



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

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September 30, 2020

DIVISION MEMORANDUM  
No. 221, s. 2020

**DISSEMINATION OF GUIDELINES ON THE GRANT OF FIVE HUNDRED PESOS FINANCIAL ASSISTANCE TO PUBLIC SCHOOL TEACHERS FOR PAYMENT OF MEDICAL EXAMINATION EXPENSES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Please find the attached DepEd Order No. 028 dated September 23, 2020 titled, **“GUIDELINES ON THE GRANT OF FIVE HUNDRED PESOS FINANCIAL ASSISTANCE TO PUBLIC SCHOOL TEACHERS FOR PAYMENT OF MEDICAL EXAMINATION EXPENSES,”** which is self-explanatory.
2. For your information, guidance and compliance.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Enclosures : As stated  
MAJ



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Republic of the Philippines  
**Department of Education**

DepEd O R D E R  
No. **028** s. 2020

23 SEP 2020

**GUIDELINES ON THE GRANT OF FIVE HUNDRED PESOS FINANCIAL  
ASSISTANCE TO PUBLIC SCHOOL TEACHERS FOR PAYMENT  
OF MEDICAL EXAMINATION EXPENSES**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary Schools Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed Guidelines on the **Grant of Five Hundred Pesos (Php 500.00) Financial Assistance to Public School Teachers for Payment of Medical Examination Expenses** this Year 2020 pursuant to DepEd Special Provision No. 10 under Republic Act No. 11260, the General Appropriations Act (GAA) of FY 2019 and Section 1 of Republic Act No. 11464 also known as the Act Extending the Availability of the 2019 Appropriations to December 31, 2020, Amending for the Purpose Section 65 of the General Provisions of Republic Act No. 11260, the General Appropriations Act of Fiscal Year 2019.
2. This financial assistance aims to supplement the budget of public school teachers for the medical examination expenses they may incur for the year 2020, especially in light of the declaration of the State of Public Health Emergency throughout the Philippines due to the coronavirus (COVID-19) pandemic and to augment other primary health care benefits not being shouldered by the Philippine Health Insurance Corporation (PhilHealth) under the Republic Act No. 11223 or the *Universal Health Care Act (UHC)*.
3. Guided by the principles on the adoption of the Basic Education Learning Continuity Plan (BE-LCP) as expounded in DepEd Order No. 012, s. 2020, this financial assistance also forms part of the effort to protect the health, safety, and well-being of the learners and teachers given the state of public health emergency in the country due to the COVID-19 Pandemic.
4. For more information and queries, please contact the **Bureau of Human Resource and Organizational Development-Employee Welfare Division**, through email at [bhrod.ewd@deped.gov.ph](mailto:bhrod.ewd@deped.gov.ph) or at telephone number (02) 8633 7229.
5. This Order shall take effect immediately upon issuance.
6. Immediate dissemination of and strict compliance with this Order are directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary



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DEPED-OSEC-435664

Encl.:

As stated

Reference:

DepEd Order No. (012, s. 2020)

To be indicated in the Perpetual Index  
under the following subjects:

ALLOCATION  
BENEFIT  
EXPENSES  
FUNDS  
POLICY  
TEACHERS

SMMA, APA, MPC DO Guidelines on the Grant of P500.00 Financial Assistance  
0194 – August 31, 2020

**GUIDELINES ON THE GRANT OF FIVE HUNDRED PESOS FINANCIAL ASSISTANCE TO PUBLIC SCHOOL TEACHERS FOR THE PAYMENT OF MEDICAL EXAMINATION EXPENSES**

**I. Rationale**

1. Teachers play a vital role in facilitating the learning and development of students. As the main contributor in molding the minds of the learners, they are expected to perform with utmost commitment, effectiveness and competency. The Department of Education (DepEd) thus recognizes that the necessity to keep our teachers healthy considering that their physical well-being has a significant impact on the efficiency and effectiveness in the delivery of the Department's services.
2. Pursuant to Special Provision No. 10 under Republic Act No. 11260, also known as the General Appropriations Act (GAA) of FY 2019, the amount of Five Hundred Pesos (Php500.00) per teacher was appropriated to defray the cost of the annual medical examination.
3. The availability for release and obligation of the foregoing appropriation is extended until December 31, 2020 pursuant to Section 1 of Republic Act No. 11464, also known as the Act Extending the Availability of the 2019 Appropriations to December 31, 2020, Amending for the Purpose Section 65 of the General Provisions of Republic Act No. 11260, the General Appropriations Act of Fiscal Year 2019.
4. The Department of Education and the Philippine Health Insurance Corporation (PhilHealth) have ongoing partnership discussions on the comprehensive medical examination program for teachers in line with the mandate under the Republic Act No. 11223 or the *Universal Health Care Act (UHC)* and the *Magna Carta for Public School Teachers*. While the details of the partnership are in the pipeline, the aforesaid amount may be utilized as financial assistance to augment other primary health care benefits not be shouldered PhilHealth under the UHC and in order to supplement the medical examination expenses of public school teachers that may be incurred within FY 2020, especially in light of the State of Public Health Emergency throughout the Philippines due to the coronavirus (COVID-19) pandemic, as declared through Presidential Proclamation No. 922.
5. Under Presidential Proclamation No. 922, government agencies and LGUs are capacitated to immediately act to prevent loss of life, utilize appropriate resources to implement urgent and critical measures to contain or prevent the spread of COVID-19, mitigate its effects and impact to the community and prevent serious disruption of the functioning of the government and the community.



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6. In adherence to the *Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines* and its amendments set forth by Inter-Agency Task Force (IATF) for the Management of Emerging Infections Disease and the Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, s. 2020, or the *Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic*, the Department issued DepEd Order 11, s. 2020 or the *Revised Guidelines on Alternative Work Arrangements in the Department of Education* which provides for alternative work schemes to be adopted by the agency taking also into consideration the restrictions on movement and transportation during community quarantine. The health, safety and mobility of teachers based on the prevailing community quarantine in their respective places of assignment shall be of utmost concern in the disbursement and reporting of the aforesaid financial assistance.
7. Also guided by the principles in the adoption of the Basic Education Learning Continuity Plan, as expounded in DepEd Order No. 012, s. 2020, this financial assistance forms part of the effort to protect the health, safety, and well-being of the learners and teachers and prevent the further transmission of the COVID-19 disease.

## II. Scope

8. The Five Hundred Pesos (Php500.00) financial assistance for the payment of medical examination expenses shall be granted for the year 2020 to all DepEd permanent public school teachers who are currently in service or will be hired until 30 November 2020.
9. Public School Teachers who fall under the following circumstances are not entitled to the financial assistance for medical examination expenses:
  - a. Those who will be hired after November 30, 2020;
  - b. Those who were on absence without leave (AWOL) as of November 30, 2020;
  - c. Those who were no longer in service as of November 30, 2020; and
  - d. Those who were found guilty of any offence in connection with their work and meted the penalty in the previous school year.
10. Public school teachers, as defined in RA 4670, otherwise known as the *Magna Carta for Public School Teachers*, refer to “all persons engaged in classroom teaching, in any level of instruction, on full-time basis, including guidance counselors, school librarians, industrial arts or vocational instructors, and all other persons performing supervisory and/or administrative functions in all schools, colleges, and universities operated by the government or its political subdivisions; but this shall not include school nurses, school physicians, school dentist, and other school employees.”



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### III. Policy Statement

11. This policy aims to provide financial assistance in the amount of Five Hundred Pesos (Php500.00) for each qualified DepEd public school teacher to support and encourage them to undergo annual medical examination as part of their efforts in valuing their physical well-being and taking good care of their own health, making sure that they are always physically fit to perform their functions and also ensure the health and safety of our learners.

### IV. Guidelines and Procedures

12. Eligible expenses for medical examination procedures wherein the Php500.00 shall be used to supplement the expenses for payment of **any** of the following medical diagnostic test via on-site or telemedicine from any DOH accredited public or private hospital, clinic or diagnostic center not shouldered by PhilHealth:
  - a. Physician Consultation Fee
  - b. Physical Examination
  - c. Complete Blood Count (CBC)
  - d. Urinalysis
  - e. Fecalysis
  - f. Chest X-Ray
  - g. Electrocardiogram (ECG)
  - h. Pap smear
  - i. Lipoprotein Profile
  - j. Creatinine
  - k. Other health screening, assessment, diagnostics services and related prescription medicines as may be recommended by a physician.
13. To facilitate the disbursement of the funds for this purpose, taking into consideration the safety and health risks as well as the limited mobility of people brought about by the COVID-19 pandemic, Schools Division Offices shall prepare a Special Payroll (Enclosure No. 2), for all eligible public school teachers per school.
14. The funding requirement for the payment of the financial assistance is chargeable against the appropriation authorized for the purpose on page 306 of the FY 2019 GAA. In case of deficiency, the additional funding requirement for the Php500.00 financial assistance may be sourced out of the existing MOOE allocations and other available funds of Regional Offices (DepEd-ROs)/ SDOs and Schools.
15. The Budget Division under the Finance Service (FS) of the DepEd-Central Office shall facilitate the release of funds to the respective Regional Offices through the issuance of Sub-Allotment Release Orders (Sub-AROs).
16. DepEd-ROs shall further sub-allot the funds to the SDOs/ Implementing Units (IUs).



17. The DepEd-SDOs/IUs through the DepEd-ROs concerned shall closely coordinate with their DBM-RO counterparts for the issuance of Notices of Cash Allocations (NCAs) to cover the cash requirement of the Sub-AROs issued by the DepEd-ROs, subject to the submission of Special Budget Request (SBR) supported by a Monthly Disbursement Program (MDP). The MDP shall reflect that the cash requirements due date falls in the month of October 2020.
18. For the NCAs to be directly issued to the SDOs/IUs, the DepEd-ROs shall make representation to their DBM counterparts informing the latter that allotments for this purpose have been further downloaded to the respective SDOs/IUs.
19. DepEd SDOs/IUs shall prepare the special payroll for the payment of the financial assistance using the Special Payroll (Enclosure No.2).
20. Report on the grant of this financial assistance for the payment of medical expenses for public school teachers shall be submitted by the IUs to the DepEd-SDOs which will then consolidate the same for onward submission to the Budget Division - Finance Service through the DepEd-ROs on or before December 15, 2020. A template on the report via Google Sheet will be provided by the Budget Division.

## **V. Monitoring and Evaluation**

21. All Finance and Personnel Unit of SDOs/IUs and accountable officials and personnel thereof shall comply with existing financial reporting guidelines on the use of funds for this purpose.
22. Any related concerns of offices not covered by the provisions of this policy shall be referred to the appropriate governance level.
23. The Bureau of Human Resource and Organization Development, Budget and Accounting Divisions of the DepEd Central Office, Regional Administrative and Finance Division, Finance and Personnel Unit of Schools Division Offices shall monitor compliance and evaluate implementation of this DepEd Order.

## **VI. Effectivity**

24. These guidelines shall take effect immediately upon issuance.

## **VII. References**

Republic Act No. 4670 or the **“Magna Carta for Public School Teachers”**;

Republic Act No. 11260, the General Appropriations Act (GAA) for Fiscal Year (FY) 2019, entitled **“An Act Appropriating Funds for the Operation of the Government of the Republic of the Philippines from January One to December Thirty-One, Two Thousand and Nineteen and For Other Purposes”**;





Republic Act No. 11464 entitled **“An Act Extending the Availability of the 2019 Appropriations to December 31, 2020, Amending for the Purpose of Section 65 of the General Provisions of Republic Act No. 11260, the General Appropriations Act of Fiscal Year 2019”**;

Presidential Proclamation No. 922 entitled **“Declaring A State of Public Health Emergency Throughout the Philippines”**;

DepEd Order No. 012, s. 2020 dated 19 June 2020 or the **Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in Light of the COVID-19 Public Health Emergency**;

DepEd Order 011, s. 2020 or the **Revised Guidelines on Alternative Work Arrangements in the Department of Education**;

Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, s. 2020, or the **Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic**; and

Inter-Agency Task Force (IATF) for the Management of Emerging Infections Disease Omnibus **Guidelines on the Implementation of Community Quarantine in the Philippines** and its amendments.



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**PAYROLL MASTERLIST FOR TEACHER MEDICAL EXAMINATION ASSISTANCE**  
**(Name of School-Schools Division Office-Regional Office) FY 2020**

Entity Name : **DEPARTMENT OF EDUCATION**

Payroll No. : \_\_\_\_\_

Fund Cluster : \_\_\_\_\_

Sheet \_\_\_\_\_ of \_\_\_\_\_ Sheets

We acknowledge receipt of the cash shown opposite our name and certify that said amount have been incurred for medical examination as contemplated in DepEd Order No. \_\_\_\_\_ entitled "Guidelines on the Grant of Five Hundred Pesos (Php500) Financial Assistance to Public School Teachers for Payment of Medical Examination Expenses

Serial No.	Name	TIN NO.	ACCOUNT NO.	Gross Amount Earned	Net Amount Due	Signature of Recipient
1				500.00	500.00	
2					-	
<b>TOTAL</b>				<b>500.00</b>	<b>500.00</b>	
<b>A</b>	<b>CERTIFIED:</b> Services duly rendered as stated			<b>C</b> <b>APPROVED FOR PAYMENT:</b> _____ <div style="text-align: right;">(P _____ )</div>		
<div style="text-align: center;">           _____            Signature over Printed Name of Authorized Official         </div>				<div style="text-align: center;">           _____            (Signature over Printed Name)            Head of Agency/Authorized Representative         </div> <div style="text-align: right;">           _____            Date         </div>		
<b>B</b>	<b>CERTIFIED:</b> Supporting documents complete and proper; and cash available in the amount of P _____.  <div style="text-align: center;">           _____            (Signature over Printed Name)            Head of Accounting Division/Unit         </div>			<b>D</b> <b>CERTIFIED:</b> Each employee whose name appears on the payroll has been paid the amount as indicated opposite his/her name  <div style="text-align: center;">           _____            (Signature over Printed Name)            Disbursing Officer         </div>		<b>E</b> <div style="text-align: right;">           ORS/BURS No. : _____            Date : _____            JEV No. : _____            Date : _____         </div>