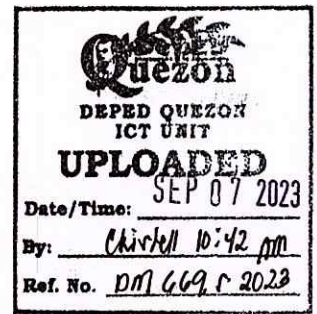




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



04 September 2023

DIVISION MEMORANDUM

DM No. 669, s. 2023

REITERATION ON SCHOOL CANTEEN OPERATION AND MANAGEMENT AND FOOD SAFETY COMPLIANCE

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools Division Supervisor
Elementary and Secondary School Head
School Health Personnel
School Canteen Managers
All Others Concerned

1. Pursuant to **DepEd Order No. 8, s. 2007**, Revised Implementing Guidelines on the Operation & Management of School Canteen in Public Elementary & Secondary Schools, **DepEd Order No. 13, s. 2017**, and **DepEd Order No. 52, s. 2008**, an onsite monitoring tool shall be utilized by the Division School Health Personnel to properly guide them in the conduct of school canteen monitoring.
2. Specifically, the onsite monitoring tool seeks to:
 - a. ensure successful operation & management of canteens in all public schools in the Schools Division Office of Quezon;
 - b. provide guidance in categorizing foods and drinks and make available healthier food and beverage choices among the learners in the school populace;
 - c. help the teachers and school heads to determine the appropriateness of their implementation in their respective schools according to the tool's essential indicators; and
 - d. identify objectively the issues and concerns related to the operation of the school canteens.
3. The findings shall be consolidated by the District Nurses and shall be forwarded to the Division Office for appropriate actions. To facilitate the submission of the consolidated report, the School health personnel shall upload the Accomplished Canteen Monitoring

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Tools for the Schools/ District visited in SY. 2023-2024 through
<http://tinyurl.com/CanteenMonitoringSY2023>.

4. Please see attached Enclosure for the copy of the Canteen Operation and Management Monitoring Tool.
5. Immediate and widest dissemination of this Memorandum is highly desired.


ROMMEL C. BANTISTA, CESO V
Schools Division Superintendent

shsmnad04/09/2023

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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)			

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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			
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			
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			
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. <i>For Teachers' Cooperative</i> ; 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			
5.1 wear clean and proper attire- white shirt/polo/blouse, colored pants/skirts, hairnet, apron, appropriate footwear)			

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5.2 with positive attitude and behavior			
5.3 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			
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			
5. Summary of Cost of Sales			
6. Reports on crimes and Losses (to be submitted and filed after the knowledge of crime or incident)			
E. Accounting Funds <i>(Please ask a copy for documentation)</i>			
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			
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			

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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.			
G. Other Specific Guidelines (Please ask a copy of the reports for documentation)			
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.)			

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H. Regulating the sales and Marketing of unhealthy Foods			
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			
I. Utilization of the Canteen’s Net Income <i>(Please ask a copy of the reports for documentation)</i>			
1. Supplementary feeding program for undernourished pupils/students 35%			
2. School Clinic fund- 5%			
3. Faculty and student development fund – 15%			
4. H.E. instructional fund – 10%			
5. School operation fund 25%			
6. Revolving Capital – 10%			

Note: Adopted from DO No. 8, s. 2007 and DO No. 13, s. 2017

Issues and Concerns:

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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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16
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