



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



27 May 2022

DIVISION MEMORANDUM
DM No. 433, s. 2022

**NATIONAL DAIRY AUTHORITY'S REQUEST FOR VALID IDENTIFICATION WITH SIGNATURE
OF CONSIGNEES/PERSONNEL PER DISTRICT IN THE DROP OFF POINTS**

To: Assistant Schools Division Superintendents
Division Chiefs
School Heads In-Charge of Governance and Operations (SHiGOs)
Elementary School Heads
District and School Feeding Coordinators
School Health Personnel
All Others Concerned

1. In reference to the request letter of National Dairy Authority, this Office advised all authorized consignees/personnel as School Inspection Team (SIT) per drop off point in every district of the Fresh Milk Component of School Based Feeding Program to provide the **photocopy of their valid ID with 3 signatures** affixed therein.
2. This will be used as a basis in the verification of the respective signatures affixed in the "Received By" portion of the Delivery Receipts (DRs) and in the "Inspection Box" and "Acceptance Box" of the Inspection and Acceptance Reports (IARs), respectively.
3. The said request shall start from **SY 2020 SBFP implementation up to present**. For personnel who have retired from government service and or been assigned to other school division or district, a certification from the Human Resource Unit may be issued including a file copy of their IDs to ascertain veracity of the document.
4. Rest assured that all personal data would be treated with utmost confidentiality and in no way be used to compromise individual privacy and or security.
5. All ShiGOs and District Feeding Coordinators together with the District Nurses are advised to double check and validate the submitted photocopy of IDs.
6. Kindly submit the compiled photocopy of ID's per Congressional District for checking of respective Division Congressional SBFP Coordinators :

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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Congressional District	Division SBFP Congressional SBFP Coordinators	Office
I	Rea Merana	Real Sub-Office
II	Vincent Byron M. Rama	Division Office
III	Stacey Jerdette R. Rivera	Catanauan Sub-Office
IV	Maria Cerila Almonte	Gumaca Sub-Office

7. Kindly submit the compiled photocopy of IDs per Congressional District in the respective Sub-Office on June 8, 2022, fastened in a red folder with label, indicating the name of the district per drop-off point for submission to the **School Health Section** on or before **June 10, 2022**. Please see attached sample for your reference.
8. Immediate dissemination of and strict compliance to this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

shsmtma05/27/2022

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Enclosure No. 430 s. 2022

Sample:

Name of Consignee / Authorized SIT/personnel:

FRONT ID

3 Signatures

BACK ID

Drop-Off Point: _____

District: _____

Designation: _____

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LABEL- FOLDER

SY 2020

SY 2021

SY 2022

CONGRESSIONAL DISTRICT

1

2

3

4

Please check

DISTRICT: _____

DROP- OFF POINT: _____

Checked and Validated by:

(Printed Name over Signature)

Division Congressional District SBFP Coordinator-TWG

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