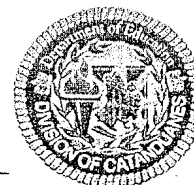





Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



MEMORANDUM

TO : PSDS/School Heads
School Feeding Coordinators
School- Based Feeding Program(SBFP) Recipient Schools

FROM:  **JOSE L. DONCILLO**
Schools Division Superintendent

SUBJECT: **URGENT SUBMISSION OF MONTHLY LIQUIDATION
REPORTS FOR DECEMBER,2014 AND ONWARDS**

DATE: February 3, 2015

In consonance with the guidelines in the implementation of the School Based Feeding Program SY 2014-2015, submission of these liquidation reports should be submitted before the 5th day of the succeeding months at the Division Office Health & Nutrition Section for consolidation, as required by the Dep Ed and DSWD Regional offices, the following documents are needed for attachment : (In Order)

1. Liquidation Report
2. Report of Disbursement
3. Cash Disbursement Register & School Physical & Financial Report
4. Disbursement Voucher (Xerox copy of check received, once only)
 - a. Official Receipt & Sales Invoice
 - b. Purchase Request
 - c. Request for Quotation
 - d. Purchase Order
 - e. Inspection & Acceptance Report
5. Daily Attendance Record of Beneficiaries
6. Workplan / Menu

School heads who failed to comply according to the above guidelines, particularly the report for December, 2014, are hereby directed to comply not later than February 5, 2015 together with the January, 2015 report.

Repeated non - compliance may result to administrative sanction for "Neglect of Duty."

Attached herewith is the list of schools without reports for the month of December, 2014.

For strict compliance of all concerned.

List of SBFP Schools Without Reports for December, 2014

- | | | |
|-----------------------|------------------------|---|
| 1. Salvacion ES, | Bagamanoc South | |
| 2. Baras CES, | Baras South | |
| 3. San Pedro ES, | Bato East | - School Physical & Financial Report |
| 4. San Roque ES, | Bato East | - School Physical & Financial Report |
| 5. Marinawa ES, | Bato West | - School Physical & Financial Report |
| 6. Tubli ES, | Caramoran North | - Liquidation Report |
| 7. Buenavista ES, | Caramoran North | - School Physical & Financial Report |
| 8. Obi ES, | Caramoran South | - Liquidation Report |
| 9. Iyao ES, | Caramoran South | - Liquidation Report |
| 10. Panganiban CES, | Panganiban | |
| 11. Bagong Sirang ES, | San Andres West | |
| 12. Tambognon CES, | Viga East | |
| 13. Buenavista ES, | Viga East | |
| 14. Almojuela ES, | Viga West | - School Physical & Financial Report |
| 15. Calatagan ES, | Virac North | |
| 16. Danicop ES | Virac North | |
| 17. <i>Mulanga IS</i> | <i>Caramoran North</i> | <i>- School Physical + Financial Report</i> |

*ok 2/4/15
S:16 AM*