



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte

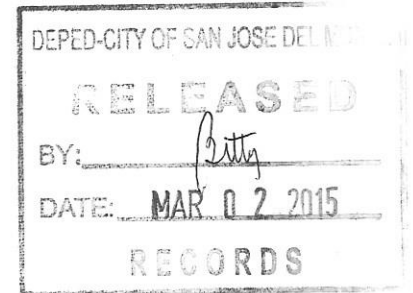


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February 26, 2015

Division Memorandum
No. 41 s. 2015

To: Public Schools District Supervisors
Elementary and Secondary School Heads



DIVISION RE- ORIENTATION ON THE PREPARATION OF SCHOOL REPORT CARD AND CANTEEN FINANCIAL STATEMENT

1. The Office shall conduct the Division Re-Orientation on the Preparation of School Report Card and Canteen Financial Statement at the Division Library Hub on March 20, 2015. This is to ensure a more comprehensive School Report Card and that provisions on canteen operations and reporting, specifically on school-managed canteen, are properly and strictly observed.
2. Participants to this activity are:
 - a. School SBM coordinators of all elementary and secondary schools at 8:00 a.m.; and
 - b. Canteen Managers of School-Managed Canteens at 1p.m.
3. SBM coordinators are requested to bring their latest **school report card**; likewise, canteen managers their last **3 months canteen financial report** submitted to the division office.
4. School Heads are encouraged to attend the re-orientation.
5. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL
Schools Division Superintendent