



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

May 15, 2023


DIVISION MEMORANDUM

No. 219, s. 2023

**ADDITIONAL AND UPDATED REQUIREMENTS ON
THE ONE-TIME GRANT OF RICE ASSISTANCE TO GOVERNMENT EMPLOYEES
AND WORKERS FOR FISCAL YEAR 2022 PER ADMINISTRATIVE ORDER NO. 2**

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
All Others Concerned

1. Attached is the **communication** from **Cashmere G. Gemarino**, Acting Branch Manager, National Food Authority (NFA), Capiz Branch Office as Additional and Updated Requirements on the One-time Grant of Rice Assistance to Government Employees and Workers for Fiscal Year 2022 per Administrative Order No. 2.
2. A downloadable soft copy of the said requirements is available in the link <https://bit.ly/sdocapizRiceAssistance>.
3. For the Elementary, Secondary and Integrated Schools, the School Heads shall consolidate all the complete requirements, while for the SDO personnel the Human Resource Section shall be in charge.
4. All complete requirements shall be submitted not later than **May 19, 2023** at the **Human Resource Section** of this office c/o **Mr. Ivan Vito**.
5. 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

Brgy. Bolo, Roxas City Tel. No. (036) 522-1549 Email Address: capiz@nfa.gov.ph

Ref. No. CBO-BSM-2023-E- 008

04 May 2023

DR. MIGUEL MAC D. APOSIN
Schools Division Superintendent
Department of Education
Province of Capiz
Brgy. Banica, Roxas City, Capiz

Dear **Dr. Aposin**:

In relation to the release of the One-Time Grant of Rice Assistance to Government Employees and Workers for Fiscal Year 2022 per Administrative Order No. 2, which was signed on 16 December 2022, pleased be informed of the requirements for issuance of the said rice assistance.

Original copies of the following required documents shall be submitted to NFA Capiz Branch Office for checking and verification prior to issuance of stocks:

- a. **Master List of Beneficiaries (Annex A)** – based on personnel compliment/warm bodies as of **30 November 2022**
- b. **Acknowledgement Receipt (AR) (Annex B)** with attached Government issued ID of both the Focal Person and the employee-beneficiaries
- c. **Special Power of Attorney (SPA)**
- d. **Authorization Letter** designating the focal person or representative – to be submitted by Head of the agency

Attached herewith are the pro-forma of requirements Item A to C.

Thank you and our warmest regards.

Very truly yours,


CASHMERE G. GEMARINO
Acting Branch Manager

"A food-secure Philippines with prosperous farmers and fisherfolk"



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

NO.	Name of Employee-Beneficiary	Employee-beneficiary's ID Number
1		
2		
3		
4		
5		

Note: Names of the employee-beneficiaries must be based on the Agency's personnel compliment / 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 (Pls. Check)

NFA Designated Warehouse

Delivery to Preferred Drop-off Points

- 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:
 1. Availability of NFA trucks;
 2. Accessibility of the delivery point through land routes; and
 3. 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

NAME OF AGENCY

ACKNOWLEDGEMENT RECEIPT

NO.	Name of Employee-Beneficiary	Employee-beneficiary's ID Number	SIGNATURE
1			
2			
3			
4			
5			
6			

NAME AND SIGNATURE OF AGENCY FOCAL PERSON

Date of Receipt of Rice

SPECIAL POWER OF ATTORNEY

KNOWN ALL MEN BY THESE PRESENTS:

That We, the qualified beneficiaries of the Schools Division of Himamaylan City located at Vallega St., Brgy I(Pob), Himamaylan City Negros Occidental, do hereby name, appoint and constitute, ANGELIE OSORIO GUMATA, Administrative Officer IV of Schools Division of Himamaylan City, of legal age, Filipino, married and currently residing at Brgy. I, Himamaylan City, Negros Occidental, to do any or all of the following acts and things to wit as the Focal Person:

1. To submit the documentary requirements to NFA for the release of One-Time Grant of Rice Assistance to all Government Employees on behalf of the Schools Division of Himamaylan City;
2. To undertake the withdrawal and receipt from NFA the rice allocation of all the qualified beneficiaries of Schools Division of Himamaylan City; and
3. To sign on all documents of NFA pertaining to the withdrawal and receipt of the rice allocation of all qualified beneficiaries of Schools Division of Himamaylan City.

HEREBY GIVING AND GRANTING unto our representative full power and authority to execute and perform every act necessary to render effective the special power granted in this instrument, as though WE, ourselves, have so performed it, and HEREBY APPROVING and RATIFYING ALL that she may do by virtue thereof

IN WITNESS WHEREOF, We hereunto set our hands this 23rd day of March 2023 in Himamaylan City, Philippines.

Name of Beneficiary

Signature

1. Mario
2. Dan
3. Sam
4. Mar
5. Dab
6. San

Attorney-in-Fact

Signed in the presence of:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF HIMAMAYLAN)S.S.

BEFORE ME, a Notary Public for and in HIMAMAYLAN CITY this March 23, 2023,
personally appeared:

Name of Beneficiary	ID No.
1. Mario	_____
2. Dan	_____
3. Sam	_____
4. Mar	_____
5. Dab	_____
6. San	_____

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that they signed the same as their free and voluntary act and deed.

This document consist of two (2) pages including this page where this acknowledgment is written and signed by the parties and instrumental witnesses on each and every page.

Doc No. _____
Page No. _____
Book No. _____
Series of 2023.