



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

October 1, 2024

DIVISION MEMORANDUM
OSDS No. 108, s. 2024

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

To: Assistant Schools Division Superintendent
Division Chiefs
Educational Program Supervisor
Section Heads

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 Division Office.
2. This memorandum emphasizes that program division office activities 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 program holders.
3. The following are the **maximum rates** to be used for activity- based costing of trainings, meetings and conferences conducted by the program holders.

Meal	Rate
Breakfast/Lunch/Dinner	P 200.00/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 DIVISION OFFICE / October 1, 2024



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