



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of negros oriental

**Office of the Schools Division
Superintendent**

25 OCT 2021

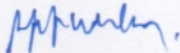
DIVISION MEMORANDUM

No. 256, s. 2021

**CLAIMS FOR TRANSPORTATION AND OTHER RELATED EXPENSES ON THE
IMPLEMENTATION OF THE SBFP – MILK FEEDING COMPONENT CY 2020**

To: PSDSs
Elementary School Heads
Clustered Bookkeepers
All Others Concerned

1. Relative to the claim for transportation and other related expenses in the implementation of the SBFP – Milk Feeding Component CY 2020, please be guided with the following:
 - a. The transportation expenses in picking-up the milk from drop-off points to schools shall be reimbursed by the division office chargeable against SBFP funds.
 - b. School Heads shall prepare all necessary documents to support the claim for transportation and other related expenses and shall submit to their respective clustered bookkeepers not later than December 10, 2021.
 - c. The clustered bookkeepers shall prepare a payroll for the reimbursements and shall submit to the division office together with the supporting documents on or before December 15, 2021.
2. For information, guidance and compliance.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

10/25/2021

SPP/MKP-NLR/SMA/JFP/K/S



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