



Republic of the Philippines

Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

January 31, 2023

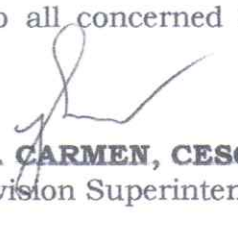
Division MEMORANDUM

No. 074, s. 2023

SUBMISSION OF REQUIRED DOCUMENTS FOR S.Y. 2022 - 2023 SBFP IMPLEMENTATION

To: All Public Schools District Supervisor
All Feeding Coordinators
All School/ District Nurses
All District Administrative Officers
This Division

1. The field is hereby informed on the prompt submission of all the documents by District to the Division SBFP Coordinator on or before February 10, 2023.
2. This is based on the agreement during the Validation and Provision of Technical Assistance by the Supply and Accounting Unit last January 26-27, 2023, at the Division Office.
3. The documents to be submitted are the following:
 - 2 copies of signed IAR & RIS with date and time of receipt and remarks on the IAR if there are lacking or damaged commodities.
 - After the replacement another set of IAR, RIS with attached list of Beneficiaries with signature and date of replacement.
 - List of end-users or beneficiaries with signatures (for kindergarten or lower Grades parents are allowed to sign).
 - Pictorials with captions/ label as proof of distribution.
4. The reports should be submitted in 2 folders, 1 folder for COA file and 1 folder for Accounting file.
5. Failure to submit on time, the concern TWG shall explain within 72 hours to the Schools Division Superintendent.
6. Immediate dissemination of this memorandum to all concerned is highly desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: As stated

Reference:

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

SUBMISSION

SBFP REQUIRED DOCUMENTS

JBH//DM-URGENT SUBMISSION SBFP PRE-REQUISITE DOCUMENTS

074/January 31, 2023

