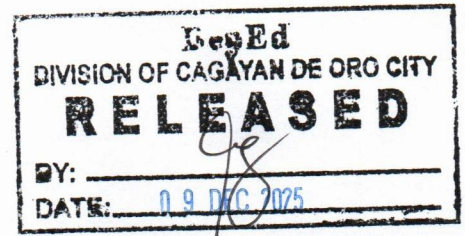




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

05 Dec 2025

DIVISION MEMORANDUM
No. 1125 s. 2025

COLLECTION AND CONSOLIDATION OF INSPECTION AND ACCEPTANCE REPORTS
(IAR) AND DELIVERY RECEIPTS (DR) FROM SUPPLIERS

TO: Medical Officer
Division School-Based Feeding Program Coordinators
Division Supply Officer / Inspectorate Team
All Elementary School Heads
All Elementary School-Based Feeding Coordinators
All Elementary Administrative Officers II/Property Custodian
SBFP Technical Assistant I
School Health Personnel
Others Concerned

1. This Office reminds all School Heads, School-Based Feeding Program (SBFP) Coordinators and concerned personnel of the required submission and proper processing of all Inspection and Acceptance Reports (IARs) and Delivery Receipts (DRs) for Nutritious Food Products (NFPs).
2. All IARs and DRs submitted by suppliers shall be collected and consolidated by the Division Medical Section on December 8-12, 2025 for proper recording and documentation.
3. Suppliers are likewise instructed to ensure timely consolidation of documents received from schools and submit the compiled reports to the Division Medical Section within the specified timeline.
4. Suppliers are further instructed to submit their complete billing documents to the Schools Division Office for the processing of payments, subject to the availability of funds and compliance with DepEd, COA, and government accounting and auditing regulations.
5. Expenses related to this activity shall be charged to SBFP funds, subject to existing accounting guidelines.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	1 of 2



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

6. For immediate compliance.

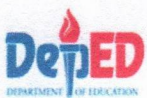
ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

HEALTH EDUCATION

SCHOOL-BASED FEEDING PROGRAM

DM-108-SGOD-SHN-JAA/ collection and consolidation of inspection and acceptance reports (iar) and delivery receipts (dr) from suppliers



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	2 of 2