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

November 18, 2026

SCHOOLS DIVISION MEMORANDUM
No. 410, s. 2026

SUBMISSION OF MEDICAL ALLOWANCE SUPPORTING DOCUMENTS FOR LIQUIDATION

To: Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In connection with the implementation of the Medical Allowance benefit for eligible government employees, all concerned personnel are hereby advised to submit the necessary supporting documents for the proper liquidation and documentation of the said benefit on or before December 15, 2026. All documents must be complete, legible, and properly organized before submission to the Human Resource/Personnel Unit.

2. All concerned personnel are requested to submit the following documents, as applicable:

   2.1 Duly accomplished Medical Allowance Liquidation Form; (*Annex B*)
   2.2 Official Receipts or valid proof of payment for eligible medical expenses;
   2.3 Medical Certificate, prescription, or other relevant medical documents, when applicable;
   2.4 Proof of enrollment or payment for health maintenance organization (HMO) coverage, if applicable; and
   2.5 Other supporting documents that may be required for verification and liquidation purposes.

3. Please ensure that all submitted documents are authentic and compliant with the applicable government accounting, auditing, and liquidation requirements. Incomplete or invalid documents shall be returned for compliance or appropriate action.

4. For inquiries and other concerns please contact Ms. Jessica L. Sapitan, Administrative Assistant III of the Human Resource/Personnel Unit thru her messenger acct Jessi LS or via e-mail at jessica.sapitan@deped.gov.ph.
5. For strict compliance and guidance of all concerned.

Encl: None
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:
SCHOOLS DIVISION MEMORANDUM
*ADMIN/HR/Personnel/2026-*submission of Medical Allowance Supporting Documents for Liquidation18/*November/ 2026*

JOHANNA N. GERVACIO, PhD., CESO V
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