



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

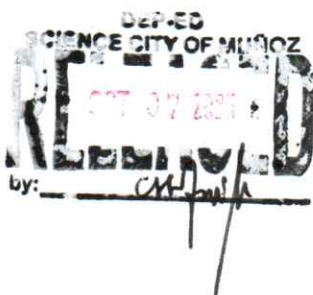
October 6, 2025

**SCHOOLS DIVISION MEMORANDUM**

No. **310**, s. 2025

**SUBMISSION OF REPORTORIAL REQUIREMENTS FOR  
CY 2025 MEDICAL ALLOWANCE**

- To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Public Elementary and Secondary Schoolheads  
All Others Concerned
1. Pursuant to DBM Circular No. 2024-06 and DepEd Order No. 16, s. 2025, all personnel are directed to submit the required reportorial requirements/documents in accordance with the existing accounting and auditing rules and regulations.
  2. Failure to comply with this directive shall result in the withholding of the personnel's Medical Allowance for the succeeding year.
  3. In line with the foregoing, all schools are instructed to submit their consolidated reportorial requirements to the Schools Division Office – Records Unit **on or before October 8, 2025**.
  4. For strict compliance.



**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent

Encl: As stated  
Reference: None  
To be indicated in the Perpetual Index  
Under the following subjects:

Medical Allowance

Accounting/JVM-Medical Allowance  
003/October 6, 2025



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