



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

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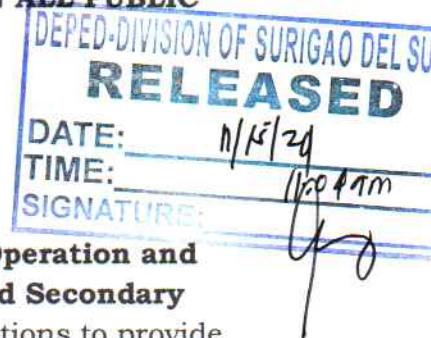
Division MEMORANDUM

No. 579, s. 2024

**MONITORING THE OPERATIONS OF SCHOOL CANTEENS IN ALL PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS**

To: All Public Schools District Supervisors/ District In-charge
All Secondary and Elementary School Heads
This Division

1. Provided in the **Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools**, all schools are required to rationalize canteen operations to provide nutritious and affordable food for students.
2. To ensure that abovementioned policy is implemented in schools, all Public Schools District Supervisors, Districts In-Charge, Medical Officer IV or Dentist II, and District and School Nurses shall monitor the compliance of schools in canteen operations starting November 15 to December 10, 2024.
3. PSDSs, DICs, and District/School Nurses shall coordinate to set schedules for monitoring school canteen operations of the schools on their district.
4. Monitoring report through the use of FAR template shall be consolidated by district and shall be submitted on December 15, 2024.
5. Attached is the tool for the monitoring of school canteen operations in schools for reference.
6. For immediate dissemination and strict compliance.



LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

References: DepEd Order No. 8, s. 2007 DepEd Order No. 13, s. 2017
DepEd Order No. 52, s. 2008.

CCTCC//DM- MONITORING THE OPERATIONS OF SCHOOL CANTEENS IN ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOLS/November 14, 2024



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**MONITORING AND EVALUATION TOOL FOR CANTEEN OPERATIONS
IN SCHOOLS**

I- PROFILE

Name of School: _____ District: _____

Name of School Head: _____ Date of Monitoring: _____

No. of School Canteens/: _____ No. of Students: _____

Type of Canteen: _____ School-managed Canteen
 _____ Teacher's Cooperative Canteen
 _____ Laboratory Canteen

Direction: Please check the column that corresponds to the observations. Write remarks for additional observations.

A. Management of School Canteen

Indicators	Evident	Not Evident	Remarks
1. The school canteen catered the number of learners prescribed in DepEd Order No. 08, s. 2007.			
2. The school canteen sold nutrient-rich food products in native preparation (root crops, fruits and vegetables in season).			
3. The school canteen sold beverages like milk, shakes and juices made of natural fruits and vegetables twice a week, scheduled every Tuesday & Thursday only.			
4. The school canteen does not sell carbonated drinks, sugar-based synthetic or artificially flavored juices and junk food products.			
5. The school canteen sold products with reasonable mark-up prices affordable to students.			
6. The school canteen has postings of healthy menu ensuring foods and drinks offered are nutritious, affordable and compliant to the guidelines.			
7. The school canteen has postings of food categories under GREEN, YELLOW, and RED classifications in a conspicuous area.			
8. The school canteen has full-time canteen personnel aside from the non-teaching personnel assigned.			
9. The school canteen has Student Assistant (SA) or Pupil Assistant (PA) who are			



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reasonably compensated and permitted by parents.			
10. The school canteen has the presence of food vendors.			

B. ADHERENCE TO FOOD SAFETY AND SANITATION

Indicators	Evident	Not Evident	Remarks
1. Potable drinking water and handwashing facility in the school canteen are provided.			
2. Maintenance of cleanliness, proper ventilation and prevention from pest infestation are ensured.			
3. Foods displayed were covered and containers were available for safekeeping.			
4. Hygienic practices on food preparation or handling, serving and storage are observed.			
5. Sanitary Permit from the Local Health Department are secured by the school and posted in the conspicuous area of the school canteen.			
6. Health Card of canteen personnel and staff from the Municipal Health Office is secured.			
7. Sanitary permit are required from food suppliers (for school canteens that are supplied in consignment basis)			
8. Written agreement/MOA between food consignee and school heads are secured.			
9. Canteen personnel/ staff are wearing clean and proper attire (t-shirt, face mask, hairnet, white apron, and shoes).			
10. Canteen personnel/ staff are wearing identification cards with photo inside the premises of the canteen.			

C. SAFEKEEPING, ACCOUNTING, DISBURSEMENT AND REPORTING OF FUNDS

Indicators	Evident	Not Evident	Remarks
1. Financial statements using the proforma of the monthly statement of operations and financial statements of school canteen proceeds are prepared (DO 8, s. 2007).			
2. Statement of receipts and disbursement of canteen proceeds are audited, reported and posted in the school's bulletin or transparency board.			



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3. Book of accounts and statement of sales and disbursement are maintained for recording of daily transactions.			
4. School level auditing committee to look into the book of accounts at least once a month are created (chaired by Math Teacher, with TLE/HE Teacher and the faculty Club President)			
5. A bank account "in trust for" the name of the school, whereby the school head and the designated canteen personnel as joint signatories are updated and presented.			
6. Earnings and cash received from canteen operations are deposited daily/weekly to a government or reputable commercial bank.			
7. Net proceeds from canteen operations are utilized into mandated activities stipulated in DO 8, s. 2007.			

Other comments:

Monitored by:

Concurred by:
