



Republic of the Philippines
Department of Education
Region VI- Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

DIVISION MEMORANDUM
No. 325, s. 2020

14 DEC 2020

Guidelines on the Utilization of any excess from the 2019 Milk Feeding transportation downloaded fund

TO: Chiefs of CID and SGOD
Public Schools District Supervisors of Districts 1-7 and 9
School Heads of all Public Elementary Schools
All Public Elementary School Feeding Coordinators and Milk Feeding Designate

1. All School Heads of Public Elementary Schools with downloaded funding for the transportation of Fresh Milk supply from the drop-off point to the Schools are hereby given the following basis on the utilization of **any excess funds after the implementation** of the program:

As per DepEd Order No. 23, s. 2020:

- i. Operational expense downloaded to each school allowed under this program include **the purchase of basic packaging materials (ex. coolers, styro boxes), reasonable transportation expenses from the school to households, payment of labor services/honoraria of partners from barangay.**
 - ii. Expenses related to the **compliance with the required health standards such as use of washable face masks, face shield, alcohols and sanitizers** shall be charged against the SBFP operational Expenses downloaded to school's subject to the pertinent procurement, accounting and auditing rules and regulations.
2. Feeding coordinators and milk feeding designates are hereby encouraged to closely coordinate with your respective School Heads to maximize the utilization of any excess funds (if there is) and be properly allocated to related expenses stipulated above.
 3. Immediate dissemination and compliance of this memorandum is desired.

ARLENE G. BERMEJO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Reference: DO 23, s.2020

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

Programs

Igbu/guidelines on the use of excess transpo funds
December 4, 2020



Address: Quezon St., Poblacion 1, Sagay City, Negros Occidental
Tel. No.: (034) 488-0215-16