



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

09 November 2021

DIVISION MEMORANDUM

DM No. 851, s. 2021

DELIVERY OF STORAGE BOXES AND KITCHEN WEIGHING SCALES FOR SCHOOL RECIPIENTS OF THE SCHOOL-BASED FEEDING PROGRAM, SY 2021-2022

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Elementary School Heads
District and School Property Custodians
District and School Feeding Coordinators
District Nurses
All Others Concerned

1. This Office announces the delivery and distribution of storage boxes and kitchen weighing scales for School-Based Feeding Program (SBFP) recipient schools for SY 2021-2022.
2. The scheduled delivery to designated drop-off points in Real District, Catanauan District, Gumaca District, and SDO - Talipan Pagbilao Quezon will start on **November 10, 2021**.
3. To ensure that the allotted coolers will be received by all identified SBFP beneficiaries, a technical working group (TWG) is hereby formed. Members shall be responsible in keeping records of delivery and shall ensure that the distributions are accurate and complete.
4. The drop-off points with respective TWG per Congressional District are as follows:

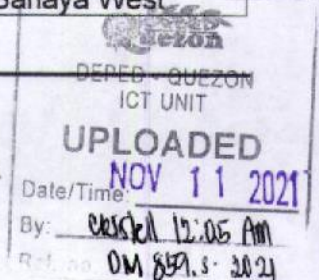
| Inspectorate Team | | | | |
|-------------------------------|--|----------------------------|-----------------------------------|--|
| Drop-off Points | TWG Members | No. of Supplies | District Nurse/ In-Charge | Districts Included |
| SDO - Talipan Pagbilao Quezon | George Aguila-Division Supply Officer (09201283966) | 348 kitchen weighing scale | Vincent Lawrence Habito ADA VI | Pagbilao 1&2 Sampaloc Lucban Candelaria East Candelaria West |
| | | and 668 | Sherwin Penamora (09399034287) | Dolores San Antonio Sariaya East Sariaya West |

DEPEDQUEZON-TM-SDS-04-009-003



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| | | storage boxes | | Tiaong 1 Tiaong 2 Agdangan Padre Burgos |
|---------------------------------------|---|---|---|--|
| Real Central School, Real District | Donata J. Anonuevo- School Head (09193110064) Daisery D. Ferrer- Property Custodian (09296774047) Mary Jane F. Friginal –SBFP Coordinator (09289163879) | 250 kitchen weighing scale and 242 storage boxes | Ruffa A. Anonuevo (09175228552) | Burdeos Real Infanta Gen. Nakar 1&2 Jomalig Panukulan Patnanungan Polillo |
| Catanauan District | Joseph Presly R. Labaguez – School Head (09283220632) Joseph C. Malaya- Property Custodian (09491571296) Gemina T. Cerrudo– SBFP Coordinator (09460046086) | 390 kitchen weighing scale and 445 storage boxes | Estrella G. Lorca (09122112656) | <ul style="list-style-type: none"> • Buenavista 1&2 • Catanauan 1&2 • Gen. Luna • Macalelon • Mulanay 1&2 • Pitogo • San Andres • San Francisco 1&2 • San Narciso 1&2 • Unisan |
| Gumaca West District | Merlita M. Natividad- School Head (09984507059) Richard Bucad –Property Custodian (09086659240) | 500 kitchen weighing scale and 500 storage boxes | Christine Rose R. Deocales (09516020800) | <ul style="list-style-type: none"> • Alabat • Atimonan 1 & 2 • Calauag East • Calauag West • Guinayangan North & South • Gumaca East • Gumaca West • Lopez East • Lopez West |

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| | | | | |
|--|---|--|--|--|
| | Cristina C. Barrion SBFP Coordinator (09283822402) | | | <ul style="list-style-type: none">• Perez• Plaridel• Quezon• Tagkawayan 1&2 |
|--|---|--|--|--|

5. All District Property Custodians and other TWG members in respective drop-off points are advised to receive and inspect the delivery of supplies per district on the scheduled day of delivery, observing strict safety and health protocols.
6. Attached are the Inventory Custodian Slips (ICSs), and the Inspection and Acceptance Reports (IARs) to be accomplished upon receipt for proper inventory of supplies.
7. Also the Distribution Lists of schools per district, and the corresponding number of supplies to be given per school for your reference can be accessed through the following Link
KITCHEN SCALE - tiny.cc/mxukuz
STORAGE BOX - tiny.cc/nxukuz
8. Travel and incidental expenses shall be charged to school Maintenance and Other Operating Expenses (MOOE) or local funds subject to usual accounting and auditing procedures.
9. 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

shsmnad/11/09/2021

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INSPECTION & ACCEPTANCE REPORT

Entity Name : DEPED DIVISION OF QUEZON Fund Cluster: _____

Supplier : GLAMAR CONSUMER GOODS TRADING IAR No. : _____
 PO No./Date : S09-347-A-21 05-Nov-21 Date : _____
 Requisitioning Office/Dept. : HEALTH Invoice No. : _____
 Responsibility Center Code : _____ Date : _____

| <i>Stock/Property No.</i> | <i>Description</i> | <i>Unit</i> | <i>Quantity</i> |
|---------------------------|---|-------------|-----------------|
| | REAL CENTRAL ELEMENTARY SCHOOL DROP-OFF | | |
| | HEAVY DUTY-KITCHEN WEIGHING SCALE (measures grams) Maximum weighing: 1-5kg | PIECE | 250 |
| | DURABLE STORAGE BOX High impact 120 liters Size (cm) L72 3/W52 0/h44.0 Made of plastic with wheels Color: Transparent and clear light blue | PIECE | 242 |

INSPECTION

Date Inspected: _____

Inspected, verified and found OK
as to quantity and specifications

IONA P. PORTALES

Inspection Officer

ACCEPTANCE

Date Received: _____

Complete
 Partial (pls. specify quantity)

ARREN JOY M. LOPEZ

Property Officer

INSPECTION & ACCEPTANCE REPORT

Entity Name : DEPED DIVISION OF QUEZON Fund Cluster: _____

Supplier : GLAMAR CONSUMER GOODS TRADING IAR No. : _____
 PO No./Date : S09-347-A-21 05-Nov-21 Date : _____
 Requisitioning Office/Dept. : HEALTH Invoice No. : _____
 Responsibility Center Code : _____ Date : _____

| <i>Stock/Property No.</i> | <i>Description</i> | <i>Unit</i> | <i>Quantity</i> |
|---------------------------|---|-------------|-----------------|
| | SDO QUEZON DROP-OFF | | |
| | HEAVY DUTY-KITCHEN WEIGHING SCALE (measures grams) Maximum weighing: 1-5kg | PIECE | 348 |
| | DURABLE STORAGE BOX High impact 120 liters Size (cm) L72 3/W52 0/h44.0 Made of plastic with wheels Color: Transparent and clear light blue | PIECE | 668 |

INSPECTION

Date Inspected: _____

Inspected, verified and found OK
as to quantity and specifications

HECTOR C. LAURIO

Inspection Officer

ACCEPTANCE

Date Received: _____

Complete
 Partial (pls. specify quantity)

GEORGE D. AGUILA

Property Officer

INSPECTION & ACCEPTANCE REPORT

Entity Name : DEPED DIVISION OF QUEZON Fund Cluster: _____

Supplier : GLAMAR CONSUMER GOODS TRADING IAR No. : _____
 PO No./Date : S09-347-A-21 05-Nov-21 Date : _____
 Requisitioning Office/Dept. : HEALTH Invoice No. : _____
 Responsibility Center Code : _____ Date : _____

| <i>Stock/Property No.</i> | <i>Description</i> | <i>Unit</i> | <i>Quantity</i> |
|---------------------------|---|-------------|-----------------|
| | CATANAUAN CENTRAL SCHOOL DROP-OFF | | |
| | HEAVY DUTY-KITCHEN WEIGHING SCALE (measures grams) Maximum weighing: 1-5kg | PIECE | 390 |
| | DURABLE STORAGE BOX High impact 120 liters Size (cm) L72 3/W52 0/h44.0 Made of plastic with wheels Color: Transparent and clear light blue | PIECE | 445 |

INSPECTION

Date Inspected: _____

Inspected, verified and found OK
as to quantity and specifications

PEJAY L. PERALTA

Inspection Officer

ACCEPTANCE

Date Received: _____

Complete

Partial (pls. specify quantity)

MARY KEITH MIGNONETTE P. APOLINAR

Property Officer

INSPECTION & ACCEPTANCE REPORT

Entity Name : DEPED DIVISION OF QUEZON Fund Cluster: _____

Supplier : GLAMAR CONSUMER GOODS TRADING IAR No. : _____
 PO No./Date : S09-347-A-21 05-Nov-21 Date : _____
 Requisitioning Office/Dept. : HEALTH Invoice No. : _____
 Responsibility Center Code : _____ Date : _____

| <i>Stock/Property No.</i> | <i>Description</i> | <i>Unit</i> | <i>Quantity</i> |
|---------------------------|---|-------------|-----------------|
| | GUMACA WEST CENTRAL ELEM SCHOOL DROP-OFF | | |
| | HEAVY DUTY-KITCHEN WEIGHING SCALE (measures grams) Maximum weighing: 1-5kg | PIECE | 500 |
| | DURABLE STORAGE BOX High impact 120 liters Size (cm) L72 3/W52 0/h44.0 Made of plastic with wheels Color: Transparent and clear light blue | PIECE | 500 |

INSPECTION

Date Inspected: _____

Inspected, verified and found OK
as to quantity and specifications

PAUL HARVEY M.MARTINEZ

Inspection Officer

ACCEPTANCE

Date Received: _____

Complete
 Partial (pls. specify quantity)

JAYMAR ANGELO V. SAMSON

Property Officer