



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

March 30, 2020

Division Memorandum
No. 156 series of 2020

LIQUIDATION OF THE SCHOOL BASED FEEDING PROGRAM (SBFP) 2ND TRANCHE FUNDS

TO: *Public Schools/Acting Public Schools District Supervisors
Elementary School Administrators/School-in-Charge
District Bookkeepers
All Others Concerned*

1. In connection to the Second Tranche of the **School Based Feeding Program for S.Y. 2019-2020**, this office issues the following instructions.
2. FOR SCHOOLS **WHO WERE UNABLE** TO COMPLETE THE 70 FEEDING DAYS OF THE SECOND TRANCHE DUE TO THE SUSPENSION OF CLASSES:
 - a. The **School Head** shall prepare a **narrative report** of the status of the 2nd tranche of the SBFP (indicating the *last feeding day, remaining feeding days, remaining funds, remaining commodities* with MOV's) and furnish 1 copy to the District Bookkeeper and 1 copy to the school property custodian.
 - b. Coordinate with the District Bookkeeper for the liquidation of the 2nd tranche SBFP funds.
3. FOR SCHOOLS **WHO COMPLETED** THE 70 FEEDING DAYS OF THE SECOND TRANCHE BEFORE THE SUSPENSION OF CLASSES:
 - a. Coordinate with the District Bookkeeper for the liquidation of the 2nd tranche SBFP funds.
 - b. Prepare the Program Terminal Report and submit to the district office.
4. The **District Bookkeeper** shall prepare the following:
 - a. List of beneficiary schools who **were able** to complete the 2nd tranche in the district.
 - b. List of beneficiary schools who **were not able** to complete the 2nd tranche in the district.
 - c. Submit the lists of summary of reports to the **Division Accounting Section** through this email accounting.bohol@deped.gov.ph and copy furnish to shnp.bohol.deped.gov.ph.
5. The deadlines will be as follows:
 - a. LIQUIDATION – by **April 15, 2020** to the District Bookkeeper and **April 20, 2020** to the Division Office through email.
 - b. NARRATIVE REPORT – by **April 15, 2020** to the District Bookkeeper.
 - c. PROGRAM TERMINAL REPORT – by **April 15, 2020** at the District Office.
6. For your information, wide dissemination and strict compliance.


BIANITO A. DAGATAN, Ed.D, CESO V
Schools Division Superintendent 

