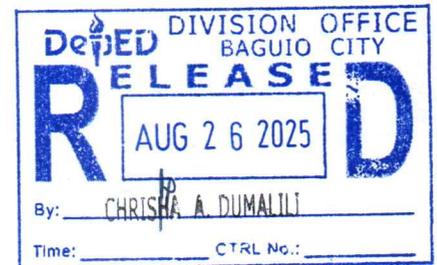




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



August 26, 2025

DIVISION MEMORANDUM
No. 509-2025

RELEASE OF CY 2025 MEDICAL ALLOWANCE - INDIVIDUAL AVAILMENT

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," and Division Memorandum No. 429, s. 2025, titled "Mode of Availment of CY 2025 Medical Allowance to Eligible Employees," and in line with the recent release of the P7,000.00 medical allowance, this Office directs all eligible employees to upload proof of HMO plan availment as required under Deped Order No. 16 s. 2025.
2. The proof of HMO availment must clearly show the employee's name and indicate that the plan is valid within CY 2025 and/or that HMO plan is availed during CY 2025. Acceptable documents include any of the following:
 - a. Copy of agreement between the HMO provider and employee
 - b. Valid HMO-issued ID bearing the employee's name and validity period
 - c. Official receipt of HMO membership payment
3. Failure to upload the required documents via the provided link: <https://tinyurl.com/yc5sm9s2> on or before **the end of CY 2025** will result in the **withholding of their CY 2026 Medical Allowance**. The list of employees who are required to upload documents can be accessed here: <https://tinyurl.com/3d934bb6>
4. Immediate dissemination of and strict compliance with this memorandum are hereby directed.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent