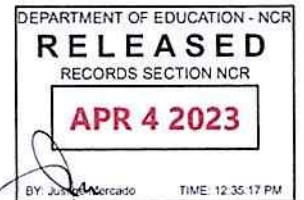




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



CN-2023-3-28-2256

REGIONAL MEMORANDUM

ORD-2023-249

TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : WILFREDO E. CABRAL, CESO III
Regional Director

**SUBJECT : ONE TIME GRANT OF RICE ASSISTANCE TO ALL
GOVERNMENT EMPLOYEES FOR FY 2022 PER AO 2 DATED
DECEMBER 16, 2022**

DATE : April 3, 2023

1. This has reference to the attached letter of the Acting Branch Manager, National Food Authority-NCR dated March 17, 2023, relative to the requirements (1-5) for submission in connection with the above captioned report, for information and guidance.
2. For clarification/s please contact Mr. Ronald Paul D. Gracia at 02 8696-1820/09175000573 or email at edbootra@yahoo.com..
3. For compliance.

Misamis St. Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

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



NATIONAL FOOD AUTHORITY

National Capital Region – East District Branch Office

M.L. Quezon Extn., Brgy. San Roque, Antipolo City Tel. No. (02) 8 696-1820

eastdistrict@nfa.gov.ph

March 17, 2023

MR. WILFREDO E. CABRAL

Director

DEPARTMENT OF EDUCATION

National Capital Region

(02) 8920-5824, 8929-4315

ncr@deped.gov.ph

Dear Director Cabral:

Mabuhay! This refers to the implementation of the One Time Grant of Rice Assistance to all government employees for FY 2022 per Administrative Order No. 2 dated December 16, 2022. Please be informed that the corresponding guidelines, covering the policies and procedures on the availment of the 25 kg rice assistance to concerned beneficiaries, was already issued.

Relative to this, the following requirements are to be accomplished and submitted by your office prior to the withdrawal process:

1. Annex A - Master list of Beneficiaries. This should be based on the Agency's personnel complement/warm bodies as of November 30, 2022 and should be duly signed by the Head of the Agency
2. Annex B - Acknowledgment Receipt (AR) signed by the employee-beneficiaries and by the designated Focal Person
3. An authorization Letter from the Head of your Agency designating your focal person or representative, preferably at least an Assistant Secretary or an official of equivalent rank, to transact business with the National Food Authority - East District Branch Office (NFA-EDBO) in behalf of the beneficiaries of your Agency with complete contact details and specimen signature.
4. Special Power of Attorney (SPA) designating the focal person of the agency-beneficiaries.
5. Certified true copy of government issued ID of both the focal person and the employee beneficiaries. To verify their identities, please ensure that the signature of the employee beneficiaries in the AR shall bear the same signature in their submitted certified true copy of the government issued IDs.

1. Dagit sa mga Palatagan sa mga Beneparyang Ekipa sa mga Beneparyang





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The withdrawal of rice by the designated focal person shall be made at NFA EDBO warehouses located at Antipolo City or at General Trias warehouse in Cavite. This shall be in bag of 50 kg representing the rice allocation for two (2) beneficiaries at 25 kg each.

We anticipate that the above requirements be provided immediately for proper evaluation of this office. Rest assured that we will keep you posted and we shall coordinate with you on the manner, schedule, and further details on the withdrawal of your rice allocation.

Should there be any further related queries, our office is more than willing to assist you. The designated NFA focal person is listed below:

Mr. Ronald Paul S. Gracia
Landline Number : (02) 8696-1820
Mobile Number : 09175000573
Email address : edbootra2022@yahoo.com

Thank you.

Very truly yours,

CYNTHIA B. BONAFE
Acting Branch Manager

"A food secure Philippines with prosperous farmers and fisherfolk"

