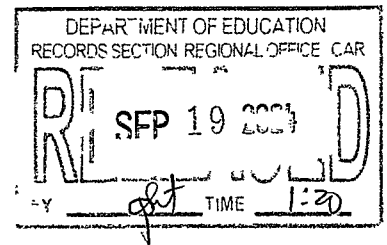




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



19 September 2024

REGIONAL MEMORANDUM

No. 634.2024

DISSEMINATION OF DM-OUOPS-09-07113 "ENSURING TIMELY AND STAGGERED PAYMENTS TO SUPPLIER OF FOOD COMMODITIES AND MILK SUPPLIED FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)"

To: Assistant Regional Director
Schools Division Superintendents
School Health Personnel
All Others Concerned

1. This office disseminates DM-OUOPS-09-07113 entitled "**Ensuring timely and staggered payments to supplier of food commodities and milk supplied for the School-Based Feeding Program (SBFP)**"
2. All Schools Division Office (SDO) shall comply with the provisions on the payments of food commodities and milk in accordance with the GPPB Manual of Procedures, COA Circular No. 2023-004, and SBFP guidelines.
3. Enclosed is a copy of the Memorandum for your reference.
4. For concerns and clarifications, please contact Georgina C. Ducayso, ESSD Chief Education Supervisor through email car.essd@deped.gov.ph or Diane B. Joaquin, Nutritionist Dietitian II through email diane.joaquin@deped.gov.ph or mobile number 09564078478.
5. For dissemination and strict compliance of all concerned.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

Encl. as stated
ESSD/GCD/aal/SBFP SY 2024-2025



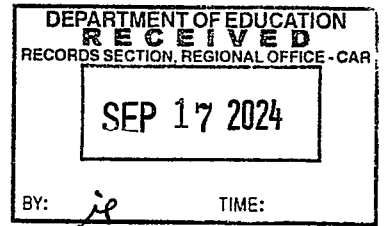
Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318
Email Address: car@deped.gov.ph

DepEd Tayo Cordillera

<https://depedcar.ph>



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-09-07113

TO : Regional Directors
Assistant Regional Directors
Schools Division Superintendents

FROM : *[Signature]*
ANNALYN M. SEVILA
Undersecretary for Finance

[Signature]
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

[Signature]
DR. PEKTER A. GALBAN
Assistant Secretary for Operations

SUBJECT : ENSURING TIMELY AND STAGGERED PAYMENTS TO SUPPLIERS OF FOOD COMMODITIES AND MILK SUPPLIED FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)

DATE : 21 August 2024

The School-Based Feeding Program (SBFP) is annually implemented and substantially funded to address hunger and undernutrition. Given the sustained funding of SBFP, it is crucial to adhere to the operational guidelines and advisories, ensuring prudent utilization of these funds. To maximize the funds it is advised to do staggered payments or monthly payments to suppliers of food and weekly payments to suppliers of milk. This approach facilitates a more effective use of the funds and ensures timely disbursement, hence, payments shall be promptly processed upon submission of the supplier's request for payment letter.

In accordance with the GPPB Manual of Procedures for the Payment of Goods, the Schools Division Office (SDO) shall comply with the provisions on

“Payments must be made promptly by the Procuring Entity, but in no case later than sixty (60) days after the supplier’s request/s for payment shall be made in writing, accompanied by an invoice describing, as appropriate, the goods delivered and/or services performed, by documents submitted pursuant to the contract, and upon fulfillment of other obligations stipulated in the contract, as well as upon inspection and acceptance of the goods by the appropriate Technical and Inspection Committee.



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

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In addition, the Procuring Entity shall ensure that all accounting and auditing requirements are met prior to payment, as well as comply with government auditing rules such as COA Circular No. 2023-004 dated June 14, 2023, Government Accounting Management (GAM), and other pertinent government regulations."

In this light, we respectfully request all Regional and Schools Division Finance and Budget Officers to ensure compliance with the GPPB Manual of Procedures, COA Circular No. 2023-004, and the SBFPP guidelines. This measure will enhance budget utilization and ensure funds are used promptly and effectively.

For further inquiries or clarification, please contact Dr. Maria Corazon C. Dumlao, Ms. Magdalene Portia T. Cariaga, or Ms. Mei-Ling V. Duhig, BLSS-SHD, at cell phone numbers 09175620849 or 09993056058, tel. no. 8632-9935/or via email at sbfp@deped.gov.ph.

MS 9/14