



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

March 14, 2024

**DIVISION MEMORANDUM**

SGOD No. 024, s. 2024

**TRANSPORTATION EXPENSES OF SBFP COORDINATORS FOR ADDITIONAL FEEDING DAYS**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Division Section Heads  
Cluster Heads  
Elementary School Heads  
School -based Finance personnel  
This Division

1. DepEd Order No. 31, s. 2021 entitled **OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF THE SCHOOL- BASED FEEDING PROGRAM (SBFP)**, stated in Financial Requirements A.5, the SDO may also use the SBFP Operational Expenses to allocate a fair and reasonable amount to cover the cost for the conduct of orientation, coordination meetings, monitoring activities, augmentation of school operational funds for transportation expenses and payment of honoraria to partners, and procurement of ice, coolers, freezer/refrigerators for the schools or designated drop-off points.
2. Relative to this, 14 SBFP Coordinators will be given transportation expenses in the form of fare allowance based on the distance, location, and road status of the school from drop-off point school per delivery during the pick-up of Nutritious Food Packs to SBFP beneficiaries.
3. Attachment needed for the liquidation of fare allowance are the following:
  1. Certificate of Appearance (per delivery)- 1 original and 2 photocopies
  2. Locator Slip (per delivery)- 1 original and 2 photocopies
4. The payroll shall be prepared by the Division SBFP Focal Person.
5. Please see attached list of schools with corresponding budget for transportation expenses.
6. For the information and guidance of all concerned.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent



*Encl: As stated*

*References: None*

*Allotment: None*

*To be indicated in the Perpetual Index under the following Subjects:*

*PROGRAM SCHOOL HEALTH*

CQM/SGOD-SHN/DM/TRANSPORTATION EXPENSES OF THE SBFP COORDINATORS FOR ADDITIONAL FEEDING DAYS/ March 14,2024



Address: Alunan Highway, Poblacion, Tacurong City 9800  
Telephone Numbers: (064)-200-6316; 0919-065-6425  
Email: [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
Website: [depedtacurong.org](http://depedtacurong.org)



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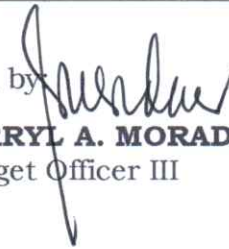
Enclosure No. 1 to Division Memorandum SGOD No. \_\_\_\_,s. 2024

No.	SCHOOLS	Amount for Transportation Expenses for 4 delivery feeding days
1	J. Hector Lacson Elementary School	P 800 back and forth
2	Pedregosa Acosta Elementary School	P 600 back and forth
3	Tina Elementary School	P 600 back and forth
4	Casilda P. Venus Elementary School	P 1,600 back and forth
5	San Antonio Elementary School	P 1,200 back and forth
6	Victorina P. Dasmaringas Elementary School	P 1,200 back and forth
7	San Rafael Elementary School	P 1,200 back and forth
8	Buenaflor Elementary School	P 600 back and forth
9	New Lagao Elementary School	P 800 back and forth
10	Lancheta-Magallon Elementary School	P 800 back and forth
11	Rajah Muda Elementary School-BEAM	P 1,600 back and forth
12	Elisa P. Bernardo Memorial Elementary School-Main	P 800 back and forth
13	Elisa P. Bernardo Memorial Elementary School-BEAM	P 1,200 back and forth
14	Lourdes Pama Elementary School	P 1,600 back and forth

Prepared by:

  
**CATHERINE JOY Q. MARATAS, RN**  
SDO SBEP Coordinator

Noted by:

  
**SHERRYL A. MORADAS**  
Budget Officer III

Noted by:

  
**JONEL G. SOLOMON, CPA**  
Accountant III



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Email: [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
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