



Republic of the Philippines
Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM

No. 182 s. 2024

JUL 12 2024

**GUIDELINES IN THE OPERATION OF SCHOOL CANTEEN FOR
SCHOOL YEAR 2024 - 2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All Other Concerned

1. To ensure efficient operation and management of school canteens in the Schools Division Office of Bataan, this Office hereby issues the Guidelines in the Operation of School Canteen for the School Year 2024-2025.
2. As stated in DepEd Order No. 8, s. 2007 titled "Revised Implementing Guidelines on The Operation and Management Of School Canteens In Public Elementary And Secondary Schools":
 - a. School canteens shall be of two types: (1) School-Managed Canteen; (2) Teachers' Cooperative-Managed Canteen
 - b. School canteens shall secure Sanitation Clearance/Permit from the local Health Department
 - c. Net Income derived from the operation of the canteen shall be utilized for, but not limited to the following:

Supplementary Feeding	35 %
School Clinic Fund	5 %
Faculty and Student Development Fund	15 %
H.E. Instructional Fund	10 %
School Operations Fund	25 %
Revolving Capital	10 %
TOTAL	100 %

In this regard, schools are advised to submit Monthly School Canteen Fund Utilization every second 2nd Friday of the month.

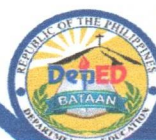
- d. Earnings and cash received from canteen operations shall be deposited in the nearest government depository bank. In the absence of such Government depository bank, deposits shall be made at any nearest reputable commercial bank.

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3. School canteens must adhere to DepEd Order No. 10, s. 2016 , "Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools (WINS) Program" to :
 - a. Ensure availability of potable water;
 - b. Provide facilities for hand washing;
 - c. Ensure proper and safe handling of foods;
 - d. Provide clean plates, glasses and eating utensils;
 - e. Practice proper waste segregation and disposal; and
 - f. Provide a conducive, well-ventilated, well-lighted, safe and clean environment for eating

4. In terms of Food Standards, provisions from DepEd Order No. 13, s. 2017 or "Policy and Guidelines On Healthy Food And Beverages Choices", canteens must observe the following:
 - a. Foods and drinks that contain wide range of nutrients and have low saturated or trans fat, sugar and salt content fall under GREEN category. These foods are allowed to be served everyday.
 - b. Foods and drinks that contain some nutrients but at the same time contain large amount of saturated or trans fats , sugar and salt, must be served only twice a week and should be less noticeable in the canteen menu.
 - c. Food and drinks that contain high amount of trans fat , sugar and salt are not recommended to be sold at the canteen.

5. Republic Act 8172 (The Salt Iodization Law), which was enacted to contribute to the elimination of micronutrient malnutrition in the country, particularly iodine deficiency disorders, through the cost effective preventive measures of salt iodization, must be adapted.

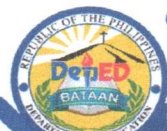
6. Attached is the copy of DO No. 8, s. 2007 for information and guidance.

7. For immediate dissemination and strict compliance.

References:
Republic Act 8172
DepEd Order No. 8, s. 2007
DepEd Order No. 10, s. 2016
DepEd Order No. 13, s. 2017
DepEd Orders: Nos. 95, s. 1998 and 72, s. 1999
Allotment: 1—(D.O. 50-97)
Enclosure as stated
To be included in the Perpetual Index
CHANGE
COOPERATIVES
POLICY
RULES AND REGULATIONS
SCHOOLS

SO 15/CDR
July 08, 2024


CAROLINA S. VIOLETA , EdD, CESO V
Schools Division Superintendent



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