



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

**Office of the Schools Division
Superintendent**

May 11, 2023

DIVISION MEMORANDUM
No. 0226, s. 2023

**DISSEMINATION ON THE IMPLEMENTATION AND DISTRIBUTION OF ONE-TIME
GRANT OF RICE ASSISTANCE TO ALL TEACHERS AND EMPLOYEES IN THIS
DIVISION**

To : Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisors/Acting PSDS
Public Secondary/Elementary School Heads
District and School Property Custodians
School Inventory Committees
All Others Concerned

Pursuant to Executive Order No. 2, dated December 16, 2023, the Office of National Food Authority announces through Memorandum No. NFA-BHL-2023-03-001 by its Branch Manager Ms. Pilita P. Barajan, NFA Bohol Branch Office, Tagbilaran City the implementing guidelines on the One-Time grant of Rice assistance to All Government employees and workers for Fiscal Year 2022.

Please be informed that said Office is now started releasing the 25 Kilos of Rice assistance to all government employees subject for compliance of the following requirements for validation prior to the actual releases, to wit:

1. Letter request duly signed by the Head of Office/representative
2. Masterlist of Employee-Beneficiaries and Withdrawal Scheme (Annex A)
3. Acknowledgement Receipt with Employees' ID Number and Signature. (Annex B)
4. 1 Photocopy of Employees' two (2) Valid Identification Cards (Colored copy) back-to-back to be attached for verification. (Note: signature of ID must be the same with signature reflected in the acknowledgement receipt in Annex B)
5. Special Power of Attorney (SPA) for the designated Focal Person authorized to transact, withdraw and receive the rice allocation in behalf of the district/school.
6. Provision of extra empty sacks for immediately use in the rebag considering the available stocks are 50 kgs.

The above-mentioned requirements shall be scanned and submitted in advance to the Office of National Food Authority through email at bohol@nfa.gov.ph. Hard copies shall be submitted on the actual withdrawal of items. For more queries, please contact Ms. Devine Homol at Tel. Nos. (038) 412-3366; 412-2613 and 412-2371.

Public Schools District Supervisor/Acting PSDS shall be authorized to sign the Letter request, Annex A & B and designate focal person in their respective district as well as to facilitate the releases of the rice assistance to ensure smooth and orderly distribution to all qualified personnel.

For immediate and wide dissemination of this memorandum is desired.


EVANGEL M. LUMINARIAS PhD., CESO V
Schools Division Superintendent 



0050 Lino Chatto Drive Barangay, Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph





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Annex A

**PRO-FORMA MASTERLIST OF EMPLOYEE-BENEFICIARIES
AND PREFERRED WITHDRAWAL SCHEME**

NO.	NAME OF EMPLOYEE BENEFICIARY	EMPLOYEE-BENEFICIARIES' IDENTIFICATION NUMBER
1		
2		
3		
4		
5		

Note: Names of the employee-beneficiaries must be based on the Agency's personnel complement/warm bodies as of November 30, 2022. The agency-beneficiary concerned shall ensure that only those who are entitled to the rice assistance shall be included therein.

Preferred Withdrawal Scheme (please check)

NFA Designated Warehouse

Delivery to Preferred Drop-off Points

(Note: **Not Applicable since NFA Bohol has no available trucks**)

- ✓ Preferred withdrawal scheme either through any of the nearest NFA- owned warehouse or delivery to the preferred drop-off point.
- ✓ Delivery of stocks to preferred designated drop-off point shall be subjected to the following:
 - Availability of NFA trucks
 - Accessibility of the delivery point through land routes
 - Payment of corresponding delivery fees based on the existing approved NFA hauling rates in the area chargeable against the concerned agency-beneficiary.

NAME AND SIGNATURE OF HEAD OF OFFICE



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Annex B

ACKNOWLEDGEMENT RECEIPT

NO.	NAME OF EMPLOYEE-BENEFICIARY	EMPLOYEE-BENEFICIARY'S ID NUMBER	SIGNATURE
1			
2			
3			
4			
5			

Note: *Photocopies of employees' Identification Cards (IDs Colored) to be attached for verification.*

NAME AND SIGNATURE OF AGENCY FOCAL PERSON

Date of Receipt of Rice



0050 Lino Chatto Drive Barangay, Cogon, Tagbilaran City, Bohol
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Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph



SPECIAL POWER OF ATTORNEY

Sample

KNOW ALL MEN BY THESE PRESENTS:

I _____, _____ with office
(Name of PSDS) (Position)
address at _____ Bohol, Philippines, do hereby name,
constitute and appoint (Name Focal of Person) _____ (Position) _____ of this
Office to be my true and lawful attorney in fact, to act for and on my stead, until some other
person is appointed or until such power is expressly revoked, for the responsibility and
authority to perform functions limited to:

1. Act as the Focal Person and/ or representative for the actual receipt of the rice allocation from the National Food Authority- Bohol Branch Office on behalf of the employee- beneficiaries of the DepEd _____ (district/school), _____ Bohol, of the One - Time Grant of Rice Assistance to Government Employees and Workers for Fiscal Year 2022 included in the Master list (Annex A); and
2. Make, sign, execute and deliver the necessary documents in relation to the abovementioned purposes, and those necessary and desirable for the purpose of giving effect to the authority herein granted.

HEREBY GIVING AND GRANTING unto my said attorney-in-fact full power and authority to do and perform every act and thing of whatever requisite and necessary to be done in and about the premises, and hereby ratifying and confirming all that my said attorney-in-fact shall do or cause to be done under and by virtue of these presents.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ in _____, Bohol, Philippines.

PSDS/Acting PSDS

Signed in the presence of:

ACKNOWLEDGMENT

Republic of the Philippines}
Tagbilaran City. }S.S.

I certify that on this date before me, a Notary Public duly authorized in the named above to take acknowledgments, personally appeared _____ with I.D. No. _____ issued in/on _____ who is identified to me through her competent evidence of identity to be the same person described in the foregoing instrument, who acknowledged before me that his/her signature on the instrument was voluntarily affixed by him/her for purposes stated therein, and who declared to me that he/she has executed the instrument in his/her own free and voluntary act and deed.

WITNESS MY HAND AND SEAL this _____ in Tagbilaran City, Philippines.