



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 AVALING 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:

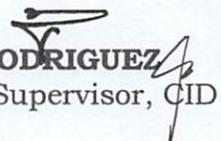
- a. **Enclosure 1** – List of personnel who availed of Individual Availment for new/renewal of HMO
- b. **Enclosure 2** – Payroll Form (Appendix 33)

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           | Degrana, 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    | Pacaigue, 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       | Cabanias, 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\*\*\*

Payroll Form (Appendix 33)

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| 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.   |          |  | C APPROVED FOR PAYMENT: _____ (P) _____  |                    |   |
| NAME OF SCHOOL HEAD<br>Position Title _____ Date _____ |  |          | CELEDONIO B. BALDERAS, JR.<br>Schools Division Superintendent<br>Office Of The Schools Division Superintendent |  |                    | Date _____  |
| B  | CERTIFIED: Supporting documents complete and proper, and cash available in the amount of _____ (P) _____ |          |  | D CERTIFIED: Each employee whose name appears on the payroll has been paid the amount as indicated opposite his/her name |                    |   |
| AGNES M. LUZADAS<br>Accountant III Date _____          |  |          | DIANAH G. TAN<br>Disbursing Officer  |  |                    | E ORS BURS No. _____<br>Date _____<br>JEV No. _____<br>Date _____ |

Appendix 33

Payroll No. : 2025-08-0  
Sheet 1 of 1 Sheets

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

