



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



DEPED - QUEZON
ICT UNIT

UPLOADED

Date/Time: SEP 20 2022
By: Michael 3:59 AM
Ref. no. DM 789, s. 2022

19 September 2022

DIVISION MEMORANDUM

DM No. 789, s. 2022

**CORRIGENDUM TO DM 783, s. 2022, RE: SCHEDULE OF DELIVERY OF
STERILIZED MILK FOR THE SCHOOL-BASED FEEDING PROGRAM-
MILK FEEDING COMPONENT FY 2022**

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

1. In reference to the letter request of ACES Philproducers Corporation to the National Dairy Authority (NDA) for an extension period of the delivery of sterilized milk in DepEd Quezon, this Office informs all concerned that the scheduled delivery of sterilized milk shall be moved from September 26, 2022 to October 18, 2022 to complete the quality monitoring and testing at their plant prior to the release of the products.
2. Furthermore, attached hereto are the safety protocols in handling sterilized milk products and tips in handling pasteurized fresh milk for reference.
3. All other provisions stated in the previous Memorandum shall remain in effect.
4. Immediate dissemination of and strict compliance to this Memorandum is highly desired.

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

shsmtna/09/19/2022

DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines
Department of Agriculture
NATIONAL DAIRY AUTHORITY

Southern Luzon Department

Esteban Mayo St., Brgy. 6, Lipa City, Batangas

Tel No.: (043) 724-5876

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Page	:	Page 1 of 1
Date Prep.	:	9/19/2022 2:54 PM
SD-6-LMD-0328-09/19/22		
Traceability Code		

19 September 2022

ELIAS A. ALICAYA JR., EdD

Assistant Schools Division Superintendent

Officer-in-Charge

Office of the Schools Division Superintendent

Dear Dr. Alicaya Jr.,

Greetings from the National Dairy Authority-South Luzon Department!

Anent to your Division Memorandum No. 783, 2, 2022 on the delivery of sterilized milk scheduled on September 26, 2022, we would like to inform you that we have just received a letter from ACES Philproducers Corporation, (APC), the winning bidder who was awarded with the supply and delivery contract of sterilized milk for 20,237 beneficiaries from 19 districts of SDO Quezon.

APC is requesting to move the delivery to October 18, 2022 instead of September 26, 2022, to complete the required quality monitoring and testing at their plant prior to the release of the products. Also, the results of the recently conducted commercial sterility test by a third party laboratory will be out in 2-3 weeks' time. Attached is APC's letter for your reference.

Hoping for your favorable response on this request.

Very truly yours,


FEDDIK ANTONETTE J. SERRANO
OIC-Department Manager

"OneDA, OneDAiry Revolution:
Each Dairy Animal, Each Farm, Each Coop
must be Productive and Profitable!"

A food-secure Philippines

with prosperous farmers and fisherfolk





ACES PHILPRODUCERS CORPORATION

Barangay Calamias, Ibaan, Batangas

Email Add: acesphilproducerscorp@gmail.com/APCorp917@gmail.com

Tel.No. (043) 784 4412

19 September 2022

DR. FEDDIK ANTONETTE J. SERRANO

OIC Manager

National Dairy Authority, Souther Luzon Department

Dear Ma'am,

Greetings from Aces Philproducers Corporation!

This is in reference to DM no. 783, s.2022 that sterilized milk for learners in the far flung areas of Quezon is scheduled for delivery on 26 September 2022. In this regard, Aces Philproducers Corporation is respectfully requesting for an extension period for the delivery of sterilized milk in Quezon areas. Instead of the scheduled 26 September 2022 delivery date we are proposing for the delivery of sterilized milk to be on 18 October 2022.

APC Dairy Plant would like to ensure that the sterilized milk products that were processed to be delivered have all passed the maximum required quality testing in our plant. Further, we also conducted commercial sterility testing for the milk from a third party laboratory to ensure that the milk products have proper sterilization process.

Hoping for your utmost consideration on this request.

Respectfully yours,

GLENDALITA N ERSANDO

President

Aces Philproducers Corporation



HANDLING OF STERILIZED MILK PRODUCT (SMP)

Warehousing Protocols

1. Make sure that the warehouse/storage room is thoroughly safe (from thievery and fire); dry, clean and free of rodents before placing milk products in it. The warehouse/storage room should be leak proof, free of flooding, has an ambient temperature and should have ready pallets that are equally clean and sturdy enough to hold the milk boxes.
2. Apply the “first in, first out” method of handling the inventory of milk boxes with the first batch to expire as the first stock to get out. Lay up pallets systematically to allow the use of such method. Preferably, a 50 cm distance from the walls and spaces between pallets has to be maintained to allow air circulation and easy inspection.
3. Make distinct demarcations among pallets as to number of batch and boxes to facilitate easy withdrawal of stocks per batch and counting of the boxes on hand at anytime necessary and during periodic physical inventory.
4. Handle the milk boxes with care upon unloading into the warehouse/storage room whether carried manually or with the use of hydraulic hand pallet.
5. Pile the milk boxes carefully into the pallet at “criss-cross” order in three boxes until the pallet is fully maximized. Maximum stacking of milk boxes should be eight boxes high.
6. Keep milk boxes away from direct sunlight.
7. Inspect the milk boxes and pouches and check their standard features as follows:
 - Each pouch should be tightly and properly sealed;
 - Expiry date should be stamped on the seal as follows: mo/dd/yr;
 - The first two digits appearing at the left side on the seal corresponds to the retort load number;
 - Each pouch and box should be thoroughly clean;
 - There should be 10 properly standing pouches and 10 straws in a box; and
 - Each box should be closed and taped properly, tightly and smoothly.
8. Monitor the milk stock daily by applying a perpetual stock inventory system using the prescribed form below:

SMP STOCK RECORD							
IN			OUT			BALANCE	
Date	Production Date	Quantity (in box)	Date	Destination	Quantity (in box)	Quantity (in box)	Quantity (in pouch)

9. Conduct physical inventory on any day on the last week of the month to check actual status and quantity of the milk stock. In the process, verify the authenticity of the records. Spot checking should also be done whenever necessary.
10. Carefully watch and act on the following findings during inventory as well as during periodic inspection and spot checking:

Findings	Actions to be taken
Bloated pouch or with signs of bloating Leaking pouches or with signs of leaking	Pull out from the box immediately. Double check the other pouches in the box where this will come from and pull out those which are found to be bloated or are leaking. Fill up clean boxes with good pouches. Place the pulled out bad pouches in dirty boxes and place all these in plastic bags and dispose of properly.
Dirty pouches and boxes (with chocolate or milk drippings)	Clean immediately using clean soft and damp cloth.
Moist in the pouches and box	Wipe immediately using clean and dry soft cloth.
Lacking pouches or straws in a box	Fill up accordingly. Note that each box should have 10 pouches and 10 straws.
Upside down pouches inside the box	Re-arrange accordingly.
Improper sealing, not good looking pouch but which may still be good	Segregate from the rest. This may be utilized as sample for taste test.
Unsealed milk box/boxes	Check and count the milk pouches inside. If found in order, seal the box.

11. Prepare status reports whenever spot checks and inspection are done. A one-pager monthly report is prescribed to include inventory report that should be supported with a copy of the SMP STOCK RECORD. This report will mainly contain the current status of the milk stock and all its transactions within the

month. It should also state and explain any discrepancy in the record as against physical count. The reports should be submitted to the immediate supervisor for information and possible action.

12. Coordinate closely with the milk feeding coordinators assigned in areas that will be utilizing SMPs, including the designated school and day care teachers and other agency officers who will be correspondingly assigned, to keep the milk stock for their respective schools, day care centers and communities.
13. Avoid losses and pilferages by installing a proper lock system in the warehouse and having duly designated warehouse officers that will be responsible and accountable for these incidences. These officers should only be the persons authorized to open and close the warehouse.

Protocols in Handling Losses/Spoilages

1. Set aside milk boxes/pouches that are found to be bloated, wet, stained or showed evidences of leakage, dented holes or perforation.
2. Check for appropriate markings (manufacturing date, expiry date and batch code).
3. Examine carefully the defects and other abnormal conditions that may affect the integrity of the commodity.
4. Record all the findings (also in the inventory record) and prepare a corresponding report.
5. Submit report immediately to NDA.
6. NDA to check the defective stock immediately and conduct further evaluation and tests.
7. Dispose of empty packs properly. These may be recycled or sold to handicraft makers.

TIPS IN HANDLING PASTEURIZED FRESH MILK

Fresh milk being a highly nutritious “food” is most prone to microbial attack resulting to spoilage. It requires proper handling to maintain its best quality upon consumption.

Fresh pasteurized and homogenized milk has a shelf life of 7 days at refrigeration temperature (4-6°C).

1. Check the best before date to ensure that you are consuming the freshness quality milk
2. Avoid exposure of milk to sunlight. Remember that milk exposed to light destroys its riboflavin content and can cause “off flavors”.
3. Store the fresh milk inside the freezer or on refrigerator shelve at least 4°C.
 - a. If refrigerator is not available, use the styrobox/thermochest filled with water and ice. Immerse the packed fresh milk to ensure that it is properly cooled.
4. Be sure that the styrobox/thermochest is clean to avoid absorption of bad or foul smell because milk is sensitive to odors.
5. Observe proper hygiene and sanitation in handling milk.
6. Whenever possible, leave milk in its original container to safeguard its flavor and food value. Do not leave it anywhere and left unattended.
7. Observe “first-in-first-out policy. This means that you consume the first milk you bought rather than the latest one. You may also check the production date and consume the milk produced earlier.