



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



DIVISION MEMORANDUM NO. D44 S. 2017

TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF, EDUCATION PROGRAM SUPERVISOR, CID & SGOD
ALL DIVISION PERSONNEL
HEADS, PUBLIC & PRIVATE ELEMENTARY AND SECONDARY
ALL TEACHING AND NON-TEACHING PERSONNEL
ALL OTHERS CONCERNED

FROM : CATHERINE P. TALAVERA, Ph.D.
Schools Division Superintendent

SUBJECT : DIVISION TRAINING WORKSHOP FOR SCHOOL HEADS AND CANTEEN
TEACHERS ON THE PREPARATION OF CANTEEN FINANCIAL STATEMENT,
MANAGEMENT AND OPERATION

DATE : February 15, 2017

To ensure the accuracy and efficiency on the preparation of financial statements, management and operation of the school canteens, a **Division Training Workshop for School Heads and Canteen Teachers on the Preparation of Canteen Financial Statement, Management and Operation** shall be held on February 24, 2017 at Tayabas East Central School I Covered Court, Tayabas City.

This activity aims to:

1. Enhance the skills of the school heads and the designated teachers in the preparation of financial statements, management and operation of the school canteens in the City Division of Tayabas.
2. Reorient the school heads and designated canteen teachers with the DepEd Order No. 8, S. 2007; and
3. Prepare an accurate and efficient financial statement of the school canteen.

Meal expenses Php 300.00 (1 day) of the participants relative to their attendance to the said activity shall be charged against canteen funds subject to usual accounting and auditing rules and to the availability of funds.

The participants are required to bring their own laptops and canteen financial reports from January to December 2016.

Attached is the copy of the program matrix of the training workshop for your perusal.

Immediate dissemination of this memorandum is desired.

CID/ SCHOOL HEADS AND CANTEEN TEACHERS TRAINING WORKSHOP ON THE PREPARATION OF CANTEEN FINANCIAL STATEMENTS
DM- D44 /2017

We are an emerging division where excellence is a habit and allegiance for quality is a pledge.

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**DIVISION TRAINING WORKSHOP FOR SCHOOL HEADS AND CANTEEN TEACHERS ON THE PREPARATION
OF CANTEEN FINANCIAL STATEMENT, MANAGEMENT AND OPERATION**

Tayabas Central School I Covered Court

Tayabas City

February 24, 2017

TRAINING MATRIX

Time	Activity/Topics	Persons Involved/Discussant/Facilitator
7:00 – 8:00	Registration	Mary Grace Cabili Wilma Zaide
8:01 - 8:30	Opening Program Prayer National Anthem Welcome Remarks Mr. Sancho Calatrava Inspirational Message Dr. Catherine P. Talavera SDS City Division of Tayabas Declaration of Purpose Louie L. Fulleo EPS-EPP/TLE	DTEO Officers
8:31 – 9:30	Reorientation on the DepEd Order No. 8, S. 2007	Mary Grace Cabili Head Teacher I, RQMNHS
9:31 – 11:00	Workshop 1: Use of MS Excel on the Preparation Canteen Financial Statement	Geraldine Constantino Teacher III, LPNHS
10:31 – 12:00	Workshop 2: Preparation of Canteen Financial Statement	Magdalena T. Lagrosas Master Teacher III, LPNHS
12:01 – 1:00	Lunch Break	
1:01 – 4:30	Continuation of Workshop 2	
4:31 – 5:00	Submission of Output Distribution of Certificates	DTEO Officers

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