MEMORANDUM

TO : Chief, SGOD
Public Schools District Supervisors
Elementary School Heads/School Feeding Coordinators
School Bookkeepers/Finance Officers

FROM : SOCORRO V. DELA ROSA, CESO IV
Schools Division Superintendent

SUBJECT : REVISED WORK AND FINANCIAL PLAN (WFP) FORM AND CASH ADVANCE DOCUMENTS FOR SCHOOL-BASED FEEDING PROGRAM (SBFP) SY 2019-2020

DATE : July 3, 2019

1. Please be advised that the Revised Work and Financial Plan template and documents has now uploaded in the FB Account Catanduanes SDO HNS and DepEd Workplace for use in the Accomplishment and submission of cash advance at the Accounting Section. “NO PASSWORD, CLICK FRIEND REQUEST” only.

2. Attachment are the following:

1. SBFP Form 1 - Master List of Beneficiaries (K, 1-6,SPED)
2. SBFP Form 2 - List of Schools
All these two (2) forms must be submitted at the Health & Nutrition Section (HNS) using the standard/new forms. Furthermore, each recipient school shall pass first at the HNS for counterchecking of the number of beneficiaries based from the submitted Baseline Nutritional Status Report and initialised by the Division SBFP Focal Person or health personnel on duty.

3. For any inquiries please contact Maribel B. Samonte CP. Nos. 09205141449/09156437940, and Ma. Theresa G. Abundo CP No.09305547374.

4. For dissemination, guidance and strict compliance.