



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 2023-0197

To: All Public Schools District Supervisors
All Elementary and Secondary School Heads
All School Administrative Personnel
All Concerned Personnel

From: The Office of the Schools Division Superintendent

Subject: Additional Instructions Relative to the Guidelines in the Implementation of the One-Time Grant of Rice Assistance to All Government Employees

Date: May 9, 2023

Attached herewith is a copy of the Memorandum 2023 AO-2023-03-083 dated March 10, 2023 from the Office of the Administrator, National Food Authority, in relation to Additional Instructions relative to the Guidelines in the Implementation of the One-Time Grant of Rice Assistance to all Government Employees.

The Focal Person of each District is instructed to collect a photocopy of any valid Identification Card (ID) with signature of each employee-beneficiary that corresponds to the attached signature in the Acknowledgement Receipt (Annex B).

For those personnel who were recently married, kindly attach a copy of your marriage contract together with the submitted ID.

The completed Acknowledgement Receipt with attached photocopy of valid IDs shall be submitted to Jayson J. Jumangit, Section Head of Records Section. Deadline for the submission is on May 12, 2023.

For immediate dissemination and information.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



For the Schools Division Superintendent:

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent





Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
ASD-2023-068

To : Assistant Regional Director
Schools Division Superintendents / OIC-SDSs
Chief of Administrative Services Division

Subject: ADDITIONAL INSTRUCTIONS RELATIVE TO THE GUIDELINES
IN THE IMPLEMENTATION OF THE ONE-TIME GRANT OF
RICE ASSISTANCE TO ALL GOVERNMENT EMPLOYEES

Date : May 02, 2023

Herewith is the copy of the Memorandum 2023 AO-2023-03-083 dated March 10, 2023 from the Office of the Administrator, National Food Authority, in relation to Additional Instructions relative to the Guidelines in the Implementation of the One-Time Grant of Rice Assistance to all Government Employees.

The Schools Division Superintendents are hereby directed to ensure the compliance by the Focal Persons of the Division Office on this One-Time Grant of Rice Assistance to the DepEd personnel.

Attention is invited to the following items in the memorandum:

1. Availment of Rice Assistance;
2. Fund Sources and Payment Procedures; and
3. Issuance / Withdrawal of Stocks.

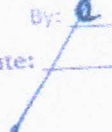
For information and strict compliance.

ALLAN G. FARNAZO
Director IV

Enclosed: As stated.

ROA3/PS/ljg

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED

By: 
Date: May 03, 2023
Time: 18634



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified



NATIONAL FOOD AUTHORITY

Office of the Administrator

Visayas Avenue, Barangay VASRA, Diliman, Quezon City 1126

www.nfa.gov.ph

March 10, 2023

MEMORANDUM 2023
AO- 2023-03-083

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TO : ALL REGIONAL MANAGERS
ALL ACTING BRANCH MANAGERS
ALL OFFICERS-IN-CHARGE
NFA-REGIONS I TO XII, NCR, BARM AND CARAGA

SUBJECT : ADDITIONAL INSTRUCTIONS RELATIVE TO THE
GUIDELINES IN THE IMPLEMENTATION OF THE ONE-TIME
GRANT OF RICE ASSISTANCE TO ALL GOVERNMENT
EMPLOYEES

In relation to the implementation of the One-Time Grant of Rice Assistance (OTRA) to All Government Employees and Workers pursuant to Administrative Order (AO) No. 2 and specific to its Implementing Guidelines as approved by the NFA Council, below are the supplemental policies and procedures relative thereto:

I. Availment of Rice Assistance

1. Priority in the provision of the 25 kilogram rice assistance shall be those covered by the Contingent Fund such as the National Government Agencies (NGAs), State Universities and Colleges (SUCs) and Uniformed Personnel as provided by the Department of Budget and Management (DBM) (*Exhibit 1*);
2. Rice requirements of other agency-beneficiaries aside from those covered by the Contingent Fund, as mentioned in Section 5 to 8 of AO No. 2, may be served subject to availability of stocks which shall mean that the buffer stock requirements of the Region / Branch intended for calamity / relief purposes shall not be compromised.

In the event that the NFA cannot accommodate the rice requirements of these agency-beneficiaries due to government's limited rice buffer stocks and / or any justifiable reasons/s, the concerned government agency/ies shall be allowed to purchase its rice requirements from other sources subject to issuance by the NFA of a Waiver to Supply Rice.

II. Fund Sources and Payment Procedures

1. Pursuant to Administrative Order (AO) No. 2 dated 16 December 2022, the sources of fund intended for the granting of the rice assistance are as follows:

Item	Government Agency / Office	Source of Funds
a	NGAs, SUCs and Military and Uniformed Personnel	Contingent Fund to be released by DBM to the NFA
b	Government-owned and Controlled Corporations (GOCCs)	GOCC's FY 2022 Corporate Operating Budget (COB)
c	Legislative and Judicial Departments and Other Offices vested with fiscal autonomy	Available Released Allotment of their respective agencies
d	Workers in Local Water District (LWOs)	BOD-approved FY 2022 COBs
e	National Government Agencies (NGAs) and GOCCs exempted from the coverage of RA No. 6758	NGA's Available Funds and GOCC's FY 2022 COB

2. For those agencies covered by the Contingent Fund (a), the DBM shall cascade / release to the NFA the funds intended for all the rice assistance requirements under this guideline to be established as a Trust Liability Account based on the list of employees and contract of services and / or Job Orders (COS/JOS).

The NFA shall then issue an Official Receipt (OR) for the fund, maintain a subsidiary ledger for this purpose and ensure proper liquidation of the said Contingent Fund.

3. For other agencies (b to e) who intend to purchase their rice requirements to the NFA, the head of the concerned agency / office or its authorized official shall send a letter-request together with the following supporting documents to the concerned NFA Regional / Branch Office:

- a) Signed Purchase Order (PO) indicating the volume of allocation and equivalent amount in peso;
- b) Master List of Beneficiaries; and
- c) Acknowledgement Receipt (AR)

The payment of the equivalent amount of the approved rice allocation shall adhere to any of the following payment schemes:

- a) Payment at the NFA Cashier in the form of Government Check through voucher system. A temporary receipt shall be issued by the NFA Cashier in exchange of the Government Check. OR shall be issued upon clearing of the Government Check; and

- b) Deposit payment to NFA Account thru the Auto Debit Arrangement (ADA). Once confirmed by the depository bank that the payment has been deposited in the NFA Account, the NFA Cashier shall issue the corresponding OR.

III. Issuance / Withdrawal of Stocks

1. The Master List of Beneficiaries and Acknowledgement Receipt (AR) (*Annexes A and B of the Attached Implementing Guidelines*) duly accomplished by the concerned agency-beneficiaries shall serve as the basis in the issuance of the Authority to Issue (AI) for the actual rice to be released.

The rice shall be issued at one (1) of 50 kg for every two (2) beneficiaries as stated in Section II.B.7 of the attached Implementing Guidelines

The signatures of concerned employee-beneficiaries shall be needed to verify their identities as per copy of their Identifications Cards (IDs) to be attached to the AR.

2. Only the designated Focal Person of the agency-beneficiary shall be allowed to withdraw / receive the rice allocation of his / her office subject to submission of the following documents:

- a) Special Power of Attorney (SPA).
- b) AR together with Government issued ID of both the Focal Person and the employee beneficiaries; and
- c) Master List of Beneficiaries

3. The withdrawal of stocks by the designated focal person shall be made at the nearest NFA designated warehouse. Moreover, the following withdrawal schemes may be adopted subject to certain conditions:

3.1. If available, delivery of stocks to the agency-beneficiary especially in distant areas, free of charge, using military trucks/vehicles. The concerned NFA Regional / Branch Office shall coordinate and tap the assistance of the military for this purpose.

3.2. Delivery of stocks to preferred delivery point subject to the following

- a) Availability of NFA trucks,
- b) Accessibility of the delivery point through land routes; and
- c) Payment of corresponding delivery fees based on the approved NFA hauling rates in the area chargeable against the concerned agency-beneficiary

4. Ensure strict compliance to the set / prescribed withdrawal schedule of each agency-beneficiary to consider the termination / completeness of the Program **not later than June 30, 2023.**

5. The stocks to be issued shall only be of good quality in order to avoid any negative publicity from the recipients of the said rice assistance. To document same, indicate in the AR that "**good quality rice**" was received by the designated focal person.
6. The final receipt of the total stocks by the designated focal person shall be documented by his / her signature in the AR and the Warehouse Stock Receipt (WSI) duly received and acknowledged by the designated focal person.
7. The quantity and quality rice indicated in the AR and WSI as received and acknowledged by the designated focal person of the agency-beneficiary shall be considered final and binding between the NFA and the concerned agency.
8. All stock issuances under this guideline shall be properly documented following the usual Warehouse Stock Documentation System.

IV. Accounting Procedures

1. All rice issuances made by the agency-beneficiaries covered by the Contingent Fund shall be chargeable to the total fund released by the DBM to the NFA Central Office.
2. The Region / Branch Office shall prepare a Bi-Monthly Status Report (*Exhibit 2*) to document the number of bags released and the corresponding value of the rice assistance on a per agency basis, cut-off dates of which and the corresponding reporting period are as follows:

Cut-Off date	Reporting Date	
	Branch to Region	Region to OCD
1 to 15	17 th day of the Month	19 th day of the Month
16 to 31	2 nd Working day of the following Month	5 th working day of the following Month

The consolidated regional report together with the certified true copy of the following documents shall be submitted to the Operations Coordination Department (OCD) copy furnished the Finance Department (FD):

- a) Master List of Beneficiaries.
 - b) AR;
 - c) AI;
 - d) WSIs; and
 - e) OR for agency not covered by the Contingent Fund, if applicable
3. The OCD, in coordination with FD, shall prepare a Monthly Consolidated Statement of Rice Issuances indicating the total volume released and its corresponding value. The said report to be signed by the Administrator shall be submitted to the Department of Agriculture (DA) and Office of the President (OP).

4. Upon completion of the project, the OCD in coordination with FD shall prepare the Final / Terminal Report which shall serve as a liquidation for the fund transferred / allocated per agency

Any excess of the Contingent Fund shall be reverted by the NFA Central Office to the General Fund.

V. Reporting and Monitoring System

1. All rice issuances / withdrawals made under this project shall be included in the Daily Operations Report prepared and submitted by the Branch Office and consolidated by the Regional Office for submission to OCD.
2. The OCD, on the other hand, shall include the submitted reports in the consolidated Grains Situation Report (GSR) generated every Tuesday and Thursday as well as in the Monthly Performance Report (MPER).
3. The NFA shall submit a Final Report to the DA and OP upon completion of the distribution of the one-time rice assistance.

This is for your strict compliance.


RODERICO R. BIOCO
Administrator

Date Approved: March 16, 2023