



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

November 7, 2025

DIVISION MEMORANDUM

OSDS-2025- 747

**SUBMISSION OF DOCUMENTS FOR THE LIQUIDATION
OF MEDICAL ALLOWANCE**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals/TIC
OSDS Section Heads
All Others Concerned

1. In compliance with the General Procedures for Granting Medical Allowance under DepEd Order No. 016, s. 2025, which states:

“item V.C.4.1.6 Personnel are required to submit the following reportorial requirements subject to the usual accounting and auditing rules and regulations. Failure to comply shall result in the withholding of the personnel's medical allowance for the succeeding year until such obligations have been satisfactorily settled.”

All Personnel of this Division who qualified and availed the Individual Form of Medical Allowance are required to submit the following documents or attachments **for the purpose of liquidation:**

- a. Official Receipts of any or all below with total minimum amount of P 7,000.00:
 - Consultation Fee
 - Laboratory/Diagnostic Test
 - Medication
 - Hospitalization
 - Others (with specified medical items/services)
- b. Medical Certificate or Physician's Prescription, if necessary
- c. Duly accomplished Individual Cash Claim Form (Annex B in DO 16, s. 2025)
- d. As attachment, a copy of duly accomplished and submitted Individual Registration Form (Annex A in DO 16, s. 2025).

2. For schools, the above-mentioned documents shall be consolidated per district and submitted to the Accounting Section of this Division **on or before December 5, 2025**, while for SDO personnel, the documents shall be consolidated per functional division and submitted to the same section within the said deadline.



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3. Widest dissemination and compliance are hereby enjoined.


JAY S. MONTEALTO, CESO VI
Schools Division Superintendent

Department of Education
Division of Dapitan City
RELEASED
NO 747 DATE 11/10/25
TIME 10:14 BY cy



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