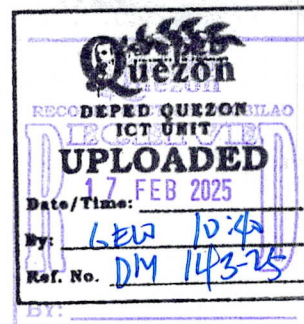




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



07 February 2025

DIVISION MEMORANDUM

DM No. 143, s. 2025

**SUBMISSION OF CANTEEN OPERATION MANAGEMENT AND BASIC FOOD SAFETY
MONITORING SUMMARY**

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

1. In accordance with **DepEd Order No. 8, s. 2007** titled the Revised Implementing Guidelines on the Operation & Management of School Canteens in Public Elementary and Secondary Schools and **DepEd Order No. 13, s. 2017** titled the Policy and Guidelines on Healthy Food and Beverage Choices in Schools and DepEd Offices, this Office, through the School Health Section, enjoins all school heads and school health personnel to submit Canteen Operation Management and Basic Food Safety Monitoring Summary every 30th of April for the initial submission and 30th of November for final submission.
2. Specifically, this activity aims to:
 - a) Ensure the successful operation and management of canteens in all public schools within the Division of Quezon;
 - b) Offer guidance in categorizing foods and drinks that are permissible for the school population;
 - c) Assist school heads in evaluating the appropriateness of their canteen implementation based on the essential indicators outlined in the tool; and

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- d) Objectively identify issues and concerns related to the operation of school canteens.
3. The completed monitoring tool must be signed by both the school head and the school health personnel who conducted the monitoring, with a copy provided to the schools. Only the consolidated and completely signed summary of findings, prepared by the school health personnel and noted by the District Supervisor of the visited area, should be forwarded and submitted to the Division Office through the following link: <https://tinyurl.com/COM-BFS-MonitoringSummary>.
4. Please refer to the attached Enclosure for the copy of the Canteen Operation and Management Monitoring Tool and Summary Form for your reference.
5. Immediate dissemination and strict compliance with this Memorandum are requested.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

SHSMNAD/02/07/2025

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**SCHOOL VISITATION INFORMATION SYSTEM
 CANTEEN OPERATION AND MANAGEMENT MONITORING CHECKLIST**

District: _____ School Head: _____
 School Name: _____ Canteen Manager: _____
 School ID: _____ No. of School Personnel : _____
 No. of Canteens : _____ No. of Enrollment: _____

Type of School:			
Elementary		Central	Multigrade
Secondary		Non - Central	Integrated
JHS Only		Primary	Last Mile
JHS & SHS		Annex	

Type of Canteen:

School Managed Canteen Teachers' Cooperative- Manged Canteen

Criteria	Evident	Not Evident	Remarks
A. Management of School Canteen			
1. Sale food: Nutrient-rich foods (such as native preparation of rootcrops, rice, noodles and corns); develop own healthy menu following the Green and Yellow Category of Healthy Food Choices and Drinks in Schools.			
2. Foods and drinks under Yellow category were served once or twice a week only (Kindly take note of the days in the week it is serve)			
3. Foods and drinks under Red category are prohibited. The sale of carbonated drinks, sugar- based synthetic or artificially flavored juices, junk foods and any food products that may be detrimental to child's health are restricted.			
4. Beverages such as freshly prepared fruit & vegetable juices in season are sold in school canteen			
5. Food products with Nutrition facts were evaluated using the cut-off points for the three (3) categories. (Green, Yellow & Red)			
6. Fortified food products labeled rich in protein, energy, vitamins and minerals are sold in school canteen.			
7. Used of iodized salt in cooking foods (RA 8172) with reduced consumption up to 500 milligrams per day			
8. Learners are prohibited to bring unhealthy food (Baon) within the school premises			

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9. A reasonable mark-up price of all merchandise in the canteen has been allowed provided that the selling retail price does not exceed the prevailing price in the locality.			
10. Prohibition of Concessionaires (Sub-leasing of the whole or part of the school canteen premises or sub-contracting the operation of the school canteen to concessionaires has been prohibited)			
B. Selling of Food Items	Evident	Not Evident	Remarks
1. Vendors (Vendors were not allowed to bring food items inside school canteen /premises unless authorized and covered by written agreement with School head and/or Teacher's Cooperative)			
2. No teachers sell foods through the school canteen without an authorization and covered by a written agreement with the school head/principal and /or teacher's cooperative.			
3. Posted signages that only healthy foods and drinks are served in school canteen and premises.			
C. Procedural Guidelines	Evident	Not Evident	Remarks
1. School canteen has sanitation clearance/permit from the Local Health Department			
2. With Health Permit of the canteen personnel/staff from the city/municipal health office.			
3. For Teachers' Cooperative; has the authority from the school head to operate and manage the school canteen			
4. The clearance/permit displayed in a conspicuous place in the school canteen.			
5. Canteen Personnel/Staff -wear clean and proper attire- white shirt/polo/blouse, colored pants/skirts, hairnet, apron, appropriate footwear) -with positive attitude and behavior -with complete and continuous training on handling food and food safety			
6. Canteen Personnel/Staff are wearing identification cards with photo when inside the school premises and canteen			
D. Reportorial Requirements	Evident	Not Evident	Remarks
The following must be filed in school and submitted to school head: (Please ask a copy of the reports for the documentation)			
1. Statement of Financial Condition			
2. Statement of Operation			
3. Statement of Cash Flows			
4. Audited Financial Statements including Notes to Interim Financial Statement and Disclosures			

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5. Summary of Cost of Sales			
6. Reports on crimes and Losses (to be submitted and filed after the knowledge of crime or incident)			
	Evident	Not Evident	Remarks
E. Accounting Funds (Please ask a copy for documentation)			
1. The school head organized a school level auditing committee.			
2. Canteen funds shall be audited by the school level auditing committee			
3. Audited financial statements posted on bulletin boards for the information of everybody (transparency board)			
4. Received incentives in cash or in kind from private suppliers of food items and beverages are part of the financial statements (present copy)			
F. Adherence to Food Safety	Evident	Not Evident	Remarks
1. All food handlers and canteen manager has Basic Food Safety training?			
2. Availability of potable safe and clean drinking water			
3. Provided facilities for hand washing			
4. Availability of water analysis and certificate of Potability issued by the Local Health Office			
5. Well maintained, clean, well ventilated, well lighted and pest-free environment			
6. Availability of food covers and containers for safekeeping			
7. Provided clean plates, glasses and other eating utensils			
8. Hygienic practices on food preparation (proper & safe handling of foods), cooking display, serving and storage			
9. All canteen personnel, including practicum students undergone training on proper and safe handling of food before they allowed to work in the canteen.			
10. Proper storage of food commodities, supplies, and kitchen equipment is visible.			
11. Daily cleaning/ sanitizing of premises is done and recorded and General cleaning are scheduled regularly			
12. Rubbish disposal and proper segregation is practiced.			
13. Other essential basic food safety standards are observed in practice.			

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G. Other Specific Guidelines (Please ask a copy of the reports for documentation)	Evident	Not Evident	Remarks
1. Home economics teacher as Canteen Manager has written designation from the School Head.			
2. Indigent students/pupils working in the canteen has been duly and reasonably compensated, with written consent from their parents and work in the canteen outside regular class schedule.			
3. Canteen Manager/Teacher is responsible on the preparation and submission of report.			
4. Canteen earnings is deposited daily in the nearest government depository bank or reputable commercial bank			
5. Bank account in trust for the name of the school , whereby joint signatories between the School head and Canteen Teacher/Manager.			
6. School head prepares an Annual Budget to be submitted and approved by the SDS or his/her representative at the start of every school year.			
7. Disbursement of canteen funds is in accordance with the approved budget and existing accounting and auditing rules and regulations.			
8. Canteen personnel secure clearance from money and property accountabilities in relation to their involvement in the operation and management of canteen before they are allowed to retire/ resign / transfer to other school			
9. No portion of the net income derived from canteen operations shall be set aside.			
10. With organized School Canteen TWG (School head ,Canteen Manager,PTA Officer, Nutrition Coordinator etc.)			
H. Regulating the sales and Marketing of unhealthy Foods	Evident	Not Evident	Remarks
1. ADVERTISING – typical advertisement of sugary drinks in schools through branded vending machines, refrigerators and ice boxes, signages in school canteens corridors and sports facilities and on sun umbrella and tents			
2. SPONSORSHIP – advertisement, promotion and sponsorship as an alternative way to gather resources to fund activities			
3. PROMOTION – promotion of other sugary drinks and other empty calorie snack foods through the use of cartoon character, branding, free samples and celebraty endorsement			

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I. Utilization of the Canteen's Net Income				Evident	Not Evident	Remarks
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	School Manage Canteen	Teachers Cooperative Manage canteen	Laboratory canteen			
Supplementary feeding program for undernourished pupils/students	35%	35%				
School Clinic fund	5%	5%				
Faculty and student development fund	15%	15%				
H.E. instructional fund	10%	10%				
School operation fund	25%	35%				
Revolving capital	10%	0%				

Note: Canteen Monitoring Checklist adopted from DO No. 8, s. 2007 and DO No. 13, s. 2017

Issues and Concerns:

Recommendations:

Conforme:

 Printed Name, Designation & Signature
 (Canteen Manager)

 Printed Name, Designation & Signature
 (School Head)

Monitored and Evaluated by:

 Printed Name, Designation & Signature

 Printed Name, Designation & Signature

 Printed Name, Designation & Signature

Date of Monitoring: _____

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**SCHOOL VISITATION INFORMATION SYSTEM
CANTEEN OPERATION AND MANAGEMENT MONITORING CONSOLIDATION FORM**

Name of the District: _____

School Year: _____

No. of Elementary Schools in the District _____

No. of JHS/SHS Schools in the District _____

No. of Elementary Schools with Existing Canteen in the District _____

No. of JHS/SHS with Existing Canteen in the District _____

No. of Monitored Elementary School Canteen in the District _____

No. of JHS/SHS Elementary School Canteen in the District _____

Date of Visit/ Monitoring	School Id	Name of School	Issues, Problems, And Challenges Encountered	Recommendations To Avoid Recurrence or Sustain the Operations	Actions to be Taken by District/ School (agreement)	Visited & Monitored By:	Name of Canteen Manager & School Head

Prepared By: _____

Noted By: _____

Date signed: _____

(School Health Personnel)

(PSDS)

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