



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

September 8 , 2025

DIVISION MEMORANDUM  
NO. 630 , s. 2025

**SUBJECT : Implementation of Cash-Based HMO Medical Benefit Due to Failure of Bidding**

TO : Division Office Personnel  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

Pursuant to BAC Resolution No. 01, s. 2025, this Office informs all concerned that the Division Bidding for HMO Medical Benefits has been declared a Failure of Bidding due to the following reasons:

- Failed to provide complete or sufficient documents and/or does not have the necessary technical and financial capabilities to undertake the contract wherein the corresponding Notice of Ineligibility was sent to the said Bidder.

In view of this, the Division has opted to avail of the cash-based scheme in the provision of the medical benefit for teaching and non-teaching personnel. This alternative implementation is subject to liquidation and compliance with accounting and auditing rules and regulations.

All personnel who will receive the said medical allowance are required to submit the necessary reportorial and liquidation documents on or before October 31, 2025.

Please be guided by the following conditions:

- The cash-based medical benefit is subject to submission of complete and accurate documentation.
  - Personnel may either be availing of it through group availment of HMO-type healthcare benefits or individual availment in accordance with the eligibility criteria, documentation requirements, and procedural guidelines.
  - In lieu of the medical allowance, the employee may opt to undergo an annual or general medical check-up and medical laboratories
- The liquidation must follow the existing accounting and auditing rules and regulations.
  - Personnel who chose to enroll an HMO-type product ( either by Group or Individual) shall submit prof of enrollment with their HMO provider , such as but not limited to any of the following :
    - copy of HMO agreement/ policy;
    - Valid identification card (ID) issued by the HMO provider reflecting the name of the employee; or
    - Official receipt for the payment of the membership fee for HMO product acquired



H. Zamora St., Dampas, Tagbilaran City, Bohol  
(038)427-1702; (038)427-2506  
tagbilarancity.division@deped.gov.ph



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- For those who opted to use it in annual check or general medical check up/ medical laboratories, receipts for laboratory tests and their corresponding results must be submitted. ( Please note that the cost of any medicines is not covered under this allowance).
3. Failure to comply with the submission requirement will result in the withholding of the medical allowance for the succeeding year.
  4. Submission of liquidation documents should be done per school and submitted to the Division Office to ensure proper tracking and to avoid any documents being misplaced.

This directive is issued in accordance with the legal provisions of DO No. 16, s. 2025 , DM-OUHROD-2025-2298 and DM-OUHROD-2025-2362 from the Department of Education Central Office.

For strict compliance.

  
**WILFREDA D. BONGALOS, PhD CESO V**  
Schools Division Superintendent



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