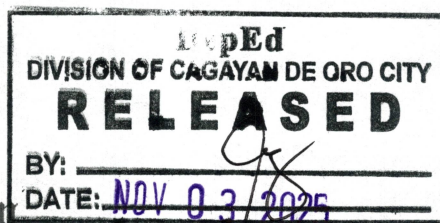




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



03 Nov 2025

DIVISION MEMORANDUM
No. 986 s. 2025

SUBMISSION OF INSPECTION AND ACCEPTANCE REPORTS (IARs) AND
DELIVERY RECEIPTS (DRs) TO RESPECTIVE SUPPLIERS FOR CONSOLIDATION

TO: Assistant School Division Superintendent
Chiefs, SGOD & CID
Medical Officer
Division School-Based Feeding Coordinators
Division Supply Officer
Elementary School Heads
Elementary School Feeding Coordinators
SBFP Administrative Support II
School Health Personnel
All Others Concern
This Division

1. In line with the documentation requirements of the School-Based Feeding Program (SBFP), all concerned School Feeding Coordinators are directed to submit all accomplished Inspection and Acceptance Reports (IARs) and Delivery Receipts (DRs) for the delivered Nutritious Food Products (NFPs) to their respective suppliers for consolidation.
2. The consolidated IARs and DRs shall then be submitted by the suppliers to the School Health and Nutrition (SHN) Section for verification and recording. This process ensures the completeness and accuracy of delivery documentation prior to processing payments.
3. All schools are reminded to:
 - a. ensure that all IARs and DRs are duly signed and dated by the members of the School Head, School Feeding Coordinator and Inspection Committee;
 - b. submit documents to suppliers within two to three (2-3) working days after delivery.



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

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4. For inquiries, you may coordinate with the SHN Section through Amor Tiffany D. Villalobos and Farrah Ferein M. Tajale, SBFP Administrative Support II.
5. Immediate dissemination of and compliance with this Memorandum is directed.

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-093-SGOD-SHN-JAA / submission of inspection and acceptance reports (iars) and delivery receipts (drs) to respective suppliers for consolidation
October 28, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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