



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OF KABANKALAN CITY
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM


No. 152, s. 2023

APR 04 2023

SUBMISSION OF REQUIRED DOCUMENTS FOR THE ONE-TIME GRANT OF RICE ALLOWANCE TO QUALIFIED GOVERNMENT EMPLOYEES

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In coordination with the National Food Authority, the required documents to facilitate the one-time grant of rice allowance for qualified government employees are as follows:
 - a. Authorization letter for the Focal Person issued by the Head of Agency
 - b. Master List of Beneficiaries in the new prescribed format
 - c. Acknowledgement receipt per unit/office supported with attached photocopy of one government-issued ID (Annex A)
 - d. Notarized Special Power of Attorney executed by the employee beneficiaries to Focal Person for the withdrawal and receipt of the rice allocation (Annex B)
2. In compliance thereof, the Authorization Letter and the Master List shall be prepared by the OSDS – Admin Section. The Acknowledgement Receipt and the Special Power of Attorney shall be prepared and submitted in two copies by the school heads. Junior High Schools shall submit a separate set of compliance for their respective Senior High Schools. An editable soft copy of the said documents may be downloaded from this link: <https://bit.ly/RICEALLOWANCEKAB>
3. The deadline for submission of the required complete documents is on April 5, 2023 at the Records Unit. In the exigency of service, the in-charge personnel of the Admin Section will be available to receive submissions until 5 P.M.
4. Immediate dissemination of and compliance with this Memorandum are desired.


MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2454 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph



Annex A

Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OF KABANKALAN CITY
(NAME OF SCHOOL)

ACKNOWLEDGEMENT RECEIPT

NO.	Name of Employee-Beneficiary	Employee-Beneficiary's ID Number	SIGNATURE
1			
2			
3			
4			
5			

ARNOLD S. MAGDAET

Name and Signature of Focal Person

Date of Receipt of Rice

SPECIAL POWER OF ATTORNEY

KNOWN ALL MEN BY THESE PRESENTS:

That We, the qualified beneficiaries of the Schools Division of Kabankalan City located at Tayum Street, Barangay 8, Kabankalan City, Negros Occidental, do hereby name, appoint and constitute, ARNOLD S. MAGDAET, Administrative Officer V of Schools Division of Kabankalan City, of legal age, Filipino, married and currently residing at Brgy. 3, Kabankalan City, Negros Occidental, to do any or all of the following acts and things to wit as the Focal person:

1. To submit the documentary requirements to NFA for the release of a One-Time Grant of Rice Assistance to all Government Employees on behalf of the Schools Division of Kabankalan City;
2. To undertake the withdrawal and receipt from NFA the rice allocation of all the qualified beneficiaries of the Schools Division of Kabankalan City; and
3. To sign on all documents of NFA pertaining to the withdrawal and receipt of the rice allocation of all qualified beneficiaries of the Schools Division of Kabankalan City.

HEREBY GIVING AND GRANTING unto our representative full power and authority to execute and perform every act necessary to render effective the special power granted in this instrument, as though WE, ourselves, have so performed it, and HEREBY APPROVING and RATIFYING ALL that she may do by virtue thereof

IN WITNESS WHEREOF, We hereunto set our hands this _____ day of April 2023 in Kabankalan City, Negros Occidental, Philippines.

Name of Beneficiary

Signature

1. _____
2. _____
3. _____

Attorney-in-Fact

Signed in the presence of:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

CITY OF KABANKALAN) S.S.

BEFORE ME, a Notary Public for and in KABANKALAN CITY this April ____, 2023,
personally appeared:

	Name of Beneficiary	ID No.
1.	_____	_____
2.	_____	_____
3.	_____	_____

Known to me and to me known to be the same persons who executed the foregoing instrument
and acknowledged to me that they signed the same as their free and voluntary act and deed.

This document consists of _____ () pages including this page where this acknowledgement
is written and signed by the parties and instrumental witnessed on each page.

Doc No. _____
Page No. _____
Book No. _____
Series of 2023.