



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



September 16, 2025

PAULA R. ADEVA

Owner

JEREMIAH CAKES AND FOOD SERVICES

Cebu Ave., Bonifacio Bataan St., Digos City

Dear Mrs. Adeva,

Good Day!

This is in response to your letter dated September 15, 2025 regarding the School-Based Feeding Program, Lot 1: Enhanced Nutribun, with Charge Invoice No. **000096**.

We wish to inform you that the payment for the said invoice has already been processed and forwarded to the Accounting Office for appropriate action.

On the matter of Inspection and Acceptance Reports (IARs), our office has already reminded the field of the importance of timely submission. As part of existing practice, schools are required to submit their IARs to this office after every delivery. To further assist you in completing your billing requirements, our office will directly coordinate with the concerned schools and secure the remaining IARs that were not provided to you during delivery.

Rest assured that this office remains committed to assisting you and ensuring that your transactions are processed efficiently in accordance with applicable policies and regulations.

Thank you for your cooperation and continued partnership in the implementation of the School-Based Feeding Program.

Very Truly Yours,


MELANIE P. ESTACIO, PhD., CESO VI
Schools Division Superintendent *gm.*

19250 70753
23 SEP 2025
11:24



Jeremiah Cakes and Food Services

CEBU AVE., BONIFACIO BATAAN ST., DIGOS CITY
VAT 276- 570- 482- 000

SEP 15 2025

MELANIE P. ESTACIO, CESO VI

SCHOOLS DIVISION SUPERINTENDENT

Department of Education Schools Division of Digos City

Roxas Street, Corner Lopez Jaena Street,

Digos City, Davao del Sur

Dear Ma'am Estacio:

I hope this letter finds you well.

I am **Paula R. Adeva**, proprietor of **JEREMIAH CAKES AND FOOD SERVICES** with office address at Cebu Ave., Bonifacio Bataan St., Digos City. I am writing this letter to request the following:

- Follow up for the payment under the contract **PROCUREMENT OF THE SCHOOL-BASED FEEDING PROGRAM-NUTRITIOUS FOOD PRODUCTS FOR SY 2025-2026 – LOT 1: ENHANCED NUTRIBUN** with charge invoice no. **000096** dated last **July 31, 2025**
- Kindly request prompt attention to the collection and submission of **Inspection and Acceptance Report** from Drop Off Schools to the School Division Office

In relation to the second request, this concern also refers to item 12.b of our contract, the timely submission of these IARs is essential to the completion and filing of our billing statements, delay of collection and submission of IARs hinders us from completing the filing of our billing statements.

We kindly request that each DROP OFF POINTs could submit their IARs on the day or 7 days after our deliveries. We would appreciate also to ask a copy of IARs 7 days after each delivery from your good office. These documents are critical in ensuring the smooth and efficient processing of our billing and overall compliance with the terms of our agreement.

We understand that this task may contribute to your existing workload. However, we sincerely hope that this concern regarding the collection of IARs upon or after the deliveries can be addressed. As proper documentation is essential for the timely processing of billing statements. I am confident that your good office will render a positive response to our request as you have always been facilitative of the request of the suppliers in accordance with RA 11032 or the ease of doing business. Should you have additional information or queries, you can contact us through our company email jeremiahcakes2016@gmail.com or call us with our telephone number 082 272 3673.

Sincerely,

Paula R. Adeva

Owner of Jeremiah Cakes and Food Services