



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

2025-07-01-0957

DEPARTMENT OF EDUCATION  
DIVISION OF DAVAO DE ORO  
RECORDS SECTION  
**RELEASED**  
By:   
Date: 07-01-25 Time: 5:08pm

July 1, 2025

**DIVISION MEMORANDUM**

OSDS-2025- **832**

**TECHNICAL WORKING GROUP (TWG) ON THE GRANT OF MEDICAL  
ALLOWANCE PURSUANT TO DEPED ORDER NO. 016, S. 2025**

To : Public Schools District Supervisors/  
District Coordinating Principals  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary School Teachers  
All Others Concerned

1. Pursuant to DepEd Order No. 016, s. 2025, the Technical Working Group (TWG) on the implementation of medical allowance is hereby created to be composed of the following:

DESIGNATION	NAME	DUTIES AND RESPONSIBILITIES
Chairperson:	NORBERTO S. MANLANGIT Administrative Officer V	<ul style="list-style-type: none"><li>Lead the implementation planning of the medical allowance program</li><li>Preside over TWG meetings and ensure alignment with DepEd guidelines</li><li>Facilitate submission of consolidated reports and recommendations</li></ul>
Vice-Chairperson:	GRINGO JOHN F. PELAEZ Medical Officer III	<ul style="list-style-type: none"><li>Provide medical and technical input on allowable services or health-related considerations</li><li>Advise on proper health screening documentation, if required</li><li>Ensure the allowance aligns with overall wellness objectives</li><li>Assess proposals from prospective HMO providers</li></ul>



Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro

☎ 0951-387-1728 (TNT); 0999-935-5399 (Call Only)

✉ davaodeoro@deped.gov.ph

🌐 www.deped-ddo.com

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	1 of 2



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

Members:	LUZ E. COMONAL Administrative Officer IV	<ul style="list-style-type: none"><li>• Determining eligible beneficiaries</li><li>• Validate personnel records and maintain updated master lists</li><li>• Coordinate with districts and schools to ensure accurate data for implementation</li></ul>
	ANA O. CERBO Administrative Officer II	
	NISAN LEJAN M. CAL Administrative Officer V	<ul style="list-style-type: none"><li>• Confirm availability and sources of funds</li><li>• Assist in the preparation of budgetary documents and funding requirements</li><li>• Provide insights on budget utilization and alignment</li></ul>
	LEWI MAT DEXTER M. BELLO Accountant III	<ul style="list-style-type: none"><li>• Review and verify disbursement procedures in accordance with government accounting rules and guidelines.</li><li>• Ensure financial documents are prepared and submitted in compliance with COA and DepEd regulations</li></ul>

2. For information and strict compliance.

  
**PHOEBE GAY L. REFAMONTE, CESO VI**  
OIC-Schools Division Superintendent