



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

Office of the Schools Division
Superintendent

JUL 09 2025

MEMORANDUM

No. 329, s. 2025

**ADDENDUM TO THE 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 continuing efforts to strengthen the financial management skills of School Principals and Canteen Managers, this Office shall conduct another session focusing on a workshop on the preparation of financial statements using the prescribed pro forma. This session will be held on **July 10, 2025, from 8:00 AM to 5:00 PM, at Pedro E. Diaz High School.**
2. The participants in this activity are the designated Canteen Managers (in charge of financial statement preparation) from schools with School-Managed and Teachers' Cooperative Canteens.
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- addendum on the conduct of division capacity building on financial recording and accountability
for school-managed Canteens

329 July 8, 2025

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