



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



July 21, 2025

DIVISION MEMORANDUM
No. 429-2025

MODE OF AVAILMENT OF CY 2025 MEDICAL ALLOWANCE TO ELIGIBLE EMPLOYEES

To: SDO Personnel
Public School Heads
School Teaching and Non-Teaching Personnel
All Others Concerned

1. In reference to Division Memorandum No. 398, s. 2025 titled "Grant of CY 2025 Medical Allowance to Eligible Employees," all eligible employees who wish to change their mode of availment must complete and upload their Medical Allowance Registration Form (Annex A), indicating their preferred option.
2. The list of eligible employees and their current mode of availment can be accessed through this link: <https://tinyurl.com/ycfrabb4>
3. Employees who do not complete the form will automatically be included in the group availment. Changes to the mode of availment will not be accepted after the deadline.
4. To finalize the list for both group and individual availments, all concerned employees must complete the Preferred Mode of Medical Allowance Availment via the link provided: <https://tinyurl.com/ye27twzj> **on or before July 25, 2025.**
5. Immediate dissemination of and strict compliance with this memorandum are directed.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent