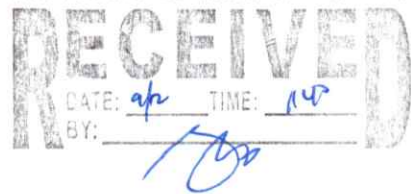




Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

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SCHOOL MEMORANDUM

No. 162, s. 2026

SEP 02 2026

**SUBMISSION OF HEALTH MAINTENANCE ORGANIZATION (HMO) PRODUCT
FOR THE FY 2026 MEDICAL ALLOWANCE**

To: Deputy Directors
Functional Division Chiefs
Teaching and Non-teaching Personnel
All Others Concerned

1. In compliance with DepEd Order No. 16, s. 2025 titled *Guidelines on the Grant of Medical Allowance to DepEd Personnel* and Department of Budget and Management (DBM) Circular No. 2024-6, all personnel who received the ₱7,000.00 Medical Allowance for Fiscal Year (FY) 2026 are hereby required to submit information/documentation on the Health Maintenance Organization (HMO) product availed of or selected for the utilization of the medical allowance.
2. This requirement is intended to facilitate proper documentation, monitoring, and verification of the medical benefit and to ensure that the HMO product provides adequate health-care coverage to the personnel.
3. The HMO product submitted should preferably provide, at a minimum, coverage for the following health-care services:
 - 3.1 In-Patient Benefit
 - 3.2 Out-Patient Benefit
 - 3.3 Emergency Care Benefit
 - 3.4 Annual Physical Examination (APE)
 - 3.5 Dental Benefit
4. All personnel covered by this Memorandum shall submit proof enrollment with their HMO provider to the Human Resource Unit, such as, but not limited to, any of the following:
 - 4.1 copy of the HMO agreement;
 - 4.2 valid identification card (ID) issued by the HMO provider reflecting the name of the employee; or
 - 4.3 official receipt for the payment of the membership fee for the HMO product acquired.
5. The required HMO product documentation shall be submitted to the Human Resource Unit (HRU) on or before September 8, 2026.



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6. Immediate dissemination of and strict compliance with this memorandum is earnestly desired.

SEP 02 2026


MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

Encl.: none
Reference: As stated
To be indicated in the Perpetua Index under the following subjects
HMO Medical Allowance
OSD01/AD01 August 27, 2026



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