MEMORANDUM TO: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Heads
Officers-in-Charge
Public Schools

UPDATES ON SCHOOL CANTEEN MANAGEMENT

Please be informed that there will be a meeting on School Canteen Management on Thursday, September 5, 2019, 9:00 a.m. – 12:00 nn at the ELRC, Jesus Dela Peña National High School.

Participants to this are the following:
1. Canteen Managers (Coop Managed)
2. Teachers-In-Charge of School Managed Canteen
3. Teachers-In-Charge of preparation of Financial Report (Disbursing Officers) of school share (Coop/School Managed)

Agenda are the following:
2. Use of Coop/School Managed Forms
4. School Feeding Fund
5. Other Matters

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent