



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



August 18, 2025

Regional Memorandum
No. 619 s. 2025

**FRONTLOADING OF AVAILABLE PERSONNEL SERVICES (PS)
ALLOTMENT AND NOTICE OF CASH ALLOCATION (NCA) ON
THE RELEASE OF MEDICAL ALLOWANCE OF ELIGIBLE
PERSONNEL OF DEPED CALABARZON**

To **Schools Division Superintendents**
SDO Budget Officers
SDO Accountants
Heads, Secondary Schools (Implementing Units)
Senior Bookkeepers and School Accountants

1. In reference to DepEd Order No. 16, s. 2025, Guidelines on the Grant of Medical Allowance to the Department of Education Personnel dated June 9, 2025, the Finance Division shall facilitate the processing of payment to eligible personnel of DepEd CALABARZON.
2. All Schools Division Offices and Secondary Schools Implementing Units Finance Personnel are instructed in the frontloading of available Personnel Services (PS) Allotment and Notice of Cash Allocation (NCA) for the payment of Medical Allowance to eligible personnel.
3. Notice of Cash Allocation (NCA) intended for Medical Allowance shall be requested to DBM and the Regional Office will issue the Notice of Transfer Allocation (NTA) to all Schools Division Offices and Secondary Schools Implementing Units.
4. Payment shall start on August 18, 2025 onwards.
5. Schools Division Offices are requested to update the report per D.O. No. 16, 2025 on the Status of Payment of Medical Allowance in the online nationwide medical allowance monitoring system via <http://tinyurl.com/MedicalAllowanceMatrix>.
6. Immediate dissemination of this Memorandum is desired.


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