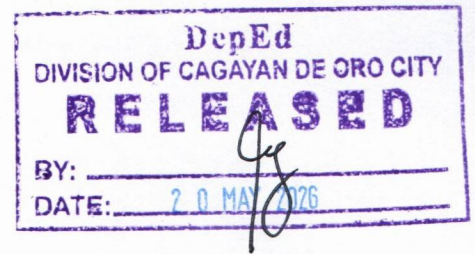




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

19 May 2026

DIVISION MEMORANDUM
No. 477 s. 2026

**AUTHORITY TO REPORT FOR DUTY ON SATURDAYS FOR THE SCHOOL-BASED
FEEDING PROGRAM (SBFP) LIQUIDATION**

TO: Assistant Schools Division Superintendent
Chiefs and Assistant Chiefs, SGOD
SBFP Division Focal Persons
All SBFP Technical Assistant I and Administrative Support II
All Others Concerned
This Division

1. In order to ensure the timely, accurate, and compliant submission of the School-Based Feeding Program (SBFP) liquidation reports for FY 2025-2026, identified personnel are hereby authorized to report for duty on May 23 & 30, 2026, Saturdays, 8:00 AM – 5:00 PM.

Name	Designation
Carl Austin G. Hernandez	Technical Assistant I
Crystal Lyn C. Laguardia	Technical Assistant I
Kobe Stefan R. Canong	Administrative Support II
Sharmaine D. Lumacang	Administrative Support II

2. The primary objective of this weekend duty is to finalize all relative financial and physical documents, including but not limited to:

- o sorting and consolidation of all Inspection and Acceptance Reports (IAR), Delivery Receipts (OR) and Distribution Lists;
- o ensure accuracy and completeness of submitted reports.

3. 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-156-SGOD-SHN-JAA / authority to report for duty on Saturdays for the school-based feeding program (sbfp) liquidation
May 19, 2026



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