



Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

DEPARTMENT OF EDUCATION  
 EL SALVADOR CITY RECORDS SECTION  
**RELEASED**  
 FEB 12 2026  
 Time: 3:57 By: [Signature] Control #: 038


February 11, 2026

DIVISION MEMORANDUM  
 NO. 038, s. 2026

**AVAILMENT PROCESS FOR THE GRANT OF MEDICAL ALLOWANCE (FY 2026)**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor, SGOD & CID  
 Education Program Supervisors  
 All Public Secondary School Heads  
 All Others Concerned

1. In line with the continuing effort of the Department of Education to promote the health and well-being of its personnel, the Schools Division of El Salvador City will be **implementing the Medical Allowance Program for Fiscal Year 2026.**
2. Submission of the requirements for the 2025 medical allowance is hereby mandated by this Office, which may include, but is not limited to, any of the following:
  - a. Copy of HMO agreement;
  - b. Valid identification card (ID) issued by the HMO provider reflecting the name of the employee; or
  - c. Official receipt for the payment of the membership fee for the HMO product acquired.
3. **Non-submission of the required documents by the employee shall result to exclusion from the 2026 medical allowance.**
4. Schools teaching and non-teaching, OSDS, CID and SGOD personnel shall submit the required documents to **Mr. Jeffrey M. Martinez**, the Agency's designated Focal Officer **on or before February 27, 2026.**
5. This Division Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. This Office directs the immediate and wide dissemination of this Memorandum.

  
**RANDOLPH B. TORTOLA**  
 Schools Division Superintendent



Address: Zone 3, Tuburan, Poblacion, El Salvador City  
 Telephone Nos.: (088) 882-6326  
 Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)  
 Website: [depedelsalvadorcity.org](http://depedelsalvadorcity.org)

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	1 of 1