



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 22, 2025

OFFICE MEMORANDUM

AD-2025- **475**

**SUBMISSION OF PROOF OF ENROLLMENT WITH HEALTH
MAINTENANCE ORGANIZATION (HMO) PROVIDER**

To: Regional Office Regular Employees
All Others Concerned

1. With the release of the medical allowance, all concerned employees are advised to immediately avail of a new/or renew an existing Health Maintenance Organization (HMO)-type product and submit proof of enrollment to the Personnel Section on or before November 30, 2025, which may include, but shall not be limited to any of the following:
 - a. Copy of HMO agreement;
 - b. Valid identification (ID) card 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.
2. In cases where HMO-type product availed is below the rate of P7,000.00 medical allowance, the personnel shall not be obliged to refund the excess amount.
3. Failure to comply shall result in the withholding of the personnel's Medical Allowance for the succeeding year, until such obligations are settled.
4. For information and strict compliance.



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