



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

09 MAR 2026

DIVISION MEMORANDUM

No. 125 s. 2026

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE PROCESSING OF
MEDICAL ALLOWANCE FOR FISCAL YEAR 2026**

TO : Assistant Schools Division Superintendent
OIC Chief Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Integrated and Senior High Schools
All Others Concerned

1. Pursuant to DM-OUHROD-2026-0160 titled **Instructions on the Implementation and Immediate Processing of the Medical Allowance for Fiscal Year 2026**, this Office requests the submission of documentary requirements for the processing of Medical Allowance for Fiscal Year (FY) 2026 of qualified personnel.

2. In line with this, all Public Schools District Supervisors (PSDS) are directed to disseminate this information and facilitate the consolidation and submission of required documents of their respective districts including secondary schools. For SDO Personnel, submission shall be through their unit/office secretary/in-charge.

3. Personnel who are already in the service and who are expected to render at least a total or aggregate of six (6) months of service within FY 2026 shall be eligible for the Medical Allowance. Newly hired personnel shall be eligible only after rendering six (6) months of service.

4. The following documents must be submitted to the Division Office (**in one copy**) through the **Records Section**, on or before **March 20, 2026**:

3.1 Individual Availment:

3.1.1 Payroll Disbursement for Availment of new/renewal of individual Health Maintenance Organization (HMO):

a. Medical Allowance Registration form (Annex A)

3.2.2 Cash form for payment of medical expenses:

a. Medical Allowance Registration form (Annex A)

b. Signed Individual Cash Claim Form (Annex B)

c. Certification of Geographically Isolated and Disadvantaged Area (GIDA) or Certification of No Adequate HMO branch or office signed by the Schools Division Superintendent, or Proof of Denial from any HMO including but not limited to letter or electronic mail.

d. Original copy of Official Receipt/s

5. Employees may opt to avail of medical services or HMO packages through duly registered employee cooperatives or associations, which may offer more comprehensive coverage or discounted rates. While this is encouraged to support employee welfare initiatives, it is hereby emphasized that **no official or employee shall coerce, compel, or unduly influence any personnel** to avail services from any HMO provider.



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6. Personnel with **unliquidated Medical Allowance for FY 2025** are required to submit their liquidation documents on or before **March 13, 2026** to avoid the non-processing of their FY 2026 medical allowance.
7. The assigned non-teaching personnel who will consolidate the district (elementary) and secondary school documents are requested to encode the data through the link <https://bit.ly/CapizMedAllowance26>. The annexes are available for download using the link <https://bit.ly/CapizMedAllowance26-Annexes>.
8. The Administrative Unit shall serve as the Focal Office (FO) in the Schools Division Office (SDO) and Schools. It shall facilitate the implementation of the policy at the SDO and School level. The Finance Unit shall oversee the fund management and utilization and shall also monitor the disbursement/utilization/allocation reports from the SDO and forward the said reports to the Regional Office. Furthermore, the Finance Unit shall facilitate the processing of payments to the HMO service provider or disbursement of funds to SDO and School personnel, as applicable.
9. Immediate dissemination of and compliance with this Memorandum are desired.


ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES

BENEFITS

ADMIN

DDB/ DM_MedicalAllowanceFY2026
045/ March 5, 2026



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