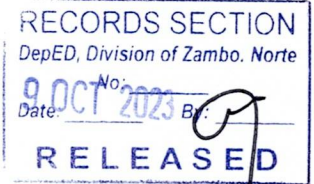




Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



October 16, 2023

Division Memorandum  
 No. 462, s. 2023

**MONITORING OF SCHOOL CANTEEN OPERATIONS AND MANAGEMENT FOR  
 PUBLIC ELEMENTARY AND SECONDARY SCHOOLS SY 2023-2024**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 CID and SGOD Personnel  
 PSDSs and PICDs  
 Public Elementary and Secondary School Heads  
 School Health Personnel  
 All others concerned

1. In line with the MATATAG Agenda on taking steps to accelerate the delivery of facilities and services, this office enjoins all schools to strictly observe compliance with DepEd Order No. 8, s. 2007, "Revised Implementing Guidelines on the Operation and Management of School Canteen in Public Elementary & Secondary Schools" and DepEd Order No. 13, s. 2017, Policy & Guidelines in Healthy Drinks and Food in School Canteen and DepEd Offices.
2. In view of the foregoing, there will be a schedule of school canteen Operations and Management validation and monitoring of Public Elementary and Secondary Schools on November 1 to December 15, 2023. Succeeding monitoring will be part of the school nurses monthly activity.
3. The objectives of the activity are as follows:
  - a. provide guidance and technical assistance in integrating DepEd policies and guidelines in the school canteen operation management;
  - b. validate transparency and accountability in reporting and accounting of the proceeds from the school canteen management and operations; and
  - c. encouraging desirable healthy eating habits of pupils/students and teaching/non-teaching personnel.
4. Attached is Enclosure #1 School Canteen Technical Working Group; Enclosure #2 Policy on Operation Management of School Canteen; Enclosure #3 Green, Yellow, Red Category; Enclosure #4 Monitoring Tool
5. For more information, please contact :  
 School Health Section  
 Tel. No. (065)917-6137 loc. 1102
6. Immediate dissemination of this Memorandum is desired.

**ROY C. TUBALLA EMD, JD, CESO VI**  
 Schools Division Superintendent

SHNU/cvo/DM-SchoolCanteen  
 DM No. 10/17/2023



Address: Capitol Drive, Estaka, Dipolog City 7100

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Enclosure No. 1

**School Canteen Technical Working Group**

Ma. Judelyn J. Ramos	- Chairperson
Joy L. Singson	- Co-chair
Wilson H. Inding	- Member
Jed A. Nieves	- Member
Dr. Sonia Y. Uy	-Member
Dr. Cheryl V. Ocupe	-Member
Vicente Ramon C. Suarez	-Member
Jessica L. Caburatan	-Member
Ma. Gina M. Chiong	-Member
Josephine U. Dano	-Member
Horlita D. Balais	- Member
Neoriente A. Ferrer	- Member
School/District Nurses	- Member



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Enclosure No. 2

**Policy on Operation Management of School Canteen**

1. The school canteen shall help eliminate malnutrition among pupils/students.
2. The school canteen shall serve as a venue for the development of desirable eating habits of pupils/students.
3. The school canteen shall serve as a laboratory for Home Economics, retail trade and in the incidental teaching of health and nutrition.
4. The school canteen guidelines shall serve as a mechanism to support the Department's response to the mandate of Article 2 of Republic Act No. 6938 to create an atmosphere that is conducive to the growth and development of cooperatives.
5. Service shall be the main consideration for operating a school canteen. Profit shall only be secondary since the clientele are pupils/students who are dependent only on their meager allowance from their parents.
6. Reporting and accounting of the proceeds from the operation of a school canteen shall be made by the parties concerned to emphasize transparency and accountability.





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Enclosure No. 3

**Healthy Food and Beverage Choices in Schools and in DepEd Offices**

**GREEN** (always be available)

Food	Examples
Drinks	Milk (unsweetened) Safe and clean water Fresh Buko Water (unsweetened)
Energy-giving (Go)	Milled Rice; Brown Rice; Iron-Fortified Rice Corn Oatmeal Whole wheat bread Cassava Boiled Sweet Potato & Saging na Saba Boiled Corn & Peanuts Suman Puto
Body-building (Grow)	Fish Shellfish Shrimps Lean Meats Chicken without skin Nuts Egg
Body-regulating	Fresh fruits
Glow	Green leafy and yellow vegetables

**YELLOW** (available every Tuesdays and Thursdays)

Food	Examples
Drinks	100% Fresh Fruit Juices
Energy-giving (Go)	Friede Rice Bread Biscuits Banana cue, Camote cue, Turon, Maruya Pancakes Waffles Champorado Pancit Arrozcaldo Sandwiches (cheese, egg, chicken filling etc) Butter, Margarine, Mayonnaise (use sparingly)
Body-building (Grow)	Processed foods such as meats/fish, hotdogs, sausage, burger patties, chicken nuggets, tocino, tapa, etc.
Body-regulating (Glow)	Stir-fried vegetables



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**RED** (not recommended in the canteen menu)

Drinks	Soft drinks, alcoholic drinks, sports water, sports drinks, flavored mineral water, energy drinks, sweetened waters, powdered juice drinks Any product containing caffeine Any processed fruit/vegetable juice with added sugar of more than 20 grams or 4 teaspoons per serving
Energy-giving (Go)	Any jelly, ice crushes, and slushies Any ice cream/ice drops/ ice candies Cakes and slices, donuts, sweet biscuits and pastries, chewing gums, marshmallows, lollipops, yema etc. French fries, bicho-bicho etc Instant noodles All types of heavily salted snacks such as chips
Body-building (Grow)	Chicharon Chicken skin Bacon Deep-fried foods including fish balls, kikiams etc
Body-regulating (Glow)	Fruits canned in heavy syrup Sweetened fruits or vegetables or deep-fried



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Enclosure No. 4

**SCHOOL CANTEEN OPERATIONS AND MANAGEMENT MONITORING TOOL**

Name of School: \_\_\_\_\_ District: \_\_\_\_\_  
 Name of School Head: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name of Canteen Coordinator/ Manager: \_\_\_\_\_  
 Number of Functional Canteen in School: \_\_\_\_\_  
 Total Enrolment: \_\_\_\_\_

**I. CANTEEN PROFILE**

Type of School Canteen	Number of Students/ Pupils		Areas/ Location	
A. School- Managed	500 learners or less		Rural	
	1000 learners or less		Urban	
	Laboratory Canteen 1500 or less			
B. Teacher's Cooperative Managed	500 learners or more		Rural	
	1000 learners or more		Urban	
	Additional canteen for laboratory for Secondary population of more than 1500			
	Extension Canteen for Teacher's Cooperative			
C. Laboratory Canteen	Regardless of size for Secondary School			
Others : ( Please Specify )	Reasons why not in accordance with DepEd Order No. 8, s. 2007: _____ _____			

**II. CANTEEN OPERATIONS REQUIREMENTS**

Parameters/ Indicators	Evident	Not Evident	Remarks
<b>1. Permits/ Clearances</b>			
Updated Sanitary Permit Issued by LGU			
Health Certificate of Canteen Personnel Staff			
Authority to operate and manage the School Canteen from the School Head ( for Coop only )			
Copy MOA & CDA			



Office, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843

Website: [www.depedzn.net](http://www.depedzn.net)

Schools Division Office - Zamboanga del Norte

*[Handwritten Signature]*





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<b>2. Canteen Personnel / Staff</b>			
Wears clean and proper attire ( white shirt/ polo/ blouse, colored pants/ skirt, hairnet, apron, appropriate footwear), hand gloves, transparent mouth cover			
Wear identification cards with photo while inside the premises of the canteen			
Attend training on proper food handling and preparation			
<b>3. Food Safety Standard</b>			
Availability of potable drinking water and hand washing facilities			
Maintains clean, well-ventilated and pest free environment			
Uses food covers and containers for safekeeping			
Hygienic practices on food preparations , cooking display, serving and storage			
Uses equipment/ utensils, facilities, furniture, and other supplies in canteen operations			
Sells root crops, noodles, rice, and corn products in native preparation			
Offers fruits and vegetables in season			
Provides proper labelling of condiments			
Prohibits the selling of carbonated drinks, sugar- based synthetic or artificially flavored juice			
Bears Sangkap Pinoy Seal or pass BFAD approval of pre-packaged and any processed food products			
Regulates the use of monosodium glutamate ( vetsin ) and meets iodine requirement for cooked foods			
Foods are sold at low-cost reasonable price			
Practices waste segregation and disposal			
<b>4. Report/ Documents</b>			
Statement of Financial Condition			
Statement of Operations			
Statement of Cash Flows			
Notes to Interim Financial Statement and Other Disclosures			
Summary of Cost Sales			
<b>5. Transparency and Accountability</b>			
Bank Reconciliation			
Schedule of Cost of Sales			
Schedule of Operating Expenses			
Schedule of Utilization of School Share Program Received for Cooperative Canteen			
Schedule of Utilization of Gross Income Generated ( for Canteen Laboratory )			
Statement of Reports on School Program Support ( for Cooperative )			
Statement of Receipts and Disbursement			
Schedule of Capitalization on the Operation of School Canteen			
Financial performance standard			
Annual report to Cooperative Development Authority ( CDA )			
List of Directors and offices			





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Reports on Directors and offices			
Audited financial statement including notes and disclosures			
<b>6. Sharing of Proceeds</b>			
• <b>Teachers' Cooperative Managed Canteen</b>			
Observes 80-20 percentage of sharing			
Utilizes the share of school on:			
o Supplementary Feeding Program (35%)			
o School Clinic Fund (5%)			
o Faculty and Student Development Fund (15 %)			
o H.E. Instructional Fund (10%)			
o School Operations Fund ( 35%)			
• <b>School- Managed Canteen</b>			
Utilizes the net income derived from the operations on:			
o Supplementary Feeding Program ( 35%)			
o School clinic Fund ( 5%)			
o Faculty and Student Development Fund ( 15%)			
o H.E. Instructional Fund ( 10%)			
o School Operations Fund ( 25%)			
o Revolving Capital ( 10%)			