



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

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**Office of the Schools Division  
Superintendent**

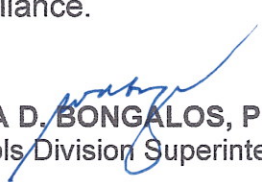
DIVISION MEMORANDUM  
NO. 633, s. 2025

**TO** : All Public Elementary and Secondary School Principals  
All Others Concerned

**DATE** : September 9, 2025

**SUBJECT** : *Special Meeting and Orientation on the Implementation of the Cash-Based HMO Medical Allowance for CY 2025 and its Liquidation Procedures*

1. All Public Elementary and Secondary School Principals, are hereby enjoined to attend the **Special Meeting and Orientation on the Implementation of the Cash-Based HMO Medical Allowance for Calendar Year 2025**, including the guidelines and procedures for its liquidation.
2. This important activity will be held on **Thursday, September 11, 2025, at 9:00 AM**, at the **Tagbilaran City Central School**, Tagbilaran City.
3. The meeting aims to ensure a uniform understanding of the implementation process and proper liquidation of the said allowance. Updates and clarifications from the Division Office will also be presented.
4. To ensure a meaningful and productive discussion, all concerned are advised to read **Division Memorandum No. 630, s. 2025** for initial information regarding the implementation of the allowance. This will serve as your guide and reference in formulating relevant questions or clarifications during the meeting.
5. Attendance is **compulsory**, and participants are expected to come on time.
6. For immediate dissemination and strict compliance.

  
WILFREDA D. BONGALOS, PhD CESO V  
Schools Division Superintend 