



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

21 October 2026

DIVISION MEMORANDUM
No. 691 s. 2026

**IMPLEMENTATION OF COVERAGE OF PERSONS WITH DISABILITY (PWD) IN
THE NATIONAL HEALTH INSURANCE PROGRAM (NHIP)**

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

1. Pursuant to Philippine Health Insurance Corporation (PhilHealth) Circular No. 2026-0017, titled **“Coverage of Persons with Disability in the National Health Insurance Program (NHIP),”** this Office hereby announces the implementation of the provisions of the said Circular for the information and guidance of all concerned personnel of this Division.

2. In accordance with the said Circular, employees with disabilities who are registered in the **Persons with Disability (PWD) Registry of the concerned Local Government Unit (LGU)** shall be covered under the National Health Insurance Program (NHIP), subject to applicable eligibility and registration requirements. For PWD employees in the formal economy, the premium contributions shall be shared equally by the employer and the National Government.

3. **Only employees presenting a valid PWD Identification Card (PWD ID)** shall be processed for registration or tagging as “Indirect Contributors,” subject to applicable PhilHealth requirements. Concerned employees shall be advised to **secure first** a valid PWD ID from the Persons with Disability Affairs Office (PDAO) or the appropriate office of the concerned LGU before requesting the updating of their PhilHealth membership records.

4. **Registration and Updating Process:**

a. The concerned PWD employee shall personally submit the following documents to the **nearest PhilHealth Office**, subject to the applicable requirements and procedures prescribed under PhilHealth Circular No. 2026-0017:

a.1. One (1) duly accomplished **PhilHealth Member Registration Form (PMRF)**;

***Note:** The PMRF may be downloaded from the official PhilHealth website under its downloadable forms section.*

a.2. One (1) photocopy of the **front and back portions of the valid PWD Identification Card.**

- b. If the transaction is made through an authorized representative, the representative shall comply with the applicable authorization requirements and submit one (1) valid government-issued ID bearing a photograph.
- c. The PWD employee/authorized representative shall then await the issuance of the **updated Member Data Record (MDR)**.
- d. After completing the PhilHealth registration/updating, the PWD employee **shall submit** the scanned copies of the following documents to the Personnel Services through:

Email Address: personnel.tayabas@deped.gov.ph
Subject: PWD - PhilHealth

- d.1. Updated Member Data Record (MDR); and
- d.2. Valid PWD Identification Card.

5. Upon receipt and verification of the submitted updated MDR and valid PWD ID through email, the Personnel Services shall take the necessary action for the appropriate adjustment of the employee's PhilHealth premium contribution in the payroll, in accordance with PhilHealth Circular No. 2026-0017 and applicable payroll procedures. Employees are hereby advised that the adjustment shall take effect only after the submitted documents have been received, verified, and processed **within the applicable payroll cut-off**.

6. While awaiting the issuance of the necessary instructions and the updating of the payroll system in relation to this implementation, the PhilHealth premium contributions of qualified PWD employees shall be processed through a refund, subject to applicable accounting and payroll procedures.

7. PWD employees under the plantilla of **Luis Palad Integrated High School (LPIHS)** shall coordinate directly with the school for the submission and processing of documents in accordance with the school's internal procedures.

8. Employees are **strictly prohibited** from submitting falsified, spurious, or fraudulently obtained IDs, or providing false or misleading information in connection with registration, tagging, premium subsidy, or benefit availment. Any violation may result in appropriate administrative, civil, and/or criminal liability, as well as correction of records and recovery of improperly availed benefits or subsidies, without prejudice to other remedies available under applicable laws, rules, and regulations.

9. Immediate and widest dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

References: PhilHealth Circular 2026-0017

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

Persons with Disability

OSDS Personnel Unit – implementation of coverage of persons with disability in the national health insurance program (nhip)
PERLAOS2-003134 /October 21, 2026