

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



30 September 2024

**Regional Memorandum**  
No. 692 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. Relative to OM-OUOPS-2024-09-07113<sup>1</sup>, this Office, through the Education Support Services Division, hereby disseminates the DepEd Central Office Memorandum titled "Ensuring Timely and Staggered Payments to Suppliers of Food Commodities and Milk Supplied for the School-Based Feeding Program (SBFP)".
2. All Schools Division Offices (SDOs) are directed to ensure strict compliance with the provisions for the payment of food commodities and milk suppliers, in accordance with the Government Procurement Policy Board (GPPB) Manual of Procedures and Commission on Audit (COA) Circular No. 2023-04, as follows:
  - 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. For inquiries, please contact Dr. Eduarda M. Zapanta, Chief Education Supervisor, or Ms. Johnalen Aira S. Soberano, Nutritionist-Dietitian II of the Education Support Services Division at email address [essd.calabarzon@deped.gov.ph](mailto:essd.calabarzon@deped.gov.ph).
4. Immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director 

<sup>1</sup> Ensuring Timely and Staggered Payments to Suppliers of Food Commodities and Milk Supplied for the School-Based Feeding Program (SBFP)  
03/ROE7



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Republika ng Pilipinas  
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OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



Records-DM01-2024-172

**MEMORANDUM**

OM-OUOPS-2024-09-07113

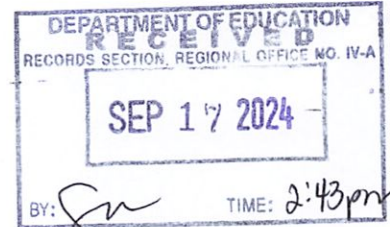
TO : **Regional Directors**  
**Assistant Regional Directors**  
**Schools Division Superintendents**

FROM : *Annalyn M. Sevilla*  
**ANNALYN M. SEVILA**  
 Undersecretary for Finance  
*Revsee A. Escobedo*  
**ATTY. REVSEE A. ESCOBEDO**  
 Undersecretary for Operations

*Dr. Bekter A. Galban*  
**DR. BEKTER 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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Doc. Ref. Code	DM-OUOPS	Rev	01
Effectivity	03.25.23	Page	1 of 2





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 : *Annalyn M. Sevilla*  
ANNALYN M. SEVILA  
Undersecretary for Finance

*Revsee A. Escobedo*  
ATTY. REVSEE A. ESCOBEDO  
Undersecretary for Operations

*Dr. Bekter A. Galban*  
DR. BEKTER 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.



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](mailto:sbfp@deped.gov.ph).

*MS 7/14*



Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**

**MEMORANDUM**

**OM-OUOPS-2024-04-05203**

**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](mailto:sbfp@deped.gov.ph).



Republic of the Philippines  
**Department of Education**

**ROUTING SLIP**

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**  
 Date and Time Added: **2024-JUL-31 09:22:07 AM**  
 Created by: **BLSS - School Health Division**



To ensure the traceability and continuity of the document, kindly update all actions taken using the same document code.

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- BD	SHD	Referring the attached Memo for review on page 2, paragraph 2,	Harrel 9/9/24 10:52 am
24-9-9	BHD	FS-BO	We only have Finance Officers and in the Regions and in the School Division Offices and Provincial Offices.	Anle 11:11 9-9-24
24-9-26	FSAO	DMF	initialed on the memo.	Office of the Undersecretary Finance Received by: ERUEN Date: 09/10/24 Time: 1:02
SEP 12 2024	AMT	BLSS-SHO	Approved MEMO	Received by: JO LIQUIGAN Date/Time: 9/12/24 5:00pm