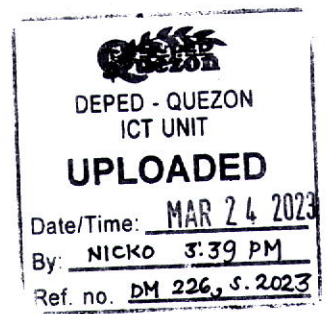




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



24 March 2023

DIVISION MEMORANDUM
DM No. 226 , s. 2023

**REQUEST FOR SUBMISSION OF DOCUMENTS ON THE IMPLEMENTATION OF
THE ADMINISTRATIVE ORDER NO. 2 OR THE ONE-TIME GRANT OF RICE
ASSISTANCE TO DEPED EMPLOYEES AND WORKERS
FOR FISCAL YEAR 2022**

TO: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Elementary/Secondary School Heads
Secondary School Heads Implementing Units (IUs)
All Others Concerned

1. In reference to the letter received by this Office from the National Food Authority relative to the completion and submission of requirement for the one-time grant of rice assistance to government employees for FY 2022, all schools are hereby requested to validate the names of qualified recipients provided in the Masterlist which can be downloaded from this link: <https://tinyurl.com/OfficialMasterlistRA>.
2. As per Administrative Order No. 2, all qualified beneficiaries are those who are still in the government service and/or engaged by the government agency as of November 30, 2022. Furthermore, all employees separated from the service (due to resignation, retirement, deceased, etc.) prior to the aforementioned date will be removed from the list provided by this office.
3. After validating the names of qualified recipients, each school is requested to accomplish the prescribed format of Acknowledgement Receipt and Masterlist of Employee-Beneficiaries which can be downloaded thru this link: <https://tinyurl.com/ARandMasterlist>. The preparation will be in accordance with the given pattern with **proper signatures of each qualified recipient, encoded ID number and photocopy of any government issued ID.**

DEPEDQUEZON-TM-SDS-04-009-003



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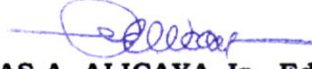
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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4. The softcopy of the accomplished form shall be sent thru this email address on or before **March 30, 2023**: sdoquezon.admpayroll@gmail.com using the following file format:
 - A. Elementary: elem_district
 - B. Senior High School: shs_schoolname
 - C. Junior High School: jhs_schoolname
5. The hardcopies shall be submitted to the suboffice by district (Elem) and by school (Secondary) on or before **March 29, 2023** to be forwarded to the Administrative Section for signing of the Agency Focal Person on or before **March 30, 2023**.
6. Strict and immediate compliance to this Memorandum is earnestly desired.

FOR:


ELIAS A. ALICAYA Jr., EdD

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

BY:


WALTER F. GALAROSA

Education Program Supervisor

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