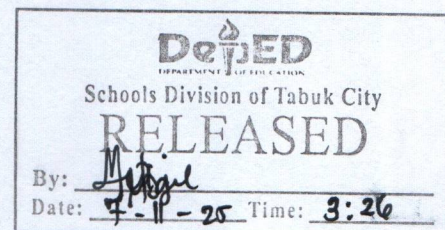




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**



July 11, 2025


**Division Memorandum**

No. 260, s. 2025

**REITERATION OF RM NO. 494 S. 2025 "DISSEMINATION OF DM-OUHROD-2025-1775  
ADDITIONAL INSTRUCTIONS TO IMPLEMENT THE DEPED ORDER NO. 16, S. 2025 (GRANT  
OF MEDICAL ALLOWANCE TO THE DEPARTMENT OF EDUCATION PERSONNEL) AND  
IMMEDIATE PROCESSING OF THE MEDICAL ALLOWANCE"**

To: All SDO Tabuk City Personnel  
All Others Concerned

1. Enclosed is RM 494 s. 2025, titled "Dissemination of DM-OUHROD-2025-1775 "Additional Instructions to Implement the DepEd Order No. 16, s. 2025 (Grant of Medical Allowance to the Department of education Personnel) and Immediate Processing of the Medical Allowance.
2. This issuance provides guidance on the procedures and modes of availment of the medical allowance, including the documentary requirements and the offices responsible for receiving and facilitating the processing of claims.
3. Relevant to this, to facilitate the identification of eligible personnel and come up with a list, all SDO Tabuk City Personnel are required to fill out the *Medical Allowance Registration Form* (Annex A) through this link **<https://tinyurl.com/MedAllowRegForm> on or before July 14, 2025** while awaiting for the duly signed individual registration forms. The Annex A hard copy **(can be downloaded at <https://tinyurl.com/TabukCityPersonnelDatabase>)** is required to verify the final registration and confirm the consent of the qualified personnel for their preferred option.
4. All personnel are required to read and understand the guidelines **(DO No. 16. s. 2025 and RM No. 494, 2025)** on the grant of the medical allowance before proceeding to the online registration link. This ensures accurate information and proper acknowledgment of consent.
5. The Heads of Office/Chiefs shall consolidate and submit the duly signed medical registration forms to the Personnel Unit. For school personnel, all school heads, with the assistance of AO IIs shall consolidate the registrations forms prior to submission to the SDO. The following forms are expected from chiefs and schools:
  - a. Medical Allowance Registration Form (Annex A) (individually signed)
  - b. Report on the Grant of Medical Allowance for the FY 2025 (Annex C) (per school)
6. Immediate dissemination of and compliance to this memorandum is desired.

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent

