

Republic of the Philippines

Department of Education

REGION III SCHOOLS DIVISION OF PAMPANGA

August 13, 2025

DIVISION MEMORANDUM No. ____474___ s. 2025

ADDENDUM TO DM NO. 461, S. 2025 - SUBMISSION OF CANTEEN FINANCIAL PLAN FOR SCHOOL YEAR 2025-2026

To: Assistant Schools Division Superintendents
SGOD/CID Chiefs
Public Schools District Supervisors/Eduucation Program Supervisors
All Public Elementary and Secondary School Heads
All School Canteen Managers

- 1. With reference to the **Division Memorandum No. 461, s. 2025** titled **"Submission of Canteen Financial Plan for School Year 2025-2026"** dated August 04, 2025, this office releases additional information for the preparation of the documents.
- 2. Canteen Finacial Report for the S.Y. 2024-2025 must be noted by their respective Public Schools District Supervisor.
- 3. Canteen Financial Plan for the S.Y. 2025-2026 must be checked and reviewed by the Public Schools District Supervisor. Attached here are the updated templates to be used for the financial plan.
- 4. Submission of reports shall be in District Level for both elementary and secondary schools.

5. For your information and widest dissemination.

ROMEO M. ALIP, PhD, CESO V. Schools Division Superintendent

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CANTEEN FINANCIAL PLAN SUMMARY S.Y. 2025-2026

School:	Name of Canteen Manager:
District/Cluster:	Name of Principal:

Particulars	Percent Allocation	Proposed Budget
Supplementary Feeding Program	35%	
School Clinic Funds	5%	
Faculty and Student Development Funds	15%	
H.E. Instructional Funds	10%	
School Operations Funds	25%	
Revolving Capital	10%	
Total	100%	

Prepared by:	Noted by:	Checked and reviewed by:	Recommending approval:	Approved:
Canteen Manager	Principal		GARRY I. DELA CRUZ, PhD Division EPP/ TLE/ TVL Coordinator	ASDS In-charge





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CANTEEN FINANCIAL PLAN AND ALLOCATION S.Y. 2025 – 2026

School: District/Cluster:				Name of Canteen Manager: Name of Principal:			
Anticipated Sales/ Income t	for the School	Year 2025 – 2026					
Particulars	Percent Allocation	Activities	Physical Target	Time Frame	Person Involved	Proposed Budget	
Supplementary Feeding Program for Undernourished students	35%						
2. School Clinic	5%						
3. Faculty and Student Development Plan	15%						
4. H.E. Instructional Fund	10%						
5. School Operations Fund	25%						
Revolving Capital	10%						
Prepared by:	Noted by:	Checked and reviewed by:		Recommending approval:		Approved:	
Canteen Manager	Principal			GARRY I. DELA CRUZ, PhD Division EPP/ TLE/ TVL Coordinator ASDS In-charge		DS In-charge	





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