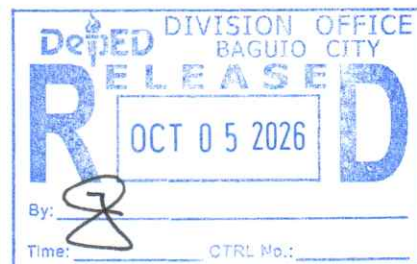




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



October 5, 2026

DIVISION MEMORANDUM

No. **663-2026**

**SUBMISSION OF PROOF OF ENROLLMENT WITH AN HMO PROVIDER
FOR THE 2026 MEDICAL ALLOWANCE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Section/Unit Heads
Public Schools District Supervisors
Public School Heads
School Administrative Officers
All Others Concerned

1. Relative to the issued Division Memorandum on the grant of the 2026 Medical Allowance, pursuant to DM-OUHROD-2026-0160, this Office hereby directs all eligible personnel who received the 2026 Medical Allowance to submit proof of enrollment with an HMO provider, which may include, but shall not be limited to, any of the following:
 - a. Copy of the HMO agreement; or
 - b. Valid identification (ID) card issued by the HMO provider indicating the name of the employee, accompanied by a sales invoice if the date of issuance is not indicated on the ID card; or
 - c. Official receipt evidencing payment of the membership fee for the HMO product acquired.
2. The School Administrative Officers shall consolidate the submitted proofs of enrollment and prepare the transmittal using **Annex C** attached to this Memorandum. The complete documents (hard copies) shall be submitted to the Personnel Unit, c/o Ms. Alona Imper, on or before **October 31, 2026**.
3. A soft copy of the submitted documents shall likewise be uploaded through the following link: <https://tinyurl.com/yeyzuecm>.
4. In addition, personnel who have not yet submitted the required proof/s or supporting documents for the FY 2025 Medical Allowance are strongly reminded to comply immediately. Personnel who enrolled with an HMO provider only in 2026 and have no proof of HMO enrollment for 2025 shall reimburse the Medical Allowance received for FY 2025, consistent with the recommendation in the audit observation. School Heads are directed to monitor and ensure the compliance of concerned personnel.
5. For information, guidance, and compliance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

SAMUEL T. EGSAEN JR, EdD, CESO VI
Assistant Schools Division Superintendent

OASDS/STEjr/nde



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

Annex C

Name of School: _____

PROOF OF AVAILMENT

No.	Employee No.	Name of Employee	HMO Provider	OR No.	Date of OR
1					
2					
3					
4					
5					
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Prepared by:

Administrative Officer

Certified by:

School Head