



**Department of Education
Region III
DIVISION OF CITY SCHOOLS**

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RELEASED

July 20, 2017

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DIVISION MEMORANDUM

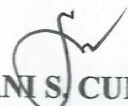
No. 248 s. 2017

By DepED Angeles City
Division of City Schools

**CANTEEN MANAGERS WORKSHOP ON PREPARATION OF
CANTEEN FINANCIAL STATEMENT**

To: School Heads of Elementary, Secondary and Integrated Schools

1. Please be informed that there will be a workshop for all canteen managers on preparation of canteen financial statement on August 3, 2017 12:30 noon – 5:00 pm at Gabaldon Bldg. Division of Angeles City
2. The agenda of this workshop are:
 - A. to familiarize the template presented by the auditor;
 - B. to facilitate the preparation of financial statement report; and
 - C. other matters
3. The participants are requested to bring laptop, vouchers, receipts and other records of canteen financial transaction.
4. A registration of three hundred pesos (P100.00) to cover snacks and incidental expenses shall be charged to canteen funds subject to usual auditing and accounting procedures.
5. Enclosed are soft copies of templates to be used in preparation of financial statement, D.O. No. 13 s. 2017 and presentations of the Division Canteen Coordinator.
6. Immediate dissemination of this Memorandum to all concerned is desired.


LEILANI S. CUNANAN - CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent