



Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

DepEd-Division of Catanduanes  
RECORDS SECTION  
**RELEASED**  
BY: [Signature] No. 146  
DATE: JAN 29 2026 TIME: 4:54

January 29, 2026

**Division Memorandum**

No. 146, s.2026

**ADDENDUM TO DIVISION MEMORANDUM NO. 063, S. 2026, RE: SUBMISSION OF REPORTORIAL REQUIREMENTS FOR MEDICAL ALLOWANCE 2025**

TO : Assistant Schools Division Superintendent  
CID & SGOD Chiefs & Personnel  
Public Elementary and Secondary School Heads  
All others concerned

1. Relative to the issuance of Division Memorandum No. 063, s. 2026 titled "*Submission of Reportorial Requirements for Medical Allowance 2025*," this Office issues these additional guidelines to streamline the receiving and encoding process on the **deadline date, January 30, 2026**.

2. To ensure an orderly flow of transactions and to manage the high volume of submissions, all concerned are directed to observe the following:

**a. Uniform Packaging:** All report folders must be placed inside a **Long Brown Envelope**. The upper left corner of the envelope must be clearly labeled as follows:

**MEDICAL ALLOWANCE 2025 SCHOOL NAME:** (Name of School)

**DISTRICT:** (Name of District)

**b. MANDATORY THREE (3) PRE-FILLED TRANSMITTAL COPIES:**

**Submitting personnel** must bring **three (3) pre-filled copies** of their School Transmittal Letter or Checklist, to be utilized as follows:

Copy 1: To be attached to the exterior of the envelope;

Copy 2: To be kept by the Records Section as a reference copy; and

Copy 3: To serve as the School's received copy.

**c. Self-Logging Protocol:** A Master Log Sheet will be provided at the Records Section. **Submitting personnel** must log and sign before the documents are stamped. To minimize queuing time, the Records Section will implement a "**Drop and Log**" system. Only the **Transmittal**



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**Letters** will be stamped at the Records Section. Detailed validation and digital encoding will be performed internally by the Division Office personnel following the deadline.

3. For information and immediate compliance.

By Authority of the OIC – Schools Division Superintendent:

**DELFIN A. BONDAD**

Assistant Schools Division Superintendent  
Officer-In-Charge