



Office of the Secretary

SEP 01 2008

DepED MEMORANDUM
No. 405, s. 2008

**ORIENTATION SEMINAR ON DEPED ORDER NO. 8, S. 2007
(Revised Implementing Guidelines on the Operation and Management of School
Canteens in Public Elementary and Secondary Schools)**

To: Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. The Department of Education, through the cooperation of the Staff Development Division and Employees Welfare and Benefits Division, Human Resource Development Service (SDD and EWBD, HRDS) will conduct an Orientation Seminar on DepED Order No. 8, s. 2007 (Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools) on the following dates and venues:

Dates	Regions	Venue
September 2-4, 2008	VIII	within Tacloban City
September 23-25, 2008	VII	within Cebu
October 14-16, 2008	VI	within Bacolod City
November 10-14, 2008	XI	within Davao City
December 8-12, 2008	IX	within Zamboanga City

2. The seminar is a continuation of the orientation seminars conducted in 2007. It aims to:

- a. develop a clear understanding of the revised implementing guidelines on the operation and management of school canteens;
- b. illustrate the organizational and functional relationship of the teachers' cooperative and the school administration insofar as the operation and management of school canteens;
- c. explain the role of the division and regional offices in the management and operation of school canteens;
- d. develop and improve the skills in preparing and understanding the different financial statements and schedules required in the management and operation of school canteens as provided in the DepED Order;
- e. explain and describe standard and sound financial management practices;
- f. provide a clear understanding of accounting practices and setting up of books of accounts;

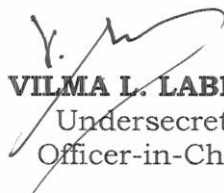
- g. develop means of enhancing transparency in the operation and management of school canteens;
- h. explain the importance of internal control system and control measures in the management and operation of school canteens specially on the aspect of food preparation and safety;
- i. develop an appreciation of the advantages in networking the operations of school canteens; and
- j. build harmonious relationship and forge partnership between the teachers' cooperatives and school administration.

3. To ensure the widest dissemination of the revised implementing guidelines, participants to the orientation seminar are the following:

- Schools Division/City Superintendents or their representatives;
- Elementary school principals or their representative (1 from each division)
- Secondary school principals or their representative (1 from each division);
- Teachers' cooperative representatives (2 from each division);
- One representative from each division, i.e. division cooperative coordinator; and
- One representative from the regional office, i.e. regional cooperative coordinator.

4. Travel expenses of participants shall be charged to local funds. Expenses for the board and lodging of resource speakers, participants and staff, transportation of resource speakers, facilitators and management staff, supplies and other related training expenses shall be charged to the Human Resource Training and Development Funds subject to the usual accounting and auditing procedures.

5. Immediate dissemination of this Memorandum is desired.


VILMA L. LABRADOR
 Undersecretary
 Officer-in-Charge

Reference: DepED Order: (No. 8, s. 2007)

Allotment: 1- -(D.O. 50-97)

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

OFFICIALS

SEMINARS