



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**  
No. 415, s. 2024

NOV 13 2024

**DEADLINE FOR SUBMISSION OF DOCUMENTS FOR MILK FEEDING PROGRAM  
SY 2024-2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
SDO Personnel  
Public Elementary School Principals  
All Others Concerned

1. In accordance with **MEMORANDUM OM-OUOPS-2024-09-04944** dated June 13, 2024, staggered payment for every **25% milk delivery (every 10 days)**, this Office reminds all concerned regarding the upcoming deadline for the submission of required documents related to the milk feeding program.
2. The documents that must be submitted are as follows:
  - a. Proof of delivery;
  - b. Inspection and Acceptance Report;
  - c. Delivery Receipt; and
  - d. Geotag pictures during delivery
3. Deadline of submission is on **November 20, 2024, Wednesday**.
4. To ensure smooth processing and compliance with Central Office requirements, please adhere strictly to the above deadline. Late submissions may affect program evaluation and subsequent reporting.
5. Immediate and wide dissemination of this Memorandum to all concerned is desired.

**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

**ARMANDO C. CAPILI, EdD**  
Assistant Schools Division Superintendent

Ends:

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

PROGRAMS    SBFP LEARNERS

SO 15

Nov. 12, 2024



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