



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

SEP 18 2025

**DIVISION MEMORANDUM**

No. 399, s. 2025

**CHANGES TO DIVISION MEMORANDUM NO. 351, S. 2025  
RE: RE-ORIENTATION ON MONTHLY CANTEEN PROCEEDS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary School Principals  
All Others Concerned

1. This Office informs all concerned of the changes on the schedule of the re-orientation on Monthly Canteen Proceeds.
2. As stated in Division Memorandum No. 351, s. 2025, the original schedule of the re-orientation was September 29 - 30, 2025.
3. In light of the priority given to the Division Training on Expanded Career Progression System, the new schedule will be on October 7-8, 2025.
4. All concerned personnel are advised to update their plans and activities to align with the new schedule.
5. The updated program with new dates is attached.
6. Immediate dissemination of this Memorandum is enjoined.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent 

End: as stated  
Reference: as stated  
To be indicated in the Perpetual Index  
under the following subjects:  
SGOD-SHN  
CANTEEN PROCEEDS  
SCHOOL CANTEEN

S09/CDR  
September 17, 2025



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"We Mould Heroes"





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**Re-Orientation on Monthly Canteen Proceeds**

<b>October 7, 2025 PROGRAMME</b>		
7:45 – 8:15 AM	Registration	
8:15 – 9:30 AM	National Anthem	AVR
	Opening Prayer	
	Acknowledgement of Participants	Emcee
	Opening Remarks	Ramon C. Perez SGOD Chief
	Inspirational Messages	Jerry Dimla Cruz, DEM, CESO VI Assistant Schools Division Superintendent  Carolina S. Violeta, EdD, CESO V Schools Division Superintendent
9:30 - 10:00 AM	Review of DepEd Order No. 13 series 2017	Catherine D. Reyes Division Canteen Coordinator
10:00 - 10:30 AM	Orientation Of Canteen Funds DepEd Order No. 8 series 2007	Myra V. Dilig Accountant III
10:30 -12:00 PM	Transparency and Accounting of Funds	Paul John Dimla Administrative Assistant III Division Bookkeeper
12:00 - 1:00 PM	LUNCH BREAK	
1:00 - 2:00 PM	Utilization of Net Income	Renato Mylon De Guia Administrative Assistant III Senior Bookkeeper
2:00 - 3:30 PM	WORKSHOP	
3:30 -3:45 PM	PM SNACKS	
3:45 - 4:45 PM	Open Forum	TWG / COA
4:45 - 5: 00 PM	Closing Remarks	Dr. Jennifer M. Alip DIC - OIC





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### Re-Orientation on Monthly Canteen Proceeds

**October 8, 2025**  
**PROGRAMME**

7:45 – 8:15 AM	Registration	
8:15 – 9:30 AM	National Anthem	AVR
	Opening Prayer	
	Acknowledgement of Participants	Emcee
	Opening Remarks	Ramon C. Perez SGOD Chief
	Inspirational Messages	Jerry Dimla Cruz, DEM, CESO VI Assistant Schools Division Superintendent
		Carolina S. Violeta, EdD, CESO V Schools Division Superintendent
9:30 - 10:00 AM	Review of DepEd Order No. 13 series 2017	Catherine D. Reyes Division Canteen Coordinator
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District	School Head		
	Elementary	Secondary	Nurses
<b>DAY 1 - October 7, 2025</b>			
Abucay	11	5	1
Bagac	10	4	1
Dinalupihan East	15	7	1
Dinalupihan West	18	0	1
Hermosa	19	3	1
Limay	14	4	1
<b>TOTAL</b>	<b>87</b>	<b>23</b>	<b>6</b>

District	School Head		
	Elementary	Secondary	Nurses
<b>DAY 2 - October 8, 2025</b>			
Mariveles	18	11	1
Morong	9	4	1
Orani	15	4	1
Orion	14	3	1
Pilar	12	3	1
Samal	10	3	0
<b>TOTAL</b>	<b>78</b>	<b>28</b>	<b>5</b>