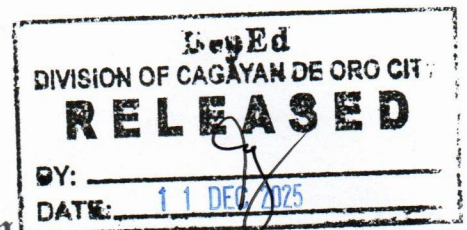




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

11 Dec 2025

DIVISION MEMORANDUM
No. 1198 s. 2025

**EXTENSION OF DATE OF COLLECTION AND CONSOLIDATION OF INSPECTION AND
ACCEPTANCE REPORTS (IARs), DELIVERY RECEIPTS (DRs)
AND DISTRIBUTION LISTS**

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 Custodians
SBFP Technical Assistant I
School Health Personnel
All Others Concern
This Division

1. This is to inform all concerned that the collection and consolidation of Inspection and Acceptance Reports (IARs), Delivery Receipts (DRs), and the Distribution List for the year 2025 has been extended to accommodate schools that have not yet submitted the required documents.
2. The collection and consolidation of IARs, DRs, and the Distribution Lists will continue on December 15–19 until December 22, 2025.
3. All schools are instructed to coordinate with their respective suppliers and ensure the timely and accurate submission of all outstanding IARs and DRs. This extension is intended to provide ample time for schools and for the suppliers to comply while ensuring proper monitoring, documentation, and accountability of delivered commodities.
4. Schools needing clarification are requested to coordinate with Ms. Amor Tiffany D. Villalobos and Ms. Farrah Ferein M. Tajale, SBFP Technical Assistant I.



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5. Expenses related to this activity shall be charged to SBFP funds, subject to existing accounting guidelines.
6. For immediate compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

HEALTH EDUCATION

SCHOOL-BASED FEEDING PROGRAM

DM-109-SGOD-SHN-JAA / extension of date of collection and consolidation of inspection and acceptance reports (iars), delivery receipts (drs) and distribution lists
December 11, 2025



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