



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

05 September 2025

DIVISION MEMORANDUM
No. 608 s. 2025

SUBMISSION OF PROOF OF HMO ENROLLMENT FOR CY 2025 MEDICAL ALLOWANCE COMPLIANCE

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)**, this Office has immediately processed the payroll of the said allowance.
2. In accordance with the above, **all personnel** are directed to **submit proof of enrollment with an HMO provider, except for those who have already submitted during the first batch of submission**. School Heads and Administrative Officers are instructed to consolidate the submissions within their respective schools and prepare the corresponding transmittal, which can be downloaded using this link: <https://tinyurl.com/Transmittal-ProofHMO2025>.
3. The consolidated documents must be submitted to the **Personnel Services Unit through the Records Office on or before September 30, 2025**. Failure to comply will result in the **withholding of the Medical Allowance** for the succeeding year until such obligations are fulfilled.
4. Personnel **availing of new or renewal of HMO** under the Individual Availment scheme must submit **two (2) photocopies** of any of the following as proof of enrollment with an HMO provider:
 - 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.
5. Meanwhile, **SDO personnel** shall submit the required proof (as stated in item no. 4) **directly to the Personnel Services Unit**.

6. Schools identified as **Implementing Units**, such as **Luis Palad Integrated High School (LPIHS)**, shall undertake their own submission processing. Accordingly, all personnel **included in the Plantilla** of the said school are directed to submit their proof of enrollment **directly to the school**.
7. Strict dissemination and compliance with this Memorandum are desired.


CELEDONIO E. BALDERAS JR.
Schools Division Superintendent

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 – submission of Proof of HMO Enrollment for CY 2025 Medical Allowance Compliance
PER45SFL-001866 /September 5, 2025