



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

June 6, 2024

DIVISION MEMORANDUM

SGOD No. 059, s. 2024

TRANSPORTATION EXPENSES OF SBFP COORDINATORS FOR MILK COMPONENT PROGRAM IMPLEMENTATION

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

1. In reference to 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 milk 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 MILK FEEDING COMPONENT PROGRAM IMPLEMENTATION/ June 6, 2024



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Enclosure No. 1 to Division Memorandum SGOD No. ____,s. 2024

No.	SCHOOLS	Amount for Transportation Expenses for 12 delivery feeding days
1	J. Hector Lacson Elementary School	P 1,800 back and forth
2	Pedregosa Acosta Elementary School	P 1,800 back and forth
3	Tina Elementary School	P 1,800 back and forth
4	Casilda P. Venus Elementary School	P 3,600 back and forth
5	San Antonio Elementary School	P 3,600 back and forth
6	Victorina P. Dasmariñas Elementary School	P 3,600 back and forth
7	San Rafael Elementary School	P 3,600 back and forth
8	Buenaflor Elementary School	P 1,800 back and forth
9	New Lagao Elementary School	P 2,400 back and forth
10	Lancheta-Magallon Elementary School	P 2,400 back and forth
11	Rajah Muda Elementary School-BEAM	P 4,200 back and forth
12	Elisa P. Bernardo Memorial Elementary School-Main	P 1,800 back and forth
13	Elisa P. Bernardo Memorial Elementary School-BEAM	P 4,200 back and forth
14	Lourdes Pama Elementary School	P 4,200 back and forth

Prepared by:


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Noted by:


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Budget Officer III

Noted by:


JONEL G. SOLOMON, CPA
Accountant III



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