



Republic of the Philippines
Department of Education
REGION I



OFFICE MEMORANDUM

No. 206 s. 2026

CLARIFICATORY GUIDELINES ON THE IMPLEMENTATION OF MEDICAL ALLOWANCE PROGRAM AND SUBMISSION OF REPORTIAL REQUIREMENTS FOR FY 2026

To: Assistant Regional Director
Chiefs of Functional Divisions
Heads of Units/Sections
All Concerned Personnel

1. This refers to the implementation of the DepEd Order No. 16, s. 2025 titled Guidelines on the Grant of Medical Allowance to DepEd personnel. In accordance with Section 14 of Department of Budget and Management Circular No. 2024-6, personnel who received the medical allowance are required to submit proof of enrollment with a Health Maintenance Organization (HMO) provider or supporting documents for the payment of medical allowance.

2. Further, pursuant to Memorandum DM-OUHRODI-2026-1723 dated May 13, 2026, starting FY 2026 and succeeding years, all documentary requirements must be dated within the fiscal year as the release of the medical allowance. Documents that do not correspond to the year of disbursement shall not be accepted, and the concerned personnel shall be required to refund the medical allowance received, subject to existing accounting and auditing rules.

3. Relative thereto, all eligible personnel who received the FY 2026 Medical Allowance are required to submit any of the following requirements, provided it bears the name of the personnel and the validity period within the particular year. Said documents shall be submitted to the Administrative Division – Personnel Section, c/o Ms. Laarni Grace M. Abaya, on or before **December 31, 2026**:

- Copy of the HMO agreement;
- Valid HMO-issued identification card (ID); or
- Official receipt for the payment of the HMO membership fee.

4. Moreover, please be guided by the following cases:

a. Personnel who availed a one-time HMO plan

Documents submitted shall be valid for the liquidation of one fiscal year only, regardless of coverage extending to the succeeding year.

Illustrative example: An HMO plan acquired in 2026 and expiring in 2027 may only be use to liquidate FY 2026 medical allowance. The basis for validity shall be determined by the year of purchase.

b. Personnel who availed a recurring HMO plan

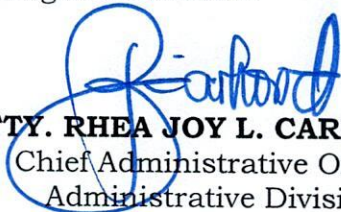
Personnel shall submit the latest available document providing that the HMO plan remains active status, such as sales invoice or certification from the HMO provider.

c. Personnel covered as Dependents of their spouse/child/relative's HMO plan

A certification confirming the personnel's status as dependent under an HMO plan, indicating the principal beneficiary (spouse/child/relative) shall be submitted.

5. For clarifications and inquiries, please contact the Personnel Section through local 109.
6. For information and strict compliance.

For the Regional Director:


ATTY. RHEA JOY L. CARBONELL
Chief Administrative Officer
Administrative Division

ADMIN/RJLC/LGAbaya/MedicalAllowanceFY2026
May 25, 2026