



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

MEMORANDUM

No. 111, s. 2023

To : **Public Schools District Supervisors
Elementary and Secondary School Heads
Concerned Teachers**

From : *For* **WILLIAM E. GANDO, CESO VI**
WEG **Schools Division Superintendent**

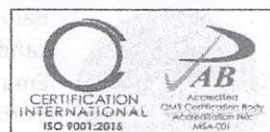
Subject : **WITHDRAWAL OF ONE-TIME GRANT OF RICE ASSISTANCE
TO ALL GOVERNMENT EMPLOYEES**

Date : **June 05, 2023**

1. In relation to the implementation of the One-Time Grant of Rice Assistance (OTRA to All Government Employees, schools have already partially complied the the documentary requirements of the NFA:
 - a. Annex A – Master List of the Beneficiaries
 - b. Annex B – Acknowledgement Receipt
 - c. Scanned IDs
2. Upon consolidation of the reports from the different schools, the following were reported to have not submitted their requirements:
 - a. Obrero Elementary School, Bulan II District
 - b. Sta. Lourdes Elementary School, Barcelona North
3. Due to the limited facilities to store the rice allocated for a total of 9,439 recipients, it is therefore required by this Office that all School Heads should coordinate with the SDO Human Resources Management Office (HRMO) in person (no proxy) and sign their respective documents submitted. The School Heads shall act as the school's Focal Person to claim the allocated rice assistance for their personnel. All are requested to comply not later than Thursday, **June 8, 2023**.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700.
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4. School Heads who will not be able to comply with the requirements will not be included in the list that will be submitted to NFA Sorsogon Field Office for the OTRA.
5. Further, withdrawal of OTRA from NFA Sorsogon Field Office before **June 30, 2023**, shall be the responsibility of the School Head. Expenses for the hauling shall be charged to School MOOE.
6. Immediate and wide dissemination of this Memorandum is hereby directed.
7. For information, guidance, and strict compliance.

Date: June 28, 2023

In relation to the implementation of the One-Time Grant of Rice Assistance (OTRA) to All Government Employees, schools have already partially-completed the documentary requirements of the NFA.

a. Annex A - Status List of the Teachers
 b. Annex B - Acknowledgment Receipt
 c. Scanned file

2. Upon consideration of the reports from the different schools, the following were reported to have not submitted their requirements:

a. Obrero Elementary School, Bataan II District
 b. Sta. Lucas Elementary School, Bataan North

3. Due to the limited facilities to move the allocated for a total of 2,332 recipients, it is therefore required by the Office that all School Heads should coordinate with the SDO Human Resources Management Office (HRMO) in person the proxy and sign their respective documents submitted. The School Heads shall act as the school's local proxy to claim the allocated rice assistance for their personnel. All are requested to comply not later than Thursday, June 8, 2023.



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