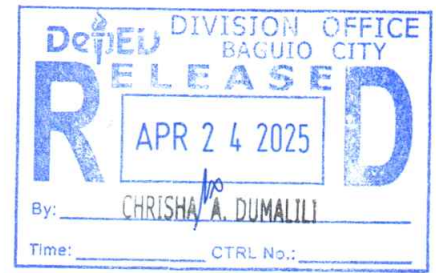




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



April 23, 2025


DIVISION MEMORANDUM

No: 267 - 2025

SUBMISSION OF REPORT ON CANTEEN FUND UTILIZATION

To: Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In compliance with DepEd Order No. 08, s. 2007, titled *Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools*, all schools are required to submit reports detailing the utilization of canteen funds for SY 2024-2025. These reports should use Annex B (Annual Statement of Operations) and Annex C (Annual Statement of Financial Condition) as prescribed in the DepEd Order.
2. For school year 2025-2026, schools shall prepare and submit these reports monthly, using the same pro-forma templates, but with the titles adjusted to "Monthly Statement of Operations" for Annex B and "Monthly Statement of Financial Condition" for Annex C.
3. The SY 2024-2025 annual reports shall be submitted to the office through the Education Program Supervisor of the School Governance and Operations Division on or before May 31, 2025.
4. These reporting requirements aim to ensure transparency in the management and utilization of canteen funds across all schools.
5. For queries or concerns, please feel free to contact Mr. Jerry C. Ymson, Education Program Supervisor of the SGOD through the landline no. 442-7819.
6. Immediate and wide dissemination of this memorandum is desired.


SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

SGOD-EPS/jcy
04-23-2025

