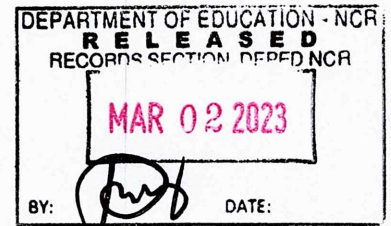




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



CN-2023-2-27-906

**REGIONAL MEMORANDUM**

**ORD-2023-118**

**TO : SCHOOLS DIVISION SUPERINTENDENTS**

**FROM : WILFREDO E. CABRAL, CESO III**  
Regional Director

**SUBJECT : SUBMISSION ON THE TOTAL NUMBER OF QUALIFIED BENEFICIARIES FOR THE ONE-TIME GRANT OF RICE ASSISTANCE UNDER ADMINISTRATIVE ORDER NO. 02**

**DATE : February 28, 2023**

1. Enclosed is a copy of Memorandum DM-OUHROD-2023-0284 dated February 23, 2023, on the submission of the above-caption report, for information and guidance.
2. Said data should be submitted not later than March 3, 2023 thru the Personnel Section, this Office in excel and signed PDF file at [personnel.ncr@deped.gov.ph](mailto:personnel.ncr@deped.gov.ph), using the attached Template A, for consolidation prior to submission at BHROD-PD, DepEd-CO.
3. For immediate compliance.



Misamis St. Bago Bantay, Quezon City

Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)

Website: <https://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectively	01.26.23	Page	1 of 1



Republika ng Pilipinas

## Department of Education


OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND  
TEACHER EDUCATION COUNCIL SECRETARIAT

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### MEMORANDUM

**DM-OUHROD-2023-0204**

TO : **Regional Directors**  
**All Others Concerned**

FROM :   
**GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development,  
National Educators Academy of the Philippines, and  
Teacher Education Council Secretariat*

SUBJECT : **SUBMISSION ON THE TOTAL NUMBER OF QUALIFIED  
BENEFICIARIES FOR THE ONE-TIME GRANT OF RICE  
ASSISTANCE UNDER ADMINISTRATIVE ORDER NO. 02**

DATE : 23 February 2023

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Pursuant to Administrative Order (AO) No. 02 dated 16 December 2022 issued by the Office of the President, *Authorizing the One-Time Grant of Rice Assistance to All Government Employees and Workers for Fiscal Year 2022*, wherein a uniform quantity of twenty-five (25) kilograms of rice shall be distributed to **all national government employees occupying regular, contractual or casual positions**, and workers whose services are **engaged as Contract of Service (CoS) or Job Orders (JO)** under COA-DBM Joint Circular No. 2 dated 20 October 2020, as a one-time assistance to recognize the invaluable contribution of all government workers to the efficient and responsive delivery of services to the public.

To determine the allocation of the rice requirement for all DepEd officials and employees, all Regional Offices (ROs) are required to submit an electronic copy in **MS Excel format** the total number of qualified beneficiaries within their jurisdiction to the Bureau of Human Resource and Organizational Development-Personnel Division (BHROD-PD) through email at [bhrod.pd@deped.gov.ph](mailto:bhrod.pd@deped.gov.ph) **on or before 04 March 2023**. Attached as **Annex A** is the Rice Requirement template.

Furthermore, please be guided on the conditions stipulated under Sections 2 and 3 of the said Order which states that entitled **beneficiaries must be in active government service / engaged in government service as of 30 November 2022**.

For clarifications and concerns relative thereto may be addressed to BHROD-Personnel Division at [bhrod.pd@deped.gov.ph](mailto:bhrod.pd@deped.gov.ph) or (02) 8633-9345/8633-6682.

For your guidance and strict compliance. Thank you.

[BHROD-PD/PRU]