



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

May 18, 2023

DIVISION MEMORANDUM

No. 283 s. 2023

SUBJECT: COMPLIANCE OF REQUIREMENTS FOR THE IMPLEMENTATION OF THE GRANT FOR ONE TIME RICE ASSISTANCE (OTRA)

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CID & SGOD CHIEFS
UNIT HEADS
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY PUBLIC SCHOOL HEADS
ADMINISTRATIVE OFFICERS II
All Others Concerned

1. In reference to communication letter received from the Office of the National Food Authority dated May 17, 2023 concerning the authorization of the Grant for the One-Time Rice Assistance (OTRA), this Office, through the School Governance and Operations Division informs the field on the implementation of the One-Time Rice Assistance (OTRA) to the qualified beneficiaries.
2. Qualified beneficiaries of the OTRA are employees still in service with the Department of Education as of November 30, 2022.
3. In line with this implementation, **Ms. Evangeline J. Badrina** is assigned as the Focal Person to transact with NFA as well as to undertake rice withdrawal on behalf of the qualified employees in the Schools Division Office of Tacloban City. The Focal Person shall present and submit the following documents during the rice allocation withdrawal:
 - a. Special Power of Attorney (SPA) Authorizing the designated Focal Person;
 - b. Government Issued ID of the Focal Person;
 - c. Pro-forma Masterlist of Employee-Beneficiaries (Enclosure 1); and
 - d. Acknowledgment Receipt (AR) (Enclosure 2).
4. A School Focal Person must be designated in every school to facilitate submission of documents and to take charge of the transportation during the Rice Assistance Distribution.
5. All Schools are required to submit a Pro-Forma Masterlist of Employee-Beneficiaries following the template in Enclosure 1 and Acknowledgment Receipt in Enclosure 2.
6. For more information regarding the OTRA, you can contact Ms. Evangeline J. Badrina at Mobile Numbers 09481533846 and Acting SGO Venus N. Prima with her Mobile Nos. 0998-978-4853.
7. Immediate dissemination of this Division Memorandum and compliance thereto are highly required.

JUDELLA RUIZ-LUMPAS EdD, CESO VI
Schools Division Superintendent

5/19/23
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