



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



OFFICE ORDER
No. 001, s. 2017

DepEd DIVISION OF
BAGUIO CITY
APR 20 2017
RELEASED
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TO : OSDS Personnel
SGOD Personnel
CID Personnel
All Other Concerned
This Office

FROM : **ATTY. AUGUSTIN P. LABAN III**
Officer-in-Charge

SUBJECT : **GUIDELINES ON THE REQUEST FOR REFRESHMENTS/MEALS
FROM THE OFFICE CANTEEN**

Date : 10 April 2017
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1. To monitor and to ensure efficient and economical control of our funds for representation and training expenses charged to the office canteen, the following guidelines/policies shall be strictly observed:
 - a. Request for Authority to provide refreshments/meals should be accomplished, recommended by the Chief of Division and duly approved by the Schools Division Superintendent;
 - b. The eligible activities which can be provided with refreshments/meals from the office canteen shall ONLY be limited to the following:
 - i. Special meetings with representatives from other agencies, DepEd Regional and Central Offices, and other institutions/linkages
 - ii. Inter-office meetings to tackle urgent and crucial matters that need to be addressed and with deadlines as required by concerned offices.
 - iii. Committee meetings shall be charged from their respective funds, however, if no available committee funds, expenses shall be charged from the MOOE- General and Administration Services.
 - iv. Special activities upon the discretion of the Schools Division Superintendent

- c. INELIGIBLE activities which cannot be charged from the Office canteen are the following:
- i. Division/section/unit regular meetings which are scheduled and agenda to be discussed are within the regular function of the unit concerned;
 - ii. Other small conferences, group discussions or other committee meetings which are regular in nature.
- d. The TOTAL maximum allowable cost to be charged from the SDO Canteen shall only be P2,000.00. Cost beyond the maximum cost shall be procured/purchased with the usual procurement process. Moreover, activities conducted only on a half shall only be provided with snacks.
- e. The following are the corresponding allowable rates per meal/snacks per pax:

Meal	Rate
Breakfast	100
Snacks (a.m./p.m.)	75
Lunch	150

- f. The Secretariat and/or the requesting unit shall submit the following duly accomplished supporting documents to the Supply Unit after the conduct of the activity.
- i. Duly accomplished Request for Authority to provide refreshments/meals
 - ii. Purchase Request (PR)
 - iii. Attendance Sheet
 - iv. Charge Invoice or Statement of Account from the Office Canteen
 - v. Memo, if available
- g. Immediate dissemination of and strict compliance with this Order is directed.

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