



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

September 15, 2022

DIVISION MEMORANDUM

No. 199, s. 2022

**MONITORING OF THE OPERATION AND MANAGEMENT
OF SCHOOL CANTEEN**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public School District Supervisors
Personnel of the Health and Nutrition Section
SEPS SMME
Public Elementary, Junior and Senior High School Heads
All others concerned

1. For effective implementation of the Division Memorandum No. 195, s. 2022 titled Health and Safety Measures on the Operation of School Canteen, this Office hereby creates the Division Monitoring Team composed of the following:

- Ronie Arellano
- Myrna Adduru
- Edwin N. Catulin
- Dr. Cleofe Mary Jane Torres
- Dr. Jennifer Tuliao
- Lailanie Mangabat
- Cherryl Roque

2. The monitoring committee shall perform the following duties and responsibilities:

- a. Conduct monthly and quarterly monitoring of school canteen using the Canteen Monitoring Tool;
- b. Extend technical assistance in the operation and management processes of school canteen;
- c. Capacitate canteen managers, food handlers/personnel involved in the canteen operations;
- d. Monitor the proper utilization of canteen proceeds in accordance with existing DepEd policies and regulations;
- e. Recommend sanctions for schools that violates DepEd Order No.8 s. 2007 titled "Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools Likewise, and DepEd Order 13 s. 2017 titled "Policy and Guidelines on Healthy Food and Beverages Choices in Schools and in DepEd Offices"



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
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Website: depedtuguegarao.net

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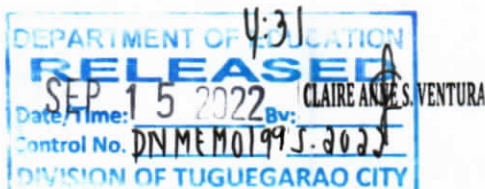
3. Attached is the copy of the monitoring tool for your reference;
4. For information, dissemination and compliance.


REYNANTE Z. CALIGUIRAN
Schools Division Superintendent

Reference: DO No. 36, s.2019
DO No. 22, s. 2020
To be indicated in the Perpetual Index
Under the following subjects:
Canteen
Health Nutrition

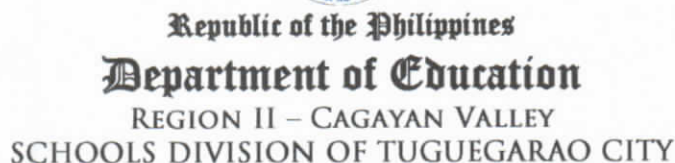
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Division: Tuguegarao City
 No. of Canteen in School _____
 Type of Canteen: School-Managed: _____ Teachers' Cooperative: _____
 Laboratory: _____ Others (pls. specify) _____
 Name of Canteen Manager: _____
 Position (if Teacher Managed): _____
 Date Covered: _____

I	Physical Facilities/Adequacy of Tools/Equipment	Evident	Not evident	Remarks
A.	General Condition and Appearance			
1	Adequate lighting and ventilation			
2	Clean, orderly and odor -free work and eating area			
3	Information bulletin with up-to-date and informative structuring on nutrition			
4	Available Washing, drinking and sanitizing facilities			
5	Provisions of smooth traffic (entrance and exit of customers)			
II	General Management			
1	Health certificate of food handlers updated and posted			
2	Displayed Sanitary Clearance/permit duly signed by agency concerned(RHU/LGU)			
3	Food Handlers trained on Basic Food Safety			
4	Canteen Policy posted on the bulettin board(DO No. 8, s. 2007; No. 13, s. 2017)			
III	Food Preparation/Safety and Service			
1	Practice Food Safety Measures during preparation and serving			
2	Well -groomed pupils/student aid and helpers/food handlers			
3	Wearing of clean and proper attire(apron, hairnets, appropriate footwear)at all times			
4	Properly Labelled Condiments			
5	Use of iodized salt			
6	Food sold : Category A (green)			



	Category B (yellow)			
	Category C (red)			
	Compliance in the schedule of food categorization			
7	Potable water supply available is always			
8	Garbage receptacles/can covered, practice waste segregation			
9	Food Safety Checklist in School Canteen properly posed inside the canteen			
	Records Management,			
	IV Accountability and Transparency			
	Daily updated Book of			
A.	Accounts/Statement of Operations			
	Documentation on the			
1	Sharing/Utilization of Proceeds			
	Sharing of Proceeds			
	a. Teachers' Cooperative - Supplementary Feeding Program for SW/W= 35% School Clinic Fund – 5%; Faculty and student development fund – 15% H.E. Instructional Fund - 10% School operation fund – 35%			
	b. School-Managed Canteen – Supplementary Feeding Program 35%; School Clinic – 5% Faculty and student development fund – 15% H.E. Instructional Fund – 10% School Operation fund – 25% Revolving Fund – 10%			
2	Purchase Journal/Record of Daily Sales			
3	Record of net Profit per Day			
4	Record of Daily Food Inspection			
5	Report on Canteen Proceeds and Utilization posted on the Transparency Board			
6	Organized school level auditing committee headed by Mathematics Department Head/teacher and the faculty President as member			
7.	Monthly Audited statement posted on the Transparency Board			



Recommendations:

Evaluated by:

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CONFORME:

School Head

Date: _____



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