



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City


February 13, 2023

DIVISION MEMORANDUM

No. **063**, s. 2023

**REQUEST FOR THE TOTAL NUMBER OF BENEFICIARIES
ON THE IMPLEMENTATION OF THE ADMINISTRATIVE ORDER NO. 2 OR THE
ONE-TIME GRANT OF RICE ASSISTANCE TO GOVERNMENT EMPLOYEES AND
WORKERS FOR FISCAL YEAR 2022**

- To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
1. Attached is the **communication** from **Cashmere G. Gemarino**, Acting Branch Manager, National Food Authority (NFA), Capiz Branch Office titled **“Request for the total no. of Beneficiaries on the Implementation of the Administrative Order No. 2 or the One-Time Grant of Rice Assistance to Government Employees and Workers for Fiscal Year 2022.”**
 2. The following shall be in charge to fill up the data in the attached Annex II:
 - a. SDO Human Resource Section - Elementary and SHS
 - b. School Heads - Junior High School
 3. Soft copy of the said data shall be submitted not later than February 15, 2023 using the link <https://bit.ly/sdocapizRA>.
 4. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated

RICE GRANT



Address: Banica, Roxas City
Contact Number: (036) 651-8454
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



NATIONAL FOOD AUTHORITY

Capiz Branch Office

DEPARTMENT OF AGRICULTURE
DIVISION OF LAND REFORMS
RECORDS SECTION
RECEIVED

FEB 10 2023

Brgy. Bolo, Roxas City Tel. No.(036) 522-1549 Fax No. (036) 522-6203 Website www.nfa.gov.ph email: capiz@nfa.gov.ph

February 9, 2023

DR. MIGUEL MAC D. APOSIN
Schools Division Superintendent
DEPARTMENT OF EDUCATION
Province of Capiz
(NGA)
Brgy. Banica, Roxas City

SUBJECT: REQUEST FOR THE TOTAL NO. OF BENEFICIARIES ON THE IMPLEMENTATION OF THE ADMINISTRATIVE ORDER NO. 2 OR THE ONE-TIME GRANT OF RICE ASSISTANCE TO GOVERNMENT EMPLOYEES AND WORKERS FOR FISCAL YEAR 2022

Dear **Dr. Aposin**:

This has reference to the enactment of Administrative Order No. 2, which was signed on 16 December 2022 authorizing the One-Time Grant of Rice Assistance to Government Employees and Workers for Fiscal Year 2022.

Relative to this, we respectfully request your good office to provide the NFA with the total number of beneficiaries in your office based on the Agency's total personnel complement / warm bodies as of 30 November 2022. This will serve as NFA's basis in the allocation of rice allowance following the attached format in Annex II.


Please be guided that the total number of beneficiaries should only include the government employees and workers as stipulated in Section 1 of the said Administrative Order. Further, be guided of Section 3 of the Exclusion from the Grant of Rice Assistance.

We shall highly appreciate receiving your reply on or before February 15, 2023 through email address: nfacapiz.mos@gmail.com with subject "**No. of Agency Beneficiaries under Administrative Order No. 2**".

We hope for your immediate action on our request.

Thank you and our warmest regards.

Very truly yours,


CASHMERE G. GEMARINO
Acting Branch Manager



**PRO-FORMA MASTERLIST OF EMPLOYEE-BENEFICIARIES AND
WITHDRAWAL SCHEDULE**

| Name of Employee-Beneficiary | Preferred Volume of Withdrawal | | | Preferred Withdrawal Point and Schedule of Withdrawal | |
|------------------------------|--------------------------------|-------|------|---|------------------------------------|
| | One-Time Withdrawal of 25kg | 10 kg | 5 kg | Kadiwa Outlet Stores / Date of Withdrawal | NFA Warehouse / Date of Withdrawal |
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- a. 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.
- b. Preferred volume of rice stocks to be withdrawn.
- c. Preferred withdrawal point either through the Kadiwa Outlet Stores or in any of the nearest NFA-owned warehouse. For withdrawal in Kadiwa Outlets, the corresponding date and location of "Kadiwa Outlet" where the agency-beneficiary prefers to make the withdrawal of the rice assistance must also be provided following the "Kadiwa Outlet" schedules to be given by DA.