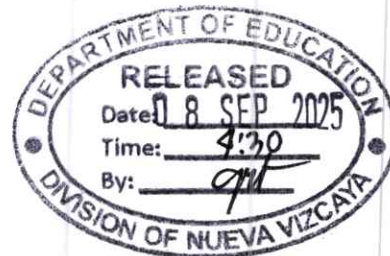




Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA



September 8, 2025

DIVISION MEMORANDUM

No. 436 s. 2025

GUIDELINES ON THE AVAILMENT AND UTILIZATION OF THE SEVEN THOUSAND PESOS (P7,000) MEDICAL ALLOWANCE

To: Assistant Schools Division Superintendent
Chief-School Governance Operations Division
Chief-Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
All Other Concerned

1. **Legal Basis**

- A. **DBM Budget Circular No. 2024-6, Section 14.1** – When the medical allowance is granted in cash form, personnel must submit documents to support the use of the allowance for medical expenses (e.g., receipts of services undertaken), subject to internal guidelines of the agency.
- B. **DepEd Order No. 16, s. 2025** – Requires original receipts for medical expenses incurred (consultation fees, laboratory/diagnostic tests, medication, hospitalization, etc.) using Annex B (Individual Cash Claim Form).
- C. **Non-compliance** shall result in the withholding of the personnel's medical allowance for the succeeding year until requirements are settled.

2. **Options for Availment**

A. Health Maintenance Organization (HMO):

- a) Personnel may signify intent to enroll in HMO coverage.
- b) The chosen HMO must meet **five minimum service criteria**:
 1. Out-Patient Department (OPD)
 2. Emergency Room (ER)
 3. Admission/In-Patient Services
 4. Dental Services
 5. Annual Physical Examination (APE)
- c) **Qualified HMO Provider**: Kaiser International Health Group, Inc.
- d) School Heads may coordinate with the provider for orientation sessions on coverage and benefits.
- e) The HMO plan must be **evaluated and cleared by the Division Medical Officer** before enrollment.
- f) Group enrollment is encouraged to reduce costs.
- g) Employees must ensure **legitimacy of transactions** by securing Official Receipts and keeping membership documents.



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B. Direct Medical Reimbursement:

- a) Submit **original receipts** with any of the following: prescription, laboratory/diagnostic results, physician referral, or medical certificate.
- b) Allowable medical expenses include:
 - i. Medicines and maintenance drugs (with prescription)
 - ii. Diagnostic/laboratory procedures (CHEM 10 mandatory)
 - iii. Consultation fees
 - iv. Prenatal/OB services
 - v. Dental treatments, dentures, and eyeglasses (with prescription/recommendation)
 - vi. Hearing aids (ENT recommendation)
 - vii. Therapy sessions (PT/OT/ST)
 - viii. Skin/dermatology treatments
 - ix. Minor surgical procedures and medical devices (e.g., nebulizer, BP apparatus)
 - x. Vaccinations and preventive health interventions

3. **Accredited Diagnostic Centers.**

A. The following have been reviewed and qualified to provide services:

- a) Sentrohealth
- b) Generika, Aritao, Nueva Vizcaya
- c) VLN Mobile Health Care

B. **Mobile Diagnostic Services:** School Heads may coordinate with SHNU Nurses for scheduling of mobile diagnostic services in schools.

4. **Period of Utilization**

A. The ₱7,000 allowance shall be **strictly utilized for medical and health purposes within the fiscal year**, in line with DepEd and DBM guidelines.

5. **Compliance Reminder**

- A. All teaching and non-teaching personnel must submit original receipts and supporting documents.
- B. **Failure to comply** will result in automatic **withholding of the following year's medical allowance**.


6. **Administrative Notes**

- A. Medical consultation may be considered **Official Business (OB)** if supported by a travel order and copy of consultation results.
- B. Employees are advised to consult with their **District Nurses** for assistance in identifying accredited laboratories and providers.
- C. A group chat will be created for personnel availing HMO for coordination and updates.



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7. For questions or clarification, you may contact **Ryan Christopher A. Buccat, MD, Medical Officer III** at 0927-546-3220.
8. For information, guidance and strict compliance


ORLANDO B. MANUEL PhD, CESO V
Schools Division Superintendent