



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel. Nos. (632) 929-66-26 • (632) 755-33-00
Website: <http://www.denr.gov.ph> E-mail: web@denr.gov.ph

MEMORANDUM

TO : All Regional Executive Directors
All Bureau Directors

FROM : The Assistant Secretary
Human Resource, Strategic Communication and Sectoral Initiatives

SUBJECT : **REQUEST FOR THE SUBMISSION OF TOTAL NUMBER AND LIST OF NAMES OF BENEFICIARIES FOR THE IMPLEMENTATION OF THE ONE-TIME GRANT OF RICE ASSISTANCE TO GOVERNMENT EMPLOYEES AND WORKERS FOR FY 2022**

DATE: January 23, 2023

This pertains to the letter dated 05 January 2023 from National Food Authority (NFA) addressed to DENR Secretary Maria Antonia Yulo Loyzaga, on the subject requirement, pursuant to Administrative Order No. 2, series of 2022 authorizing the One-Time Grant of Rice Assistance to Government Employees and Workers for FY 2022.

In view thereof, may we request you to accomplish the attached form provided by NFA and submit it to the Personnel Division through email address hrds.personnel@denr.gov.ph not later than **January 25, 2023**. Further, if submission has been made to the NFA Central/Regional Office, please submit a copy to this office, for record purposes.

For information and appropriate action.


HIRO V. MASUDA, DBA, CESO III

MEMO NO. 2023 - 53

Let's Go Green!



Office of the DENR Secretary <osec@denr.gov.ph>

REQUEST FOR THE TOTAL NO. OF BENEFICIARIES OF THE IMPLEMENTATION ON THE ADMINISTRATIVE ORDER NO. 2 OR THE ONE-TIME GRANT OF RICE ASSISTANCE TO GOVERNMENT EMPLOYEES AND WORKERS FOR FISCAL YEAR 2022

NFA Centraldistrict <centraldistrict@nfa.gov.ph>
To: "osec@denr.gov.ph" <osec@denr.gov.ph>

Tue, Jan 10, 2023 at 7:40 AM

Please acknowledge receipt of this email.



denr Letter-Survey.docx
90K



NATIONAL FOOD

AUTHORITY

National Capital Region – Central District Branch Office

United Nations Avenue, Paco, Manila / (02)8561-8941 / centraldistrict@nfa.gov.ph

www.nfa.gov.ph

January 05, 2023

MARIA ANTONIA YULO-LOYZAGA

Secretary

Department of Environment and Natural Resources

Quezon City

Subject: REQUEST FOR THE TOTAL NO. OF BENEFICIARIES OF THE IMPLEMENTATION ON THE ADMINISTRATIVE ORDER NO. 2 OR THE ONE-TIME GRANT OF RICE ASSISTANCE TO GOVERNMENT EMPLOYEES AND WORKERS FOR FISCAL YEAR 2022

Dear Secretary Loyzaga:

This has reference to the enactment of Administrative Order No. 2, which was signed on 16 December 2022 authorizing the One-Time Grant of Rice Assistance to Government Employees and Workers for Fiscal Year 2022.

Relative to this, may we respectfully request your good office to provide the NFA with the total number of beneficiaries in your office based on the Agency's total personnel complement/warm bodies as of 30 November 2022. This will serve as NFA's basis in the allocation of rice allowance following the attached format in Annex A.

Please be guided that the total number of beneficiaries should only include the government employees and workers as stipulated in Section 1 of the said Administrative Order. Further, be guided of Section 3 of the Exclusion from the Grant of Rice Assistance.

We shall highly appreciate receiving your reply on or before January 12 through email @ email address centraldistrict@nfa.gov.ph with subject "No. of Agency Beneficiaries under Administrative Order No. 2".

We hope for your immediate action on our request.

Thank you and our warmest regards.

Very truly yours,

ANTONIO ROSARIO U. LAGRIMAS II

Acting Branch Manager, CDBO

**PRO-FORMA MASTERLIST OF EMPLOYEE-BENEFICIARIES AND
WITHDRAWAL SCHEDULE**

| Name of Employee-Beneficiary | Preferred Volume of Withdrawal | | | Preferred Withdrawal Point and Schedule of Withdrawal | |
|------------------------------|--------------------------------|------|-----|---|-----------------------------------|
| | One-Time Withdrawal of 25kg | 10kg | 5kg | Kadiwa Outlet Stores/ Date of Withdrawal | NFA Warehouse/ Date of Withdrawal |
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- a. 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.
- b. Preferred volume of rice stocks to be withdrawn.
- c. Preferred withdrawal point either through the Kadiwa Outlet Stores or in any of the nearest NFA-owned warehouse. For withdrawal in Kadiwa Outlets, the corresponding date and location of "Kadiwa Outlet" where the agency-beneficiary prefers to make the withdrawal of the rice assistance must also be provided following the "Kadiwa Outlet" schedules to be given by DA.

Note: Masterlist should be certified by the Head of Office based on personnel complement/warm bodies as of Nov. 30, 2022.

Prepared by:

Administrative Officer

Certified Correct by:

Head of Office