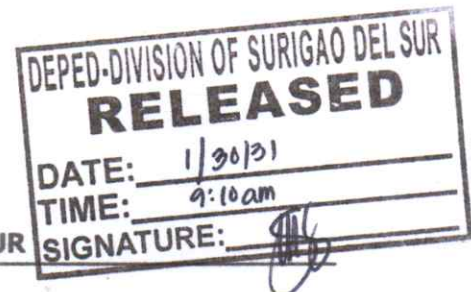




Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent



30 JAN 2024

Division MEMORANDUM
No. 046, s. 2024

**REITERATING THE ITEMS CHARGEABLE TO THE SBFP OPERATIONAL
EXPENSES DOWNLOADED TO SCHOOLS**

To: All District Supervisors/ District In-Charge
All School Heads (Elementary)
All District Nurses
All School SBFP Coordinators
All District Administrative Officers/ Bookkeepers
This Division

1. Part of our commitment to efficient financial management is to provide clear guidelines on the usage of operational expenses allocated to each school.
2. The following are the items chargeable to the operational expenses:
 - Reasonable transportation expenses from drop-off points to schools.
 - Weighing scales for food, trays and crates, packaging materials, and common office supplies needed for the preparation of reports.
 - Expenses related to compliance with the required health standards such as alcohol and sanitizers.
 - Schools under BLT Central Kitchen may purchase basic eating/ cooking utensils.
 - For the BLT Central Kitchen, it can be used as payment for labor and honorarium of kitchen assistants, and other professional services to partners from barangay, payment for the health certificate of food handlers, expenses related to the kitchen operations such as purchase of water, dishwashing soap, LPG, charcoal, firewood, and kerosene.
3. Procurement of items relevant to feeding you must be attached with Annual Procurement Plan (APP) documents as proof of items needed.
4. It is also advised to practice "Pakyaw System" with only one entity in transporting the goods and have the contract notarized to make the negotiation legal and binding.
5. Liquidation of funds for the Operational Expenses must be submitted thirty (30) days after the last date of delivery. For central schools, liquidation must be submitted thirty (30) days from the date where the fund is downloaded.



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6. Adhering to these guidelines ensure responsible financial management and maintain a conducive environment for learning and working.
7. Immediate dissemination of this memorandum is highly desired.

T.C. ✓
A **NELIA S. LOMOC SO, PhD., CESO V**
Schools Division Superintendent J.

Encl.:

References: DepEd Order no. 31, s. 2021

JHB//DM-ITEMS CHARGEABLE TO THE SBFP OPERATIONAL EXPENSES DOWNLOADED TO SCHOOLS

046 /January 30, 2024