



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Reference Number: RU-2026-109

Office of the Schools Division Superintendent

October 27, 2026

DIVISION MEMORANDUM

No. 490, s. 2026

**Guidelines and Procedures on the Transfer of Accredited PhilHealth YAKAP Provider
for Calendar Year 2027**

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
All Public Elementary and Secondary School Heads
All SDO Personnel
All Others Concerned

1. In reference to PhilHealth Pro Circular Advisory No. 2026-0018, signed on October 13, 2026, entitled “Guidelines for Transferring to Another PhilHealth YAKAP Clinic for CY 2027,” all concerned personnel are hereby informed of the procedures and requirements for members and their qualified dependents who wish to transfer to another PhilHealth YAKAP Clinic for Calendar Year 2027.
2. All DepEd personnel, teaching and non-teaching staff, and enrolled learners who wish to update or transfer their designated YAKAP Clinic assignment shall guide themselves with the following PhilHealth transfer rules based on their First Patient Encounter (FPE) status:
 - a. Without FPE: Members who have NOT yet availed of their first checkup or medical checkup services at their current clinic may apply for a transfer at any time of the year. The change will take effect immediately upon approval.
 - b. With FPE: Members who have already completed their FPE at their assigned clinic can only file a request for transfer during the Fourth Quarter (October 1 to December 31).
3. Approved transfers under this condition will take effect on January 1 of the following fiscal year.
4. To process the transfer, concerned personnel and parents/guardians of learners are advised to choose one of the following methods:
 - a. Online Platform: Log in to the PhilHealth Member Portal or use the official eGovPH Super App to modify the primary care facility assignment.
 - b. Manual Submission: Visit the nearest PhilHealth Local Health Insurance Office (LHIO) and submit a completed Primary Care Selection Form (PCSF) along with a photocopy of a valid government-issued ID.
 - c. Biometric Verification: For manual filing, the member or their representative will

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undergo validation via the PhilHealth Check Utility (PCU). Authorized representatives must present an official authorization letter, a valid ID, and the completed form.

5. Wide dissemination of this Memorandum is desired.


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