



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

June 2, 2025

DIVISION MEMORANDUM

SGOD No. 060, s. 2025

TRANSPORTATION EXPENSES OF SBFP COORDINATORS DURING NATIONAL LEARNING CAMP

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. Itinerary of travel- 3 original
 2. Certificated of travel completed- 1 original and 2 photocopies
 3. Certificate of Appearance (per delivery)-1 original and 2 photocopies
 4. Certificate of not requiring receipt-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 DURING NATIONAL LEARNING CAMP/ June 2, 2025



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




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

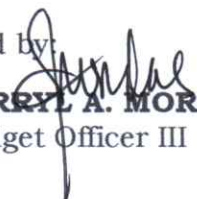
Enclosure No. 1 to Division Memorandum SGOD No. 060, s. 2025

No.	Satellite Schools	Drop Off-Point Schools	Fare back and forth
1	J. Hector Lacson Elementary School	NICES	200.00
2	Pedregosa Acosta Elementary School	AFCES	100.00
3	Tina Elementary School	SEES	80.00
4	Casilda P. Venus Elementary School		300.00
5	San Antonio Elementary School	DMGMCS	100.00
6	Victorina P. Dasmariñas Elementary School		100.00
7	San Rafael Elementary School		200.00
8	Buenaflor Elementary School	ASIS	80.00
9	New Lagao Elementary School		200.00
10	Lancheta-Magallon Elementary School	UKES	200.00
11	Rajah Muda Elementary School-BEAM	RMES-MAIN	200.00
12	Elisa P. Bernardo Memorial Elementary School-Main		120.00
13	Elisa P. Bernardo Memorial Elementary School-BEAM		200.00
14	Lourdes Pama Elementary School		300.00

Prepared by:


CATHERINE SOY Q. MARATAS, RN
SDO SBFP Coordinator

Noted by:


SHERYL A. MORADAS
Budget Officer III

Noted by:


JONEL G. SOLOMON, CPA
Accountant III