



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:

OSDS-PER-UM-05-11-2023/mb1

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/In-Charge of Districts
Elementary and Secondary School Heads
SDO Personnel
All Others Concerned

FROM : 
SOCORRO V. DELA ROSA,
Schools Division Superintendent

SUBJECT : **IMPLEMENTATION OF ONE-TIME RICE ASSISTANCE**

DATE : May 11, 2023

1. Per letter from Domingo N. Pura, Branch Manager – National Food Authority, in relation to the implementation of the One-Time Rice Assistance for government employees and workers pursuant to Administrative Order (AO) No. 2, this office was instructed to prepare the following based on the submitted list per Unnumbered Memo OSDS-PER-UM-03-01-23/mb1, “Submission of List of Employee for One-Time Grant Rice Assistance under Administrative Order No. 02”:
 - a. Pro-Forma Master list of Employee-Beneficiaries (Annex A)
 - b. Acknowledgement Receipt (Annex B)
2. All entitled personnel as of November 30, 2022, per Annex A & B, are advised to fill out the needed data, sign in advance and submit a photocopy of any government ID with ID number and affix the specimen on the actual document. **MS. CRISTINA T. BARRAMEDA**, Administrative Officer IV (Supply), the designated Agency Focal Person/Representative shall be the one to transact with the NFA and responsible for the release of the said assistance. In case of the death of the beneficiary, School heads/PSDSs shall inform the immediate family members to submit a copy of any government ID and letter authorizing the Agency Focal Person to claim the said assistance on behalf of the deceased beneficiary.





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3. Further, Public Schools District Supervisors, Elementary/Secondary School Heads and Administrative Officers are directed to facilitate the submission of the said forms on or before **May 19, 2023, Friday** at the Human Resource Management Office. Likewise, it is expected that all forms shall be submitted duly signed by **ALL ENTITLED PERSONNEL except for the deceased employees.**
4. The NFA shall release the total rice requirements of the agency-beneficiary to the designated focal person at 50kg per sack representing rice allocation for two (2) beneficiaries at 25kg each.
5. For information, guidance and compliance of all concerned.

MBL/ Implementation of One-Time Rice Assistance
_____/May 11, 2023



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