for DepEd NEU Members
From the Proceeds of the November 2024 Raffle Bonanza**

I. General Provisions

1. This guideline outlines the process for medical assistance claims for DepEd NEU members, funded by the proceeds of the November 2024 Raffle Bonanza.
2. The available funds are as follows:
 - o Province Division: PHP 100,000
 - o City Division: PHP 50,000
3. The assistance is available only until the allocated funds are exhausted.
4. This is a one-time medical financial assistance program and does not guarantee future claims beyond the allocated budget.

II. Eligibility Criteria

1. Must be an active and registered member of DepEd NEU within the Province or City Division.
2. Must be in need of financial assistance for medical expenses due to hospitalization, major illness, or surgical procedures.
3. Medical expenses must have been incurred within the year 2025 or 2026 until the funds are available.
4. The applicant must not have received previous assistance from the union fund for the same purpose. This will only be availed once by a union member in great need or shall be granted succeeding availment if in dire or emergency need only after the lapse of 3-month period.

III. Covered Medical Expenses

1. Hospitalization costs (medical/surgical needs confined in a hospital in critical cases supported by physician diagnosis).
2. Surgical procedures and emergency treatments that require hospitalization of a major/minor case determined by attending physician.
3. Prescribed medicines related to illness or surgery amounting to Php1,000.00 only



Binatagan, Ligao City, 4504
ligao.city@deped.gov.ph
depedligaoacity.net



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4. Major case/critical case - Php5,000.00
5. Minor case - Php2,000.00
6. This can only be availed once by a member and may avail future claims after 3 months subject to availability of funds

IV. Application Process

1. Submission of Requirements: Applicants must submit the following:
 - o Duly accomplished Medical Assistance Claim Form from the chapter president or whoever is in charge in the union.
 - o Medical certificate or hospital statement of account and clinical abstract
 - o Official receipts of medical/surgical expenses if necessary
 - o Photocopy of DepEd ID or any NEU membership proof.
2. Processing of Application:
 - o Applications will be reviewed on a first-come, first-served basis.
 - o The union officers in each division will validate the application within 3 working days**.
3. Approval and Release:
 - o Approved claims will be disbursed via cash or direct deposit.
 - o A maximum assistance cap per member may be set, subject to fund availability.
 - o The funds will be distributed equitably among members to maximize its impact.

V. Allocation and Distribution

1. The Province Division's PHP 100,000 funds will be distributed proportionally to eligible applicants from that division.
2. The City Division's PHP 50,000 fund will be similarly allocated to its members.
3. If funds are depleted, the program will cease unless additional funding becomes available.
4. Union officers will monitor fund usage and provide transparency reports to members. Division Chapter President shall submit a quarterly financial status report of the funds presented during the regular quarterly meeting of NEU Region V.



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VI. Monitoring and Accountability

1. A Regional committee composed of union representatives will oversee fund disbursement and ensure fair distribution. A Division committee shall be created for its implementation and disbursement at the division level.
2. Financial reports will be posted quarterly for transparency.
3. Any member found falsifying claims will be disqualified from future union benefits and may face disciplinary action.

VII. Effectivity

1. These guidelines take effect immediately upon approval and shall remain in force until the allocated funds are fully utilized.
 2. Amendments to the guidelines may be made by the union governing body if necessary.
- For inquiries and application, members may contact their respective division union representatives.

Issued by: DepEd NEU Union Board Date: March 2025