



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

August 16, 2024

DIVISION MEMORANDUM
OSDS No. 091, s. 2024

**GUIDELINES ON THE ALLOCATION OF FUNDS FOR MEALS AND SNACKS FOR
ACTIVITIES ORGANIZED AND CONDUCTED BY SCHOOLS**

To: Assistant Schools Division Superintendent
SGOD Chief
School Heads
Division – based Accounting, Budget & Supply Personnel
School – based Non -Teaching Personnel

1. The SDO Tacurong City issues this memorandum regarding the **Guidelines on the Allocation of Funds for Meals and Snacks** for Activities organized conducted by Schools.
2. This memorandum emphasizes that schools should have a uniform rate and shall exercise economic efficiency in the delivery of government services, ensuring that the allocation is appropriate to the nature of activities and programs implemented by the respective schools.
3. The following are the **maximum rates** to be used for activity- based costing of trainings, meetings and conferences conducted by the schools.

Meal	Rate
Breakfast/Lunch/Dinner	P 150.00/meal
Snacks (a.m/p.m)	P 75.00

4. All division related policies and other issuances which are inconsistent with the provision of the Memorandum are hereby modified.
5. For the information, guidance, and compliance of all concerned.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent 

Enclosures: None
Reference: None
Allotment: None

To be included in the perpetual Index under
FORMS RECORDS

JGS/OSDS/DM/ GUIDELINES ON THE ALLOCATION OF FUNDS FOR MEALS AND SNACKS FOR ACTIVITIES ORGANIZED AND CONDUCTED
BY SCHOOLS/ August 16, 2024



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