



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OFFICE OF TACURONG CITY

September 22, 2026

DIVISION MEMORANDUM

SGOD No. 168, s. 2026

**TRANSPORTATION EXPENSES OF THE BLT SCHOOLS FOR THE HAULING
OF HOTMEALS IN CENTRAL KITCHEN**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Division Budget Officer
Division Accountant
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, that 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, four (4) School SBFP Coordinators shall be provided with transportation expenses in the form of fare allowance to support the timely and efficient pick-up and delivery of hot meals to SBFP beneficiaries. The fare allowance shall be determined based on the distance, location, and road conditions of the respective schools from the Central Kitchen and shall be provided for every scheduled pick-up of hot meals, subject to the availability of funds and existing accounting and auditing rules and regulations.
3. The documents attachment needed to support the liquidation of fare allowance are the following:
 1. Itinerary of travel- 2 original
 2. Certificated of travel completed- 1 original and 1 photocopy
 3. Locator Slip (per delivery)-1 original and 1 photocopy
 4. Certificate of not requiring receipt-1 original and 1 photocopy
4. To facilitate the release of the said allowance, the payroll shall be prepared by the Division SBFP Technical Assistant II.
5. Please see attached list of schools with corresponding budget for transportation expenses.
6. For the information and guidance of all concerned.

CARLOS G. SUSARNO PHD., CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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CQM/SGOD-SHN/DM/ TRANSPORTATION EXPENSES OF THE BLT SCHOOLS FOR THE HAULING OF
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Enclosure No. 1 to Division Memorandum SGOD No. __,s. 2026

No.	Satellite Schools	Central Kitchen	Fare back and forth for every delivery
1	Victorina P. Dasmarinas Elementary School	New Isabela CES	250.00
2	Abang-Suizo Integrated School		200.00
3	Kalandagan Elementary School		200.00
4	J. Hector Lacson Elementary School		200.00