



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JUL 30 2025

MEMORANDUM  
No. 369, s. 2025

**PROCEDURES ON THE AVAILMENT OF MEDICAL ALLOWANCE  
PURSUANT TO DEPED ORDER NO. 016, S. 2025**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads / OICs  
Administrative Officer V  
All Others Concerned

1. Pursuant to DepEd Order No. 016, s. 2025 titled, "Guidelines on the Grant of Medical Allowance to the Department of Education Personnel," all eligible teaching and non-teaching personnel of this Division shall be entitled to receive Medical Allowance, subject to the guidelines set by the Department of Education.
2. Relative to Section F.3.1 of the said Memorandum, the Administrative Unit, as the designated Focal Office (FO), shall coordinate closely with concerned offices to ensure compliance with the said issuance, along with adherence to existing budgeting, procurement, accounting and auditing laws, rules, and regulations regarding the appropriate use of funds for the purpose of granting the said medical allowance.
3. The medical allowance may be granted either by availing of it through *group availment* or *individual availment*. The procurement of Health Maintenance Organization (HMO) plan for Teaching Personnel shall be done in coordination with the Muntinlupa Federation of Public Elementary and Secondary Teachers (MunFPEST).
4. For inquiry and clarification, please contact the Administrative Unit c/o Ms. Noemi A. Valdez, Administrative Officer V, at 8805-9935.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES**

Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index

Under the following subjects:

PERSONNEL                      BENEFITS

MRAO/ DM/ PROCEDURES ON THE AVAILMENT OF MEDICAL ALLOWANCE PURSUANT TO DEPED ORDER NO. 016, S. 2025

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