



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

---

June 22, 2023

DIVISION MEMORANDUM  
NO. **291**, s. 2023

**DISTRIBUTION OF RICE ASSISTANCE FOR THE FISCAL YEAR 2022**

To: Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
Public School District Supervisors  
Heads of Public Elementary and Secondary Schools  
School / District Property Custodians  
All Others Concerned

1. Per Division Memorandum No. 266, s. 2023 re: Submission of Requirements for the Rice Assistance for Fiscal Year 2022 dated June 07, 2023 and Administrative Order No.02 re: Authorizing the One-Time Grant of Rice Assistance to All Qualified Government Employees for Fiscal Year 2022 dated December 16, 2022. This Order authorizes the grant of one-time assistance at a uniform quantity of twenty-five (25) kilograms of rice for each of the following personnel of the National Government.

2. In view of the foregoing, District and School Property Custodians shall claim the share of their respective districts/schools under their jurisdiction at **NFA Provincial Office – Pampanga Sindalan, Mc Arthur H-way, San Fernando, Pampanga on June 26 to 30, 2023 from 8:30 am to 4:00pm**. Distribution will be per district for elementary and per school for secondary. The withdrawal of rice stocks must be made within the **prescribed schedule only**( see attached).

3. Pleased be informed of the following for proper distribution and release, to wit:

- a. Photocopy of Government-Issued ID of the district/school custodian who will pick up the rice stock.
- b. Bring your original school file of the Acknowledgment Receipt (AnnexB).
- c. Provision of three(3) extra empty sacks for immediate use in the rebag considering the available stocks are 50kgs.
- d. Consideration of vehicles for hauling versus the number of allotments.



Address: High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga  
Telephone No.: (045) 435-2728  
eMail Address: pampanga@deped.gov.ph



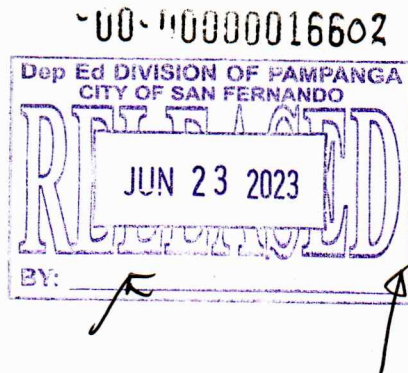


Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

---

- e. Should be a one-time trip for rice pick up.
  - f. First come first serve basis for the am and pm schedule.
  - g. NFA is in charge of loading rice stocks, but make sure to bring at least one to two helpers.
  - h. Make sure to comply the noted deficiencies on each school.
  - i. For Division Office distribution will be on June 27 afternoon per functional and per unit/section.
4. Expenses incurred in relation to the above transaction must be charged against the School / Division MOOE subject to the actual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.

**ROMEO M. ALIP, Ph.D., CESO V**  
Schools Division Superintendent



Encl.: As stated.  
osds-supply-2023-06-014



Address: High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga  
Telephone No.: (045) 435-2728  
eMail Address: pampanga@deped.gov.ph

