



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 02 2025

MEMORANDUM

No. **313**, s. 2025

**CONDUCT OF DIVISION CAPACITY BUILDING ON FINANCIAL RECORDING
AND ACCOUNTABILITY FOR SCHOOL-MANAGED CANTEENS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Education Program Supervisor, School Governance Operations Division
Elementary and Secondary School Principals/ OICs
All Others Concerned

1. In line with the Division's objective to equip School Principals and Canteen Managers with the essential knowledge and skills to effectively manage the financial aspects of school-managed canteen operations, this Office will conduct a Division Capacity Building on Financial Recording and Accountability for School-Managed Canteens on **July 7, 2025**, at **Pedro E. Diaz High School**.
2. The participants of this activity are Elementary and Secondary School Principals and Canteen Managers of schools with School-Managed and Teachers' Cooperative Canteens.
3. Attached herewith is the Program Matrix of the activity for your reference.
4. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: none
To be indicated in the Perpetual Index
under the following subjects:

CANTEEN MANAGEMENT OPERATION

LLG/Memo- conduct of division capacity building on financial recording and accountability for school-managed Canteens

313 July 2, 2025

NUM-2025-313



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



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure 1

**DIVISION CAPACITY BUILDING ON FINANCIAL RECORDING AND
 ACCOUNTABILITY FOR SCHOOL-MANAGED CANTEENS**

Date: July 7, 2025

Pedro E. Diaz High School

TIME	ACTIVITIES	IN-CHARGE
7:30-8:00 AM	Registration	
8:00-8:10 AM	National Anthem Prayer Muntinlupa March	AVP
8:10-8:15 AM	Welcome Remarks	FLORANTE C. MARMETO Chief Education Supervisor Curriculum Implementation Division
8:15-8:20 AM	Statement of Purpose	LILIA A. RICERO Officer In-Charge Assistant Schools Division Superintendent
8:20-8:25 AM	Acknowledgement of Participants	LEONAI DA L. GUTIERREZ Education Program Supervisor EPP/TLE
8:25-8:35 AM	Message	VIOLETA M. GONZALES Assistant Schools Division Superintendent Officer In-Charge Office of the Schools Division Superintendent
8:35-10:00 AM	Revisiting & Reiterating DepEd Order No. 8 s. 2007	LEONAI DA L. GUTIERREZ Education Program Supervisor EPP/TLE
10:00-10:30 AM	BREAK	
10:30-12:00 NN	Revisiting & Reiterating DepEd Order No. 8 s. 2007 (Monitoring and Enforcement)	GINA D. GARCIA State Auditor III Commission on Audit
12:00 -1:00 PM	LUNCH BREAK	
1:00-2:00 PM	Open Forum	
2:00-3:00 PM	Budgeting and Financial Planning	VIRMA AMISTOSO Budget Officer V
3:00-4:30 PM	Statement of Operations/ Statement of Receipts/ Disbursements and Utilization of Income/Bank Reconciliation preparation	KARINA MEDINA Accountant III
4:30 -4:35 PM	Closing Remarks	MA. REGAELE A. OLARTE OIC Chief School Governance and Operations Division