



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

August 26, 2026

DIVISION MEMORANDUM

No. 317 s. 2026

**GUIDELINES ON THE AVAILMENT OF MEDICAL SERVICES USING THE
SEVEN THOUSAND PESOS (₱7,000) MEDICAL ALLOWANCE FOR
PERSONNEL WITHOUT HMO COVERAGE**

To: Assistant Schools Division Superintendent
Chief – School Governance and Operations Division
Chief – Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
School Heads
All Teaching and Non-Teaching Personnel
All Other Concerned

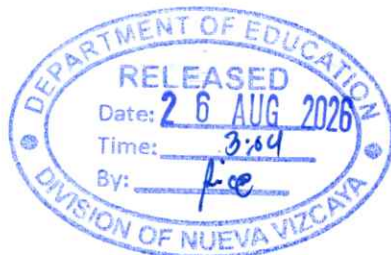
1. This memorandum provides guidance to teaching and non-teaching personnel who intend to utilize their Seven Thousand Pesos (₱7,000) Medical Allowance for medical and diagnostic services.
2. Personnel who will liquidate their ₱7,000 Medical Allowance are advised to avail of appropriate medical and diagnostic services based on their health needs.
 - a. All personnel are encouraged to avail of CHEM 10 as part of their medical laboratory evaluation. CHEM 10 is identified as a mandatory diagnostic/laboratory procedure under the existing guidelines on the medical allowance.
 - b. Personnel may also avail of other laboratory and diagnostic procedures appropriate to their medical condition, signs, symptoms, or medical history, subject to the recommendation of a physician when applicable.
 1. Electrocardiogram (ECG) – particularly for personnel who have experienced chest pain, chest tightness, palpitations, or other symptoms suggestive of a cardiac condition;
 2. Chest X-ray – particularly for those who have experienced difficulty of breathing, persistent cough, chest discomfort, or other respiratory symptoms;
 3. Other laboratory or diagnostic examinations as may be indicated based on the individual's signs, symptoms, medical history, or physician's recommendation.
3. Personnel are advised not to undergo unnecessary laboratory or diagnostic procedures and to seek appropriate medical advice regarding the examinations that may be needed.
4. To facilitate the availment of laboratory and diagnostic services, personnel are encouraged to coordinate with their respective District Nurse that may assist in:



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- a. Identifying the appropriate laboratory or diagnostic service needed;
 - b. Coordinating the schedule for laboratory services; and
 - c. Facilitating access to available mobile laboratory/diagnostic services
5. Personnel who already have HMO coverage may continue to utilize their HMO benefits for medical consultations, procedures, and other services covered by their HMO plan.
6. Personnel without HMO are reminded to secure and keep the necessary documents for liquidation, including, as applicable:
- a. Original Official Receipt or valid proof of payment;
 - b. Laboratory or diagnostic results;
 - c. Physician's prescription, referral, or recommendation, when applicable;
 - d. Medical certificate or other supporting medical document, when applicable; and
 - e. Other documents required under existing DepEd and DBM guidelines.
7. Failure to submit the required supporting documents may result in disallowance of the claim and/or withholding of the medical allowance for the succeeding year, consistent with existing guidelines.
8. The ₱7,000 Medical Allowance is intended for legitimate medical and health-related expenses. Personnel are encouraged to use the allowance wisely by prioritizing:
- a. Preventive health screening;
 - b. CHEM 10 and other appropriate laboratory examinations;
 - c. Diagnostic procedures indicated by signs and symptoms;
 - d. Medical consultation; and
 - e. Other allowable medical and health-related services.
9. For the scheduling of mobile laboratory services and assistance in identifying appropriate diagnostic services, personnel may coordinate with their respective District Nurse.
10. For further queries, kindly contact Ryan Christopher A. Buccat, MD, Medical Officer III at 09275463220
11. This memorandum shall take effect immediately and shall serve as guidance for personnel intending to utilize and liquidate their ₱7,000 Medical Allowance, subject to existing DepEd and DBM rules and regulations.
12. Immediate dissemination and strict compliance with this memorandum is enjoined.



ORLANDO E. MANUEL PhD., CESO V
Schools Division Superintendent