



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

24 May 2023

DIVISION MEMORANDUM

OSDS No. 056, s. 2023

**ONE-TIME GRANT OF RICE ASSISTANCE TO ALL GOVERNMENT EMPLOYEES
AND WORKERS FOR FISCAL YEAR 2022**

To: Schools Division Office Personnel
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. Pursuant to Administrative Order No. 02 dated December 16, 2022 entitled Authorizing the One-Time Grant of Rice Assistance to All Government Employees and Workers for Fiscal Year 2022, this Office has been informed that the DepEd One Time Grant of Rice Assistance to all employees is now available and ready for release by the National Food Authority (NFA), City of Koronadal Branch, South Cotabato.
2. The said Order authorizes the grant of a one-time assistance at a uniform quantity of **twenty-five (25) kilograms of rice** for each of the qualified personnel of the National and Local Government.
3. The grant of rice assistance shall be subject to the following conditions:
 - a. The beneficiaries are government employees and workers under Section 1 of Administrative Order No. 02; and
 - b. The beneficiaries are still in the government service and/or engaged by government agencies **as of November 30, 2022.**
4. The school heads shall, therefore, be the **Designated Focal Person** to undertake the withdrawal of the rice allocation of every personnel under his/her school/jurisdiction.
5. As the Designated Focal Person, the school head shall comply with the following requirements in preparation for the withdrawal of rice from the NFA warehouse, City of Koronadal Branch:

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



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- a. **Special Power of Attorney (SPA) in three (3) copies;**
- b. **Photocopy Government issued ID of the Designated Focal Person (3 copies);**
- c. **Duly accomplished Template for Rice Allowance FY 2022;**
- d. **Duly accomplished Master list of Beneficiaries (Annex A) (2 copies);**
- e. **Duly accomplished Acknowledgement Receipt (Annex B) in three (3) copies; and**
- f. **One (1) photocopy of valid ID with signature of beneficiaries.**

6. These required documents (hard copies) shall be submitted to the Schools Division Office (SDO) c/o the Validation Team for validation **on or before May 29, 2023**. Once validated, the designated focal person/school head shall wait for the schedule of the withdrawal of rice stocks from the NFA. Soft copies of Template for Rice Allowance FY 2022, Master list of Beneficiaries (Annex A) in excel format and Acknowledgement Receipt (Annex B) in PDF Form shall be submitted online through this link: bit.ly/SDSCRiceAssistance.

7. There shall be Administrative Officer II who will be assigned to validate the documents that will be submitted. A separate memo shall be prepared in relation to the said assignment.

8. Names of employee-beneficiaries to be indicated in the said templates must be based on the Agency/School personnel complement/warm bodies as of November 30, 2022. The School head concerned shall ensure that only those who are entitled to the rice assistance shall be included therein.

9. The logistics and hauling costs for the withdrawal of the stocks from designated NFA warehouse shall be borne by the concerned employee-beneficiary.

10. The withdrawal of rice stocks must be made within the prescribed schedule. A separate Memorandum shall be released relative to the prescribed schedule. Further, rice not claimed within the prescribed withdrawal period shall be deemed forfeited.

11. The Administrative Officer II under their respective area of assignment shall pair with their school heads in the preparation of the required documents and other instances in relation to the said rice assistance.

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12. For any inquiry regarding this rice assistance, personnel concerned are advised to contact the Office of the Administrative Officer V (Administrative Services) through telephone no. (083)-228-3742.
13. Immediate dissemination and compliance with this Memorandum is desired.

LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl: None

Reference: Administrative Order no. 02 dated December 16, 2022

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES INCENTIVES

RJS/DM- one-time grant of assistance to all government employees and workers for
fy 2022
0000/May 23, 2023

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