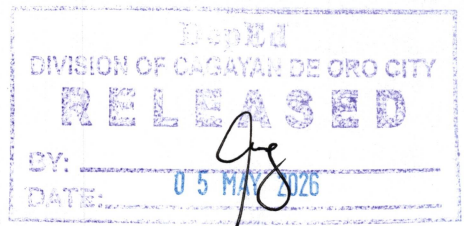




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

04 May 2026

DIVISION MEMORANDUM
No. 407 s. 2026

**COLLECTION OF INSPECTION AND ACCEPTANCE REPORTS (IARs) AND
DELIVERY RECEIPTS (DRs) FOR THE SCHOOL-BASED
FEEDING PROGRAM (SBFP)**

TO: Assistant School Division Superintendent
Chief, SGOD
Medical Officer III
SBFP Division Focal Persons
SBFP Administrative Support II and Technical Assistants I
All Others Concern
This Division

1. In line with the closing activities of the School-Based Feeding Program (SBFP) for SY 2025-2026, this Office, through the School Governance and Operations Division (SGOD) – Health and Nutrition Section, shall facilitate the final consolidation of liquidation documents to ensure timely payment to suppliers and compliance with COA auditing rules.

2. The Division SBFP Focal Persons, Administrative Support II and Technical Assistants I in coordination with the suppliers will conduct a division-wide collection of documents - Inspection and Acceptance Reports (IAR), Delivery Receipts (DRs), Distribution Lists and Certifications on May 11–14 and 18, 2026, 8:00 AM – 4:00 PM at the Division Function Hall / Division Clinic, following the schedule below:

Date	District
May 11, 2026	Central, South and East I
May 12, 2026	East II, West I and West II
May 13, 2026	North I and North II
May 14, 2026	Southwest I
May 18, 2026	Southwest II

3. All schools are requested to ensure that the documents are properly prepared and available for collection.



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@depd.gov.ph
Website: <https://depdcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	1 of 2



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4. Expenses relevant to activity shall be charged against the SBFP Program Support Funds (PSF), subject to the usual accounting and auditing rules and regulations.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment shall be accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
6. For information, guidance and 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-146-SGOD-SHN-JAA / collection of inspection and acceptance reports (iars) and delivery receipts (drs) for the school-based feeding program (sbfpr)
May 4, 2026



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Doc. Ref. Code		Rev	
Effectivity		Page	2 of 2