



Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

August 14, 2024

DIVISION MEMORANDUM



No. 347, s. 2024

To: Assistant Schools Division Superintendents  
Division Chiefs (SGOD and CID)  
Unit Heads  
Public Elementary and Secondary School Heads/Principals Concerned  
Administrative Assistants III Concerned  
All Others Concerned

**FOCUS GROUP DISCUSSION ON THE TEMPLATE FOR  
FINANCIAL REPORTS ON CANTEEN OPERATIONS**

1. This Office announces the conduct of a Focus Group Discussion about the template for Financial Reports on Canteen Operations to be held on August 19, 2024 from 2:00pm onwards at SDO Bulacan Conference Hall.
2. The objectives of this activity are:
  - a. To standardize the Microsoft Excel template of Financial Reports on Canteen Reports to be used by all public elementary and secondary schools in SDO Bulacan
  - b. To conduct pilot testing of the newly created template among the schools handled by the target participants
3. Attached herewith is Enclosure no. 1 - Participants to the FGD on the Template for Financial Reports on Canteen Operations
4. All participants are required to bring the July 2024 Financial Reports of the canteen operations of one randomly selected school within their districts.
5. Expenses to be incurred in the activity is to be charged to Division MOOE.
6. Immediate and wide dissemination of this Memorandum is desired.

Accounting Unit  
August 14, 2024

  
NORMA P. ESTEBAN, EdD., CESO V  
Schools Division Superintendent 



Address: Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan

Website: <https://bulacandeped.com>

Email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



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Enclosure No. 1 to Division Memorandum no. 347 s. 2024

Participants to the FGD on the Template for Financial Reports on Canteen Operations

	<b>POSITION/STATION</b>	<b>NAME</b>
1	Division Accountant	Agnes M. Seifnezhad, CPA
2	ADAS III from Calumpit North	Maria Corazon M. Galang
3	ADAS III from Calumpit South	Coleen Joyce Casimiro
4	ADAS III from Hagonoy East	Geronimo R. de Lara
5	ADAS III from Hagonoy East	Milyn G. Mendiola
6	ADAS III from Hagonoy West	Juaymah C. Bondoc
7	ADAS III from Hagonoy West	Shirly A. Cruz
8	ADAS III from Paombong	Rowena Arizapa
9	ADAS III from Paombong	Jaily Jessica A. Cerdena
10	ADAS III from Pulilan	Rica A. Albia
11	ADAS III from Pulilan	Maricel G. Baltazar
12	EDDIS 1 Head, Senior Bookkeeper from Caniogan HS	Ray Angelo G. Zialcita