



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 1162 s. 2024

ENSURING TIMELY AND STAGGERED PAYMENTS TO SUPPLIERS OF FOOD COMMODITIES AND MILK SUPPLIED FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)

To: Schools Division Superintendents

1. In accordance with the Memorandum from the Office of Atty. Revsee A. Escobedo, Undersecretary for Operations and Annalyn M. Sevilla, Undersecretary for Finance dated August 21, 2024, it is respectfully requested that all Regional and Schools Division Finance and Budget Officers must ensure compliance with the GPBB Manual of Procedures, COA Circular No. 2023-004, and the SBFP guidelines.
2. To ensure timely and staggered payments to suppliers of food commodities and milk supplied for the School-Based Feeding Program (SBFP), it is requested that the Schools Division Office (SDO), in accordance with the GPPB Manual of Procedures for the Payment of Goods, shall comply with the provisions on:
 - a. Payments must be made promptly by the Procuring Entity, but in no case later than sixty (60) days after the supplier's request for payment shall be made in writing, accompanied by an invoice.
 - b. The Procuring Entity shall ensure that all accounting and auditing requirements are met prior to payment.
3. Attached is the said Memorandum for your reference. For information and guidance.

TOLENTINO G. AQUINO
 Director IV

Reference

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

PAYMENT

ESSD-SQC/mjs/2024 MEMO
 September 20, 2024



Flores St., Catbangan, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324

DepEd Region I | region1@deped.gov.ph | www.depedro1.com



“Payments must be made promptly by the Procuring Entity, but in no case later than sixty (60) days after the supplier's request/s for payment shall be made in writing, accompanied by an invoice describing, as appropriate, the goods delivered and/or services performed, by documents submitted pursuant to the contract, and upon fulfillment of other obligations stipulated in the contract, as well as upon inspection and acceptance of the goods by the appropriate Technical and Inspection Committee.



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-09-07113



TO : Regional Directors
Assistant Regional Directors
Schools Division Superintendents

FROM : *[Signature]*
ANNALYN M. SEVILA
Undersecretary for Finance

[Signature]
ATTY. REVSEE A, ESCOBEDO
Undersecretary for Operations

[Signature]
DR. EKKER A. GALBAN
Assistant Secretary for Operations

SUBJECT : ENSURING TIMELY AND STAGGERED PAYMENTS TO SUPPLIERS OF FOOD COMMODITIES AND MILK SUPPLIED FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)

DATE : 21 August 2024

The School-Based Feeding Program (SBFP) is annually implemented and substantially funded to address hunger and undernutrition. Given the sustained funding of SBFP, it is crucial to adhere to the operational guidelines and advisories, ensuring prudent utilization of these funds. To maximize the funds it is advised to do staggered payments or monthly payments to suppliers of food and weekly payments to suppliers of milk. This approach facilitates a more effective use of the funds and ensures timely disbursement, hence, payments shall be promptly processed upon submission of the supplier's request for payment letter.

In accordance with the GPPB Manual of Procedures for the Payment of Goods, the Schools Division Office (SDO) shall comply with the provisions on

“Payments must be made promptly by the Procuring Entity, but in no case later than sixty (60) days after the supplier's request/s for payment shall be made in writing, accompanied by an invoice describing, as appropriate, the goods delivered and/or services performed, by documents submitted pursuant to the contract, and upon fulfillment of other obligations stipulated in the contract, as well as upon inspection and acceptance of the goods by the appropriate Technical and Inspection Committee.



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In addition, the Procuring Entity shall ensure that all accounting and auditing requirements are met prior to payment, as well as comply with government auditing rules such as COA Circular No. 2023-004 dated June 14, 2023, Government Accounting Management (GAM), and other pertinent government regulations."

In this light, we respectfully request all Regional and Schools Division Finance and Budget Officers to ensure compliance with the GPPB Manual of Procedures, COA Circular No. 2023-004, and the SBFP guidelines. This measure will enhance budget utilization and ensure funds are used promptly and effectively.

For further inquiries or clarification, please contact Dr. Maria Corazon C. Dumlao, Ms. Magdalene Portia T. Cariaga, or Ms. Mei-Ling V. Duhig, BLSS-SHD, at cell phone numbers 09175620849 or 09993056058, tel. no. 8632-9935/or via email at sbfp@deped.gov.ph.

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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-09-052-03

FOR : ANNALYN M. SEVILA
 Undersecretary for Finance
[Signature]

FROM : Atty. Revzee A. Escobedo
 Undersecretary for Operations

[Signature]
DR. DEXTER A. GALBAN
 Assistant Secretary for Operations

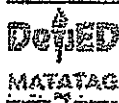
SUBJECT : REQUEST FOR ISSUANCE OF A MEMORANDUM TO REGIONAL AND SCHOOLS DIVISION FINANCE OFFICERS ON THE STAGGERED PAYMENTS TO SUPPLIERS OF FOOD COMMODITIES AND MILK SUPPLIED FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)

DATE : 22 July 2024

The School-Based Feeding Program (SBFP) is annually implemented and substantially funded to address hunger and undernutrition. Given the sustained funding of SBFP, it is crucial to adhere to the operational guidelines and advisories, ensuring prudent utilization of these funds. To maximize the funds it is advised to do staggered payments or monthly payments to suppliers of food and weekly payments to suppliers of milk. This approach facilitates a more effective use of the funds and ensures timely disbursement.

In this light, we respectfully request the issuance of a Memorandum to all Regional and Schools Division Finance Officers to ensure compliance with the SBFP guidelines. This measure will enhance budget utilization and ensure funds are used promptly and effectively.

For further inquiries or clarification, please contact Dr. Maria Corazon C. Dumlao, Ms. Magdalene Portia T. Cariaga, or Ms. Mei-Ling V. Duhig, BLSS-SHD, at cell phone numbers 09175620849 or 09993056058, tel. no. 8632-9935/or via email at sbfp@deped.gov.ph.



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Republic of the Philippines
Department of Education

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This document has been encoded in the DepEd - Document Management System and routed to the appropriate office/s with the following information:

Sender: **Ellafher Ramos**
 Subject: **Ensuring Timely and Staggered Payments to Suppliers of Food Commodities and Milk Supplied for the School-Based Feeding Program (SBFP)**
 Document Code: **CO-BLSS1-2024-07-1161**
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DATE (y-m-d)	FROM (Please indicate Name, Position and Office)	FOR (Please indicate Name, Position and Office)	NOTES / RECOMMENDATION / INSTRUCTION	RECEIVED BY (Please indicate Name, Office, Date and Time)
24-9-9	FS-BO	SHD	Referring the attached memo for memorandum on page 2, paragraphs 2,	Harold 9/9/24 10:52 am
24-9-9	SHD	FS-BO	We only have Finance Officers and Budget Officers in the Regions and in the Schools Division Offices and	11:11 9-9-24
24-9-16	FSBO	DMF	initiated on the memo.	Office of the Undersecretary Finance Received by: <u>ERLUPA</u> Date: <u>09/16/24</u> Time: <u>1:03</u>
SEP 12 2024	DMF	BLSS-SHD	Approved MEMO	Received by: <u>JO LIQUIGAN</u> Date/Time: <u>9/12/24 5:06pm</u>