



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

APR 29 2026

DIVISION MEMORANDUM

No. 303, s. 2026

**SUBMISSION OF LIQUIDATION DOCUMENTS FOR THE RELEASE OF CY 2026
MEDICAL ALLOWANCE**

To: Asst. Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to DepEd Order No. 016, s. 2025 titled “*Guidelines on the Grant of Medical Allowance to the Department of Education Personnel,*” this Office informs all concerned personnel that the release of the CY 2026 Medical Allowance has already commenced.
2. Pursuant to Section 4.2.6 of the same Order, which provides that failure to comply with the submission of required liquidation documents may result in the withholding of the succeeding year’s medical allowance, it has been observed that some personnel were not included in the release of the CY 2026 Medical Allowance due to non-submission and/or incomplete submission of liquidation documents for the CY 2025 Medical Allowance.
3. In this regard, all concerned personnel are hereby directed to submit their complete liquidation documents on or before **May 8, 2026** to the Personnel Section for evaluation and validation. Upon compliance and submission of complete requirements, the corresponding CY 2026 Medical Allowance shall be processed and released accordingly.
4. Non-compliance within the given period shall result in the **continued withholding of the medical allowance.**
5. It is understood that, in the conduct of this activity, the Equal Opportunity Principle (EOP) shall be observed, ensuring that there shall be no discrimination on account of age, gender, civil status, disability, religion, school affiliation, or other similar factors or personal circumstances.
5. Immediate, wide dissemination and compliance of this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESO VI
OIC – Schools Division Superintendent



Enclosure: N/A
Reference: **DepEd Order No. 016, s. 2025**
Allotment: N/A
No. of Pages: 1
To be indicated in the **Perpetual Index**
ALLOWANCE
FN: HRPERSONNEL/MEMOS

COMPLIANCE



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