



Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City



DIVISION MEMORANDUM
No. 01, s. 2014

TO: Public School District Supervisors
Secondary/ Elementary School Heads

FROM: CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

Subject: SUBMISSION OF REPORTS FOR SCHOOL CANTEEN OPERATION

Date : January 2, 2014

Pursuant to DepED Order No. 8, s. 2007 (**Revised Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools**) and as per request from the **Commission on Audit**, you are hereby directed to submit the following;

1. Sanitation Clearance/Permit from the local Health Department
2. Health Permit of Canteen Personnel/Staff from City/Municipal Health Officer.
3. Authority from the School Head to operate and manage the Teacher's Cooperative Managed School Canteen.
4. Copies of Financial Statements or Statement of Sales and Disbursements related to operations of the School-Managed Canteen

Deadline of submission will be on January 10, 2014.

For your information and immediate attention.

MGVG