



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

Office of the Schools Division
Superintendent

27 Aug 2024

DIVISION MEMORANDUM
SGOD No. 099, s. 2024

SUBMISSION OF TRANSPORTATION REIMBURSEMENT FOR SCHOOL-BASED
FEEDING PROGRAM (SBFP) NUTRITIOUS FOOD PRODUCTS AND MILK
COMPONENT IMPLEMENTATION FOR SY 2023-2024

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to DepED Order No. 31, s. 2021 titled, **Operational Guidelines on the Implementation of School-Based Feeding Program (SBFP)**, schoolheads are responsible for the liquidation and or reimbursement of funds incurred during the implementation of School-Based Feeding Program (SBFP).
2. The implementation of SBFP requires transportation expenses from the designated dropping points to the school. Hence, the three pesos operational expenses from Nutritious Food Products (NFP) and milk component shall be used.
3. Anent this, schoolheads are directed to claim their actual transportation cost from the dropping point to their respective school. They are required to submit to the Division Office through the School Health Section the complete documentary requirements for reimbursement of transportation expenses incurred during the implementation of the SBFP for SY 2023-2024 on or before **September 30, 2024** to track the utilization of SBFP funds for CY 2023 which shall be used for other SBFP-related activities.
4. These are the documentary requirements to be submitted as supporting documents for reimbursement.
 - a. Approved Work and Financial Plan (WFP),
 - b. Cash Disbursement Report (CDR),
 - c. Reimbursement Expense Receipt (RER) per delivery of supplies,
 - d. Pakyaw Agreement, if applicable,
 - e. Means of Verifications (MOVs) per delivery of supplies



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



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- f. Photocopy of Driver's ID with 3 specimen signatures,
 - g. Canvass, if applicable,
 - h. Abstract of Bids, if applicable,
 - i. Disbursement Voucher used for the issuance of check payment,
 - j. Obligation Request and Status (ORS),
 - k. BIR Form 2307, if applicable, and
 - l. Other documents required by the Accounting and Budget Sections.
5. For any inquiry, personnel concerned are advised to contact the Accounting and School Health Sections through their Nurse or Administrative Officer assigned in the school.
6. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA. CESO V
Schools Division Superintendent

LEVI B. BUTIHEN
Assistant Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

HEALTH EDUCATION

NUTRITION EDUCATION

AOF/DM-submission of transportation reimbursement for school-based feeding program (SBFP) nutritious food products (NFP) and milk component implementation for SY 2023-2024
0000/August 27, 2024



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