



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

DepED
DEPARTMENT OF EDUCATION

Schools Division of Tabuk City

RELEASED

By: h
Date: 10/14/25 Time: 8:35

October 13, 2025

DIVISION MEMORANDUM

No. 461 s. 2025

To: ALL SDO PERSONNEL
ALL OTHERS CONCERNED

SUBMISSION OF DOCUMENTS FOR LIQUIDATION OF MEDICAL ALLOWANCE

1. Pursuant to the requirements for the liquidation of the Medical Allowance based on Regional Memorandum No. 494, s. 2025, this Office is hereby requesting the submission of the necessary supporting documents for the liquidation of said allowance.
2. Submit proof of payment for medical expenses. Such proof must clearly bear the name of the personnel concerned.
3. The total amount subject for liquidation is ₱7,000.00, corresponding to the medical expenses incurred during the period January to December 2025.
4. All documents for liquidation of the medical allowance must be submitted **on or before October 31, 2025**.
5. For those who have not yet utilized their medical allowance, you are encouraged to spend it accordingly on eligible medical-related expenses prior to the deadline, to ensure proper liquidation and compliance.
6. Failure to comply shall result in the withholding of the personnel's medical allowance for the succeeding year (DepEd Order No. 016, s. 2025-section 4.1.6)
7. Immediate dissemination and compliance to this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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DepEd Tayo Tabuk City