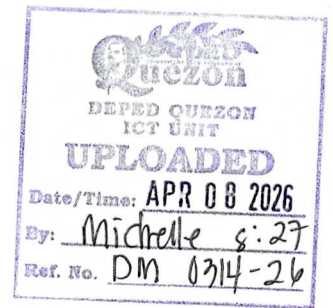




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



01 April 2026

DIVISION MEMORANDUM

No. 0314, s. 2026

CREATION OF THE DIVISION MONITORING TEAM FOR SCHOOL CANTEEN MANAGEMENT

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
School Health Personnel
All Others Concerned

1. In reference to DepEd Order No. 8, s. 2007, titled **Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools**, this Office hereby announces the creation and designation of the Division Monitoring Team for School Canteen Management.
2. This initiative aims to:
 - a. Ensure compliance with established standards on food quality, proper handling, preparation, and serving of food, as well as the maintenance of canteen equipment and facilities;
 - b. Promote and strictly enforce food safety standards and hygienic practices in all school canteens; and
 - c. Monitor adherence to policies and guidelines on school canteen operations, which shall be integrated into the overall monitoring of health and nutrition programs and projects at the division level.
3. The Division Monitoring Team shall be composed of, but not limited to, the following:
 - Medical Officer III / Officer-in-Charge
 - Dentist II
 - Education Program Supervisor I (CID – Science; Health and Nutrition; EPP/TLE)
 - Education Program Supervisor (SGOD)
 - Nurse-in-Charge
 - Nurse II (District Nurse / Secondary / Senior High School Nurse)
 - Division Food Safety and Canteen Management Focal Person

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE

- Division and District Nutrition Coordinators
4. The members of the Division Monitoring Team shall perform the following roles and responsibilities:
- **Medical Officer III/OIC**
 - Serve as the overall head of the monitoring team;
 - Provide technical guidance on food safety, sanitation, and public health standards;
 - Review and validate health-related findings and recommend appropriate interventions;
 - Ensure alignment of canteen operations with existing health policies and standards.
 - **Dentist II**
 - Assess oral health implications of food and beverage offerings in school canteens;
 - Advocate for reduced sugar consumption and promote tooth-friendly food options;
 - Provide recommendations to support oral health promotion in schools.
 - **Education Program Supervisor I (CID – Science; Health and Nutrition; EPP/TLE)**
 - Ensure integration of nutrition concepts and food safety practices in the curriculum;
 - Monitor compliance of canteen operations with learning standards related to health, nutrition, and livelihood education;
 - Provide technical assistance to schools on proper food preparation and safe handling practices.
 - **Education Program Supervisor (SGOD)**
 - Oversee the integration of canteen monitoring in School Governance and Operations Division programs;
 - Assist in planning, implementation, and evaluation of monitoring activities;
 - Consolidate and analyze monitoring reports for policy recommendations and program improvement.
 - **Nurse-in-Charge**
 - Lead the implementation of health and sanitation inspection during monitoring;
 - Supervise nursing personnel in the conduct of assessments;
 - Ensure documentation of findings related to food safety, hygiene, and health practices.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE

- **Nurse II (District Nurse / Secondary / Senior High School Nurse)**
 - Conduct on-site inspection of school canteens focusing on food handling, sanitation, and hygiene practices;
 - Provide immediate technical assistance and health education to canteen personnel;
 - Submit monitoring reports and recommend corrective actions.
 - **Division Food Safety and Canteen Management Focal Person**
 - Serve as the lead coordinator of canteen monitoring activities;
 - Ensure proper implementation of policies under DepEd Order No. 8, s. 2007 and related issuances;
 - Facilitate capacity-building activities for canteen managers and personnel;
 - Maintain and update records of monitoring results and compliance status.
 - **Division and District Nutrition Coordinators**
 - Monitor compliance with nutrition standards and healthy food offerings;
 - Advocate for the provision of nutritious, safe, and affordable food in school canteens;
 - Assist in the conduct of nutrition education and promotion activities;
 - Support schools in addressing gaps and improving canteen operations based on monitoring results.
5. The Division Monitoring Team **monitors financial management only from a compliance and transparency perspective**. They may:
- Check that receipts, accounting logs, and records are properly maintained;
 - Ensure that funds are used only for authorized purposes; and
 - Recommend corrective actions if irregularities are observed.
6. The team shall utilize the prescribed Division Monitoring Tool, which is aligned with the provisions of DepEd Order No. 8, s. 2007, in conducting monitoring and evaluation activities.
7. All concerned are hereby directed to extend full cooperation and support to the Monitoring Team to ensure effective implementation of this initiative.
8. Immediate and widest dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

sgodshsmtma04/1/2026
DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>