



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 24 2023

MEMORANDUM
No. 121, s. 2023

**ONE TIME GRANT OF RICE ALLOWANCE
TO ALL GOVERNMENT EMPLOYEES FOR FY 2022**

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. This refers to the letter from the National Food Authority re: **ONE TIME GRANT OF RICE ALLOWANCE TO ALL GOVERNMENT EMPLOYEES FOR FY 2022** per **Administrative Order No. 2**, dated December 16, 2022.

2. To facilitate the said assistance, the School Administrative Officer II/School HR - in-charge are hereby instructed to submit the requirements listed below, and submit the report on or before **May 31, 2023** to the Personnel Section:

- a. ANNEX A- Master List of Beneficiaries based on the Agency's personnel **complement/warm bodies as of NOVEMBER 30, 2022**, duly signed by the Schoold Head.
- b. ANNEX B- Acknowledgement Recipient (AR) **signed** by employee-beneficiaries.
- c. **Certified true copy of government issued ID** of employee-beneficiaries. Please ensure that the signature of the employee beneficiaries in the AR shall bear the same signature in their submitted certified true copy ID.





Republic of the Philippines
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National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

3. The excel copy of Annex A and B can be downloaded through the link below. The excel and signed pdf of the report Annex A, must be submitted to the same link. <https://tinyurl.com/2022RICEALLOWANCE>. The hard copy of Annex B must be submitted to the Personnel Section.
4. Wide dissemination and immediate compliance to this Memorandum is desired.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Encl: As stated

To be indicated in the Perpetual of Index
under the following subjects:

ALLOWANCE BENEFITS

AMF/ ONE TIME GRANT OF RICE ALLOWANCE TO ALL GOVERNMENT EMPLOYEES FOR FY 2022
121/ May 15, 2023

NUM-2023-121

121



 Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan,
Muntinlupa City
 8805-9935, 8805-9940
 sdo.muntinlupa@gmail.com



SCHOOLS DIVISION OFFICE OF MUNTINLUPA
School Name

ACKNOWLEDGEMENT RECEIPT			
NO.	Name of Employee - Beneficiary	Employee-beneficiary's ID Number	SIGNATURE
1			
2			
3			
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7			
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EDUARDO L. KONDO
PROJECT DEVELOPMENT OFFICER II

NAME AND SIGNATURE OF AGENCY FOCAL PERSON

Date of Receipt of Rice

NOTE: Names of the employee-beneficiaries must be based on the Agency's personnel complement / warm bodies as of November 30, 2022. The agency-beneficia concerned shall ensure that only those who are entitled to the rice assistance shall be included therein.

Please submit the accomplished Annex B with Name and Signature of the focal person (PDF format) together with soft copy (excel format).

SCHOOLS DIVISION OFFICE OF MUNTINLUPA
School Name

PRO-FORMA MASTERLIST OF EMPLOYEE-BENEFICIARIES AND PREFERRED WITHDRAWAL SCHEME		
NO.	Name of Employee - Beneficiary	Employee-beneficiary's ID Number
1		
2		
3		
4		
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6		
7		
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20		
NAME AND SIGNATURE OF SCHOOL HEAD		

NOTE: Names of the employee-beneficiaries must be based on the Agency's personnel complement / warm bodies as of November 30, 2022. The agency-beneficia concerned shall ensure that only those who are entitled to the rice

Please submit the accomplished Annex A with Name and Signature of the Head of Office (PDF format) together with soft copy (excel format).



NATIONAL FOOD AUTHORITY

Visayas Avenue, Barangay VASRA, Diliman, Quezon City 1128

www.nfa.gov.ph

IMPLEMENTING GUIDELINES ON THE ONE-TIME GRANT OF RICE ASSISTANCE TO ALL GOVERNMENT EMPLOYEES AND WORKERS FOR FISCAL YEAR 2022 (PER ADMINISTRATIVE ORDER NO. 2 DATED DECEMBER 16, 2022)

I. TERMS OF REFERENCE

A. Rationale

On December 16, 2022, Administrative Order No. 2 was issued authorizing the grant of one-time rice assistance at a uniform quantity of twenty-five (25) kilogram of rice (hereafter referred as "rice assistance") for each government employee for Fiscal Year (FY) 2022.

Section 9 of the same Administrative Order provides that within ten (10) days from the effectivity thereof, the National Food Authority (NFA), in consultation with the Department of Agriculture (DA) and the Department of Budget and Management (DBM), shall issue the necessary guidelines to effectively implement the Order, including the efficient and effective mechanisms for distribution of the said rice assistance.

The grant of the rice assistance intends to provide a link between the public servants and the local farmers as it will not only benefit those working in the government by mitigating the effects of the current socio-economic challenges in their households but will also result in better economic opportunities for those in the rice farming sector.

B. Purpose

This is issued to prescribe the guidelines on the grant and the funding of the one-time rice assistance for FY 2022, pursuant to AO No. 02 s. 2022.¹

C. Scope

These guidelines shall cover the policies and procedures on the availment of the rice assistance, issuance / release of the rice stocks that will be distributed to the concerned beneficiary, funding sources, and reporting and monitoring system

These guidelines were also crafted after taking into consideration the national goal of boosting domestic production and to help the Filipino farmers consistent with the policy of the Administration towards economic recovery and transformation.

D. Coverage

1. **Entitlement.** The implementation of Administrative Order No. 2 is nationwide covering the following personnel of the National Government:
 - 1.1. Civilian personnel in the national government agencies (NGAs), including those in the state universities and colleges (SUCs) and government-owned or controlled corporations (GOCCs), government financial institutions (GFIs), government instrumentalities with corporate powers, and government corporate entities, occupying regular, contractual or casual positions;
 - 1.2. Military personnel of the Armed Forces of the Philippines under the Department of National Defense, and uniformed personnel of the Philippine National Police, Bureau of Fire Protection, and the Bureau of Jail Management and Penology under the Department of the Interior and Local Government, the Bureau of Corrections under the Department of Justice, the Philippine Coast Guard under the Department of Transportation, and the National Mapping and Resource Information Authority under the Department of Environment and Natural Resources; and
 - 1.3. Individual and groups of people whose services are engaged through job orders (JOs), contract of service (COS), or others similarly situated under Sections 6.2 and 6.3 of the Commission on Audit-DBM Joint Circular No. 2 dated October 20, 2020, as amended.
 - 1.4. The following employees mentioned below provided in Sections 5,6,7 and 8 of Administrative Order No. 2 may likewise be granted the rice assistance chargeable against their respective funds:
 - 1.4.1 Employees and COS/JO Workers in the Legislative and Judicial Departments and Other Offices Vested with Fiscal Autonomy
 - 1.4.2 Employees and COS/JO Workers in the Local Government Units (LGUs)
 - 1.4.3 Employees and COS/JO Workers in the Local Water Districts (LWDs)
 - 1.4.4 Employees and COS/JO Workers in Agencies and GOCCs exempted from the coverage of RA No. 6758, also known as the "Compensation and Position Classification Act of 1989," as amended.
2. **Cut-off Date.** The rice assistance shall be granted to the above beneficiaries who are still in the government service and / or engaged by government agencies as of 30 November 2022.
3. **Incentive.** Each qualified government employee as mentioned above shall receive a **one-time rice assistance at a uniform quantity of 25 kilograms for FY 2022.**

- 4 **Exclusion.** Expressly excluded from the grant of the rice assistance are those enumerated in Section 3 of Administrative Order No. 2, namely: consultants and experts engaged for a limited period to perform activities or services with expected outputs, laborers engaged through job contracts (*pakyaw*) and those paid on piecework basis, student workers and apprentices, and workers hired through institutional contract of service who are assigned in the government agencies.

E. Legal Bases

1. Administrative Order No. 02 dated December 16, 2022;
2. Republic Act No. 11203 (An Act Liberalizing the Importation, Exportation and Trading of Rice, Lifting for the Purpose the Quantitative Import Restriction on Rice, and for Other Purposes) approved on 14 February 2019; and
3. Executive Order (EO) No. 51 signed on 22 December 1998 Directing All Departments, Bureaus, Offices, Agencies and Instrumentalities of the National Government, including Government-Owned and Controlled Corporations, the Armed Forces of the Philippines and the Philippine National Police who either provide rice to their employees as a form of incentive or non-monetary benefit or use rice in connection with their functions, to purchase their rice requirements from the National Food Authority.

II. IMPLEMENTING GUIDELINES

A. Ensuring Sufficient Rice Stocks and Its Timely Release

1. The NFA shall intensify its palay procurement effort to ensure sufficient stocks for the implementation of AO No. 2 and maintenance of an optimal level of rice buffer stock as mandated under the Republic Act (RA) No. 11203 or the Rice Tariffication Law;
2. The NFA shall efficiently monitor its stock inventory and plan the schedule of rice releases under AO No. 2, without compromising the optimal level of buffer stocks; and
3. The NFA shall identify the (i) total volume of rice requirement per agency/office based on the Master List of Beneficiaries submitted by concerned agencies as provided under item II.B.2; and (ii) expected volume of rice releases per month based on the identified schedule as provided under item II.B.3.

B. Availment and Issuance of Rice Stocks

1. The DBM shall provide the NFA with the estimated number of eligible government employees and workers, as enumerated under Section I.D.1., who are still in government service and/or engaged by the government agencies as of November 30, 2022. This will be the basis of the NFA in submitting the request for the release of funds chargeable against the Contingent Fund, subject to the approval of the President.

2. The NFA shall request all concerned government agencies nationwide to submit their respective Master List of Beneficiaries containing the names of their regular / contractual / casual employees and COS / JO workers based on the Agency's personnel complement / warm bodies as of November 30, 2022 by filling-up Annex A to be provided by NFA.

The Heads of the agency-beneficiary shall also submit authorization letter designating their focal person or representative/s, preferably at least an Assistant Secretary or an official of equivalent rank, to transact with the NFA. Any amendment of the agency's information in the Master List shall be made through a written notice to the NFA by the Head of the Agency before any rice withdrawal may be allowed.

3. The NFA shall plan the withdrawal of stocks on a per schedule basis (per agency / per district / per unit) according to the proximity of the location of the government agencies to the NFA designated warehouses and availability of stock in the area. The NFA shall accordingly inform the concerned agency-beneficiaries of their respective schedules of withdrawal.
4. The agency-beneficiary shall prepare the Acknowledgement Receipt (AR) indicating the names of qualified beneficiaries based on their submitted Master List of Beneficiaries with their affixed signatures (Annex B). The AR shall also include the name and signature of the authorized representative / focal person who will withdraw the rice.
5. The designated Focal Person of the agency-beneficiary shall undertake the withdrawal of rice allocation of all the qualified beneficiaries from the nearest NFA warehouse subject to submission of the following documents:
 - a. Special Power of Attorney (SPA)
 - b. Acknowledgment Receipt (AR);
 - c. Government issued ID of the Focal Person; and
 - d. Master List of Beneficiaries

He / She shall ensure that the employee-beneficiary has affixed his/her signature in the Master List to serve as proof of receipt of the rice assistance.

The logistics and hauling costs in the withdrawal of stocks from designated NFA warehouse shall be borne by the concerned agency-beneficiary.

6. Delivery of rice stocks to preferred designated drop-off point may be allowed subject to:
 - a. Availability of NFA trucks;
 - b. Accessibility of the delivery point through land routes; and
 - c. Payment of corresponding delivery fees based on the existing approved NFA hauling rates in the area chargeable against the concerned agency-beneficiary

The designated Focal Person of the agency-beneficiary shall receive the rice stocks upon submission of the required documents enumerated in Item 5.

7. The NFA shall release the total rice requirements of the agency-beneficiary to the designated Focal Person at 50 kg per sack, representing rice allocation for two (2) beneficiaries at 25 kg each. Filler stocks shall be issued by the NFA should there be a remainder of 25 kg (allocation of one (1) employee-beneficiary) from the total volume of allocation.
8. The withdrawal of rice stocks must be made within the prescribed schedule of the agency-beneficiary and / or within a period of two (2) weeks from the receipt of Authority to Issue (AI) duly signed and approved by the NFA Branch Manager.
9. Rice not claimed by the agency-beneficiary within the prescribed withdrawal period shall be deemed forfeited. The unclaimed rice allocation shall form part of the NFA's stock inventory intended for buffer stocking. The unutilized fund shall be governed by Item II. E.5 and II.F of these Guidelines.
10. All rice stock issuances under this guideline shall be properly documented following the usual Warehouse Stock Documentation System of NFA.

C. Funding Sources

1. **The rice assistance to government employees and COS / JOs workers in the National Government shall be charged to the following funds:**

- 1.1. For NGAs, including SUCs and military and uniformed personnel, the amount required shall be charged against the Contingent Fund under RA No. 11639 subject to compliance with relevant laws, rules and regulations.

Upon receipt of the Special Budget request from the NFA, the DBM shall release the funds to the NFA, through the Bureau of the Treasury (BTr), in the form of subsidy chargeable against the Contingent Fund under RA No. 11639, consistent with the approval of the President, subject to the budgeting, accounting and auditing rules and regulations.

All authorized allocations shall be used specifically for the purpose prescribed under AO No. 2. Any unutilized amount thereof shall revert to the BTr.

- 1.2. For GOCCs-to be charged against their respective approved corporate operating budgets (COBs).

2. **Grant of One-Time Rice Assistance to Employees and COS / JO workers in Other Government Entities:**

- 2.1. Employees and workers of the Senate of the Philippines, House of Representatives, Judiciary, Office of the Ombudsman and Constitutional Offices vested with fiscal autonomy may likewise be granted by their respective heads of office a one-time rice assistance at a uniform quantity of twenty-five (25) kilogram of rice each, chargeable against the available released allotment of their respective agencies subject to Section 2 of Administrative Order No. 2.

Should the identified funding source prove insufficient to cover the maximum allowable quantity of rice assistance, a lower but uniform quantity thereof shall be given to all qualified employees of the agency concerned.

- 2.2. Employees and COS /JO workers in the LGUs, including those in the barangays, may likewise be granted by their respective sanggunians, a one-time rice assistance at a uniform quantity of twenty-five (25) kilogram of rice each, depending on the LGU's financial capability, subject to the pertinent provisions of RA No. 7160, otherwise known as the Local Government Code of 1991 and the conditions set forth in Section 2 of the Administrative Order, chargeable against their respective local government funds.

Should the identified funding source prove insufficient to cover the maximum allowable quantity of rice assistance, a lower but uniform quantity thereof shall be given to all qualified employees of the agency concerned.

- 2.3. Board of Directors (BOD) of LWDs may also grant the one-time rice assistance to their employees and workers at a uniform quantity of twenty-five (25) kilogram of rice each, chargeable against their respective BOD-approved COBs, subject to the conditions set in Section 2 of the Administrative Order.

Should the identified funding source prove insufficient to cover the maximum allowable quantity of rice assistance, a lower but uniform quantity thereof shall be given to all qualified employees of the LWD concerned.

- 2.4. NGAs and GOCCs exempted from the coverage of RA No. 6758, as amended, may also grant rice assistance to their employees and workers at a uniform quantity to be determined by their governing boards or agency heads, which shall not exceed twenty-five (25) kg of rice each, chargeable against the NGA's available funds and the GOCC's COB, subject to the conditions set forth in Section 2 of the Administrative Order.

Should the identified funding source prove insufficient to cover the maximum allowable quantity of rice assistance, a lower but uniform quantity thereof shall be given to all qualified employees of the concerned agency.

3. LGUs, GOCCs, LWDs, and entities exempted from the coverage of RA No. 6758 are enjoined to purchase locally produced rice from local farmers that will be distributed to the qualified personnel and workers concerned in line with the objectives of AO No. 2.

D. NFA Selling Price

The release price per kilogram of rice covered by the one-time rice assistance is subject to the existing NFA Selling Price Bulletin, as approved by the NFA Council.

NUM-2023-121

E. Reporting and Monitoring System

1. All rice stock issuances / withdrawals made under this guideline shall be included in the Daily Operations Report prepared and submitted by the Branch Office and consolidated by the Regional Office for submission to Operations Coordination Department (OCD).
2. The OCD, on the other hand, shall include the submitted reports in the consolidated Grains Situation Report (GSR) generated every Tuesdays and Thursdays as well as in the Monthly Performance Report.
3. The NFA shall submit to the DA and Office of the President (OP) a Monthly Report on a per agency schedule of release indicating the total volume released and the corresponding value of rice incentive.
4. The NFA shall submit a Final Report to the DA and OP upon completion of the distribution of the one-time rice assistance.
5. The NFA Final Report shall serve as a liquidation for the fund transferred / allocated per agency. Any excess of the fund shall be reverted to the General Fund.

F. Accounting Guidelines and Procedures

The receipt of funds, corresponding disbursement and recognition of expenses related thereto shall be in accordance with the International Public Sector Accounting Standards / Philippine Financial Reporting Standards, Government Accounting Manual (GAM) and other pertinent accounting policies, rules and regulations issued by the Commission on Audit.

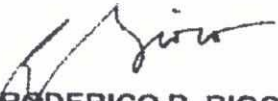
G. Other Provisions

1. The withdrawal schedule can be changed upon determination of concerned parties due to the following circumstances:
 - a. Availability of stocks in the withdrawal area which shall mean that rice releases under the one-time rice assistance shall not affect / compromise the Region's / Branch's buffer stock intended for calamity (natural / man-made) and / or emergency situations;
 - b. Delays caused by an act of God, force majeure, or to conditions clearly beyond NFA's control; and
 - c. Other unforeseen issues and constraints that may arise during the implementation of the Project.

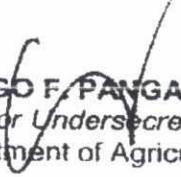
This Implementing Guidelines shall take effect immediately upon publication

Approved by the NFA Council during the conduct of the Regular Council Meeting on the _____.

RECOMMENDING APPROVAL:


RODERICO R. BIOCO
Administrator
National Food Authority

APPROVED BY:


DOMINGO F. PANGANIBAN
Senior Undersecretary
Department of Agriculture



DA-CO-OSEC-UC20230104-0000.

Date: _____

**PRO-FORMA MASTERLIST OF EMPLOYEE-BENEFICIARIES
AND PREFERRED WITHDRAWAL SCHEME**

NO.	Name of Employee-Beneficiary	Employee-beneficiary's ID Number
1		
2		
3		
4		
5		

Note: Names of the employee-beneficiaries must be based on the Agency's personnel complement / warm bodies as of November 30, 2022. The agency-beneficiary concerned shall ensure that only those who are entitled to the rice assistance shall be included therein.

Preferred Withdrawal Scheme (Pls. Check)

☐ **NFA Designated Warehouse**

☐ **Delivery to Preferred Drop-off Points**

- Preferred withdrawal scheme either through any of the nearest NFA-owned warehouse or delivery to the preferred drop-off point.
- Delivery of stocks to preferred designated drop-off point shall be subjected to the following:
 1. Availability of NFA trucks;
 2. Accessibility of the delivery point through land routes; and
 3. Payment of corresponding delivery fees based on the existing approved NFA hauling rates in the area chargeable against the concerned agency-beneficiary

NAME AND SIGNATURE OF HEAD OF OFFICE

NAME OF AGENCY

ACKNOWLEDGEMENT RECEIPT

NO.	Name of Employee-Beneficiary	Employee-beneficiary's ID Number	SIGNATURE
1			
2			
3			
4			
5			
6			

NAME AND SIGNATURE OF AGENCY FOCAL PERSON

Date of Receipt of Rice