



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

18 August 2025

DIVISION MEMORANDUM
No. 566 s. 2025

**PROCESSING OF MEDICAL ALLOWANCE UNDER INDIVIDUAL AVAILMENT
FOR AVAILING OF NEW / RENEWAL OF HMO TEACHING AND
NON-TEACHING PERSONNEL FOR FY 2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to DM-OUHROD-2025-2298, dated August 15, 2025, titled **Immediate Processing and Release of Medical Allowance for Individual Availment Form (Payroll Cash Disbursement)**, all schools are hereby directed to immediately prepare the payroll of the said allowance.
2. In accordance with the above, all personnel who opted for **Individual Availment for new or renewal of HMO**, based on the submitted Annex A in reference to Division Memorandum No. 472, s. 2025, are to be included in the payroll. School Heads and Administrative Officers are directed to prepare and submit **three (3) original copies** of the payroll to the Personnel Services Unit through the Records Office on or before **August 20, 2025**.
3. As an attachment to the payroll, personnel availing of **HMO renewal** under the Individual Availment scheme must submit **two (2) photocopies** of proof of enrollment with an HMO provider, such as any of the following:
 - a. Copy of the HMO Agreement;
 - b. Valid HMO ID issued by the provider, reflecting the name of the employer; or
 - c. Official receipt for the payment of the membership fee for the HMO product.
4. For those availing of a **new HMO** under the Individual Availment scheme, the required proof must be submitted within **two months after receipt** of the medical allowance. **Failure** to comply will result in the withholding of the personnel's Medical Allowance for the succeeding year until such obligations are fulfilled.
5. Meanwhile, **SDO personnel** shall submit only the required proof (as stated in item no. 3) directly to the Personnel Services Unit.

6. **Schools identified as Implementing Units**, such as **Luis Palad Integrated High School (LPIHS)**, shall undertake their own payment processing. Accordingly, all personnel included in the **Plantilla** of said school are **not included** in the attached list of personnel who availed of Individual Availment for new/renewal of HMO, as the school will prepare **its own list** for processing.

6. The following enclosures are attached for reference. However, personnel are advised not to use the attached copies. Instead, they should use the downloadable versions readily accessible on the DepEd Tayabas website under the "Downloadables" section of the Personnel Services, as follows:

- a. **Enclosure 1** – List of personnel who availed of Individual Availment for new/renewal of HMO
- b. **Enclosure 2** – Payroll Form (Appendix 33)

7. Strict dissemination and compliance with this Memorandum are desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

DR. EDWIN R. RODRIGUEZ
Chief Education Supervisor, CID
Officer-in-Charge

Encl: As stated

Reference: DepEd Order No. 016, s. 2025

To be indicated in the Perpetual Index
under the following subjects:

MEDICAL ALLOWANCE

OSDS Personnel Unit – processing of medical allowance under individual availment for availing of new / renewal of hmo teaching and non-teaching personnel for fy 2025
PEROGSK1-001809 / August 18, 2025

Enclosure 1

List of personnel who availed of Individual Availment for new/renewal of HMO

No.	School/Office	Employee Name	Position Title
1	Buenaventura Alandy National High School	Alvarez, Chargmane J.	Teacher III
2	Buenaventura Alandy National High School	Alvarez, Janelle S.	Teacher I
3	Buenaventura Alandy National High School	Flores, Myra G.	Master Teacher I
4	Buenaventura Alandy National High School	Rada, Edmar G.	Teacher III
5	Buenaventura Alandy National High School	Rivera, Rosalie C.	Registrar I
6	Buenaventura Alandy National High School	San Diego, Leah P.	Teacher II
7	Calumpang Integrated School	Durante, Maricon A.	Teacher I
8	Calumpang Integrated School	Lames, Clarissa S.	Teacher III
9	Calumpang Integrated School	Llorin, Rosalina J.	Teacher III
10	Cipriano J. Querubin Elementary School	Amparo, Charlyn C.	Master Teacher I
11	Dapdap Integrated School	Nanong, Amelia V.	Teacher III
12	Division Office	Buera, Jeanette M.	Administrative Officer IV
13	Division Office	Contreras, Mariles F.	Nurse II
14	Division Office	Cuaterno, Marilou C.	Administrative Assistant III
15	Division Office	Dayapan, Krizia Faye C.	Administrative Assistant III
16	Division Office	Luzadas, Agnes M.	Accountant III
17	Division Office	Rada, Rhea Darleen G.	Administrative Assistant II
18	Division Office	Raymundo, Imelda	Chief Education Supervisor, SGOD
19	Division Office	Tulio, Jayne Paula T.	Dentist II
20	Division Office	Villalba, Ma. Angelica T.	Administrative Assistant III
21	East Palale Elementary School	Gaelo, Michelle P.	Teacher I
22	Eugenio Francia Integrated School	Eclarin, Emelia R.	Assistant School Principal II
23	Eugenio Francia Integrated School	Francia, Jem Joyce R.	Teacher I
24	Eugenio Francia Integrated School	Galapati, Honey Mae C.	Teacher I
25	Eugenio Francia Integrated School	Laguartilla, Romnick E.	Teacher II
26	Eugenio Francia Integrated School	Lames, Anje Rose R.	Teacher I
27	Eugenio Francia Integrated School	Lavadia, Fitz James L.	Master Teacher I

28	Eugenio Francia Integrated School	Luna, Jo Ann N.	Teacher II
29	Eugenio Francia Integrated School	Nanez, Lyka R.	Special Education Teacher I
30	Eugenio Francia Integrated School	Nanez, Lyra R.	Teacher III
31	Eugenio Francia Integrated School	Paderagao, Rowena A.	Teacher I
32	Eugenio Francia Integrated School	Ranuda, Zairene Claire A.	Teacher I
33	Eugenio Francia Integrated School	Reyes, Nina Carla A.	Teacher III
34	Eugenio Francia Integrated School	Tarray, Patricia Louise P.	Teacher I
35	Eugenio Francia Integrated School	Zafranco, Ferex O.	Administrative Officer II
36	Lakawan Elementary School	Bermudez, Arlyn S.	Teacher I
37	Lakawan Elementary School	Malto, Larmen Joy S.	Teacher II
38	Luis Palad Integrated High School	Talavera, Fezeh N.	Teacher II
39	Masin Elementary School	Abejo, Kaye O.	Teacher II
40	Masin Elementary School	Catan, Christelle R.	Teacher II
41	Masin Elementary School	Degran, Jecel C.	Teacher II
42	Masin Elementary School	Jasmin, Haeizel	Teacher III
43	Masin Elementary School	Pagana, Arlene D.	Teacher III
44	Masin Elementary School	Rada, Claribel C.	Administrative Officer II
45	Masin Elementary School	Roces, Princess Camelle C.	Teacher II
46	Mate Integrated School	Palambiano, Evelyn R.	School Principal II
47	Mayuwi Integrated School	Cabesuelas, Princess Ann C.	Teacher I
48	Mayuwi Integrated School	Dela Cruz, Joel N.	Master Teacher I
49	Mayuwi Integrated School	Rodriguez, Alita C.	Teacher II
50	Mayuwi Integrated School	Talavera, Maria Paula C.	Teacher II
51	North Palale Elementary School	Pacaigne, Luz A.	School Principal I
52	Potol Elementary School	Sombrero, Loriebel A.	Teacher II
53	South Palale Elementary School	Cabriga, Fe C.	Teacher III
54	Tayabas East Central School	Agtay, Rosita S.	Teacher III
55	Tayabas East Central School	Argete, Aleli F.	Teacher III
56	Tayabas East Central School	Ayala, Adelma L.	Teacher III
57	Tayabas East Central School	Cabalsa, Rowena E.	Teacher III
58	Tayabas East Central School	Cabanas, Joyce Reneth M.	Teacher III
59	Tayabas East Central School	Cabuyao, Melvin C.	Teacher I
60	Tayabas East Central School	Decal, Loida R.	Master Teacher II
61	Tayabas East Central School	Escorpion, May B.	Teacher III
62	Tayabas East Central School	Hugo, Donna Fe S.	Teacher III
63	Tayabas East Central School	Kalaw, Kerwin John T.	Teacher II
64	Tayabas East Central School	Magsadia, Quennie P.	Teacher III
65	Tayabas East Central School	Malabanan, Rochelle P.	Teacher III
66	Tayabas East Central School	Maranan, Rhoda N.	Teacher III
67	Tayabas East Central School	Nadres, Mylene C.	Teacher III

68	Tayabas East Central School	Nilooban, Irene S.	Teacher III
69	Tayabas East Central School	Oabel, Margarita O.	Teacher III
70	Tayabas East Central School	Orge, Lindy Q.	Teacher III
71	Tayabas East Central School	Paredes, Evelyn A.	Teacher III
72	Tayabas East Central School	Ranillo, Angelica Y.	Teacher III
73	Tayabas East Central School	Rodillas, Rosemarie P.	Teacher III
74	Tayabas East Central School	Ropa, Eunice R.	Teacher III
75	Tayabas East Central School	Tabernilla, Maria Lyra H.	Teacher III
76	Tayabas East Central School	Umbrete, Mary Ann N.	Teacher II
77	Tayabas West Central School I	Nañez, Jerico M.	Teacher II
78	Valencia Elementary School	Cabuyao, Reniel N.	Teacher III
79	West Palale National High School	Baasis, Roderick M.	Teacher III
80	West Palale National High School	Caagbay, Dexter	Teacher I
81	West Palale National High School	Gensaya, Rodchiel O.	Teacher II
82	West Palale National High School	Go, Joy B.	School Principal IV
nothing follows			

Enclosure 2

Payroll Form (Appendix 33)

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PAYROLL
MEDICAL ALLOWANCE
FOR FISCAL YEAR 2025

Entity Name : (Name of School)

Fund Cluster : 01101101

We acknowledge receipt of cash shown opposite our name as full compensation for services rendered for the period covered.

Payroll No. : 2025-08-0

Sheet 1 of 1 Sheets

Serial No.	Name	Position	Date of Original Appointment	Amount	ATM account number	Signature of Recipient
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
TOTAL				-		

A CERTIFIED: Services duly rendered as stated. <div style="display: flex; justify-content: space-between;"> <div> <u>NAME OF SCHOOL HEAD</u> Position Title </div> <div> <u>CELEDONIO B. BALDERAS, JR.</u> Schools Division Superintendent Office Of The Schools Division Superintendent </div> </div>	C APPROVED FOR PAYMENT: _____ (P) _____ <div style="display: flex; justify-content: space-between;"> <div> <u>AGNES M. LUZADAS</u> Accountant III </div> <div> <u>DIANA H. G. TAN</u> Disbursing Officer </div> </div>
B CERTIFIED: Supporting documents complete and proper; and cash available in the amount of _____ <u>AGNES M. LUZADAS</u> Accountant III	D CERTIFIED: Each employee whose name appears on the payroll has been paid the amount as indicated opposite his/her name. <u>DIANA H. G. TAN</u> Disbursing Officer
E ORS BURS No. : _____ Date : _____ JEV No. : _____ Date : _____	

Appendix 33



Address: Brgy. Potos, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: https://www.sd.tayabascity.ph

