



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

06 January 2023

DIVISION MEMORANDUM

No. 05 s.2023

SUBMISSION OF CANTEEN OPERATIONS AND MANAGEMENT REPORTS FOR
THE CURRENT SCHOOL YEAR

TO: Chief ES, SGOD
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All others concerned

1. With reference to the attached communication from the Commission on Audit (COA), all public schools with operational canteen are directed to submit a report on or before **January 10, 2023, 4:00PM**, thru *Mr. Jairus John M. Gochuco*.
2. All reports must be submitted in hard copy, and must follow the template found on **Enclosure No. 1**. As such, photocopies of the permits/clearances, and other relevant documents shall be attached with the canteen report.
3. In addition, for the purposes of recording and future monitoring, schools with non-operational canteen or no canteen operation are directed to submit a letter addressed to the Schools Division Superintendent specifying such.
4. Immediate dissemination of and strict compliance with this Memorandum are directed.

CHERRY MAE L. LIMBACO - REYES
Schools Division Superintendent

For the Schools Division Superintendent:


LOREBINA C. CARASSCO
OIC-Assistant Schools Division Superintendent
Officer-In-charge
Office of the Schools Division Superintendent

Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

Canteen Operation SGOD

SGOD-jairus /DM – Submission of Canteen Reports for the Current SY
0001/January 06, 2023



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. X

NGAS Cluster 5 – Education and Employment

DepEd – Divisions of Cagayan de Oro City and El Salvador City, Misamis Oriental
Fr. Masterson Ave., Upper Balulang, Cagayan de Oro City

Office of the Auditor – Audit Team No. R10-03

January 5, 2023

MS. CHERRY MAE L. LIMBACO-REYES

Schools Division Superintendent

Department of Education

Division of Cagayan de Oro City

Attention: **DR. ROSALIO R. VITORILLO**
SGOD Chief

MR. ARNEL A. CALUBAG, CPA
Accountant III

Ma'am:

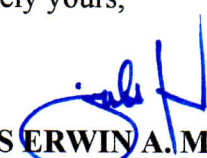
This has reference to our review on the operation and management of school canteens in elementary and secondary schools of DepEd - Division of Cagayan de Oro City. May we be provided with the list of elementary and secondary schools of the Division with operations of school canteens.

Attached herewith is the template for the needed data for your reference.

We hope to receive the requested data on or before January 12, 2023.

Thank you.

Sincerely yours,


JULES ERWIN A. MORANO
State Auditor II
Audit Team Leader

Enclosure No. 1

Monitoring on Operations and Management of Public School Canteens DepEd - Division of Cagayan de Oro City

Name of School		Type of School Canteen (✓)			Permits/Clearances (✓)			Financial Reports Submitted (✓)			With MOA (✓)	Remarks
No.	Elementary	School-Managed Canteen	Teachers' Cooperative-Managed Canteen	Others (specify)	Sanitation Clearance/ Permit from the Local Health Department	Health Permit of Canteen Personnel/Staff from the City Health Office	Authority from the School Head/Principal to Operate and Manage the School Canteen (For Teachers' Cooperative Only)	Monthly	Quarterly	Yearend	(entered into by and between the School Head/Principal and the Chairperson of the Teachers' Cooperative)	
1												
2												
3												
4												
5												
No.	Secondary											
1												
2												
3												
4												
5												

Prepared by:

Reviewed by:

Name

Position / Designation

Name

Position / Designation