



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
QUEZON CITY

Nueva Ecija Street, Bago Bantay, Quezon City



July 06, 2011

MEMORANDUM

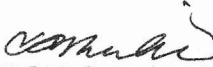
TO: *Assistant Schools Division Superintendents*
District/Division Supervisors
Elementary/Secondary School Principals
Head Teachers/Teachers In-charge
Canteen Teachers

**SEMINAR WORK SHOP ON THE PREPARATION OF SCHOOL CANTEEN
ANNUAL BUDGET & FINANCIAL REPORT.**

1. For purposes of conformity in the preparation of school canteen annual budget and financial reports, the Division of City Schools, Quezon City will hold a seminar work shop on the preparation of Annual Budget and Financial Report on July 27-29, 2011 at 8:00a.m. to 12:00nn. Division Office's conference room.
2. Participants in this Seminar Work shop are the elementary & secondary school canteen teachers as scheduled below:

July 27, 2011- School Districts I-X
July 28, 2011- School Districts XI-XIX
July 29, 2011- All Secondary Schools
3. For a cooperative managed-canteen a teacher who is assigned to prepare the Financial Report must attend the said seminar.
4. Participants are requested to bring their designated paper as school canteen teachers and the school net income statement(summary) for school year 2010-2011.

Wide and immediate dissemination of this Memorandum is desired.


CORAZON C. RUBIO, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent