



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

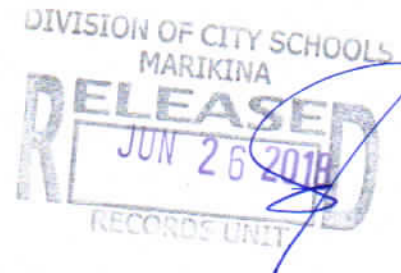
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June 25, 2018

MEMORANDUM TO:

Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Principals
Officers-in-Charge
Public Schools



**MEETING OF ALL DISBURSING OFFICER / IN- CHARGE IN PREPARATION
OF CANTEEN FINANCIAL REPORT**


Please be informed that there will be a **meeting** of all **Disbursing Officer/ In-charge** in preparation of **Canteen Financial Report** on **July 06, 2018** at **9:00 am – 12:00 pm** at **AVR 2 4th floor Division Office.**

Agenda:

1. DepEd Order No. 8 and 9.2 (a) series 2007
2. Statement of Operations
3. Standard Canteen Report Form
4. Frequent errors in reporting
5. Open Forum

School Heads are advised to send representative to avoid disruption of classes.

Immediate and wide dissemination of this Memorandum is desired.


SHERYLL T. GAYOLA
Officer-In-Charge

Office of the Schools Division Superintendent