



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM

No. 456 s. 2024

NOV 06 2024

**MONITORING OF MANAGEMENT AND OPERATION OF SCHOOL CANTEEN
FOR SY 2024-2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concern

1. The Schools Division Office (SDO), through the School Governance and Operations Division (SGOD) - School Health and Nutrition Unit, will conduct regular monitoring on the management and operation of public school canteens on November 18, 2024, onwards.
2. The monitoring activities aim to determine the compliance and adherence of the schools with the provisions of DepEd issuances and other related laws and policies:
 - a. **DepEd Order No. 13 series 2017 or Policy and Guidelines on Healthy Food and Beverages Choices in Schools and in DepEd Offices**
"Ensure that the canteen is providing healthy and nutritious food Options for students and personnel, based on the Food Category: Green, Yellow, Red"
 - b. **DepEd Order No. 52, s. 2008 or Compliance with DepEd Policies on Food Safety in School**
"Ensure adherence to standards on quality, handling, and serving of food in the school canteen and that safety standards and hygienic practices are strictly observed and implemented"
 - c. **DepEd Order No. 8 series of 2007 or the Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools**
"Check the compliance based on the Canteen Monitoring Tool and Food Safety Checklist"



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- d. **Adaptation of The Salt Iodization Law (Republic Act 8172)**
"Requires all food-grade salt producers/manufacturers to iodize the salt they produce and distribute"
 - e. **Republic Act No. 10611 otherwise known as Food Safety Act of 2013**
"Schools shall comply with the sanitation code and such other safety requirements that may be prescribed to market their products within their jurisdiction"
3. The Monitoring Team shall consist of:
 - a. Ramon C. Perez - SGOD Chief
 - b. Roberto B. Luneta – Medical Officer III
 - c. Catherine D. Reyes – Nurse II /Division Canteen Coordinator
 - d. Emily P. Cantillano – Nurse II/Nutrition Support Coordinator
 - e. Irene A. Velasco – Nurse II/Nutrition Support Coordinator
 4. Based on the findings of the monitoring, the following actions will be undertaken:
 - a. provide feedback and recommendations to the canteen management;
 - b. implement corrective actions to address any non- compliance; and
 - c. review and revise school policies and guidelines as necessary.
 5. Strict compliance of and wide dissemination is desired.

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

References: as stated
To be included in the perpetual index
Under the following category
CANTEEN
MANAGEMENT
MONITORING
OPERATION
SCHOOLS

SO15/CDR
NOVEMBER 5, 2024



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MONITORING TOOL ON CANTEEN MANAGEMENT AND OPERATION

Name of School: _____
 Type of Canteen: _____

Enrolment: _____
 SY: _____

INDEX	Evident	Not Evident	MOVs Presented	Remarks
1. Ensure availability of clean and potable water.				
2. Provide facilities for hand washing.				
3. Observe proper and safe handling of foods.				
4. Provide clean plates, glasses and eating utensils.				
5. Post list of healthy foods and drinks such as: Nutritional Guidelines for Filipinos (NGF), Ten (10) Kumainments, Pinggang Pinoy, Green Yellow Red Category etc.				
6. Presence of clean, well-lighted, well ventilated, pest free and with screened windows/doors for dining area.				
7. Proper storage of foods, kitchen utensils and paraphernalia.				
8. Proper labeling of condiments.				
9. Conduct daily cleaning of canteen premises.				
10. Practice of waste segregation.				
11. Record of the daily food menu signed by the principal.				
12. Follow strictly the Green, Yellow and Red Food Category & Sangkap Pinoy Seal but check NF				
13. Availability of Sanitary Permit.				
14. Canteen Personnel wear complete PPE & comply with the medical requirements from RHU / MHO				
15. Submission of Monthly Canteen Operational Expenses (2 nd Friday of the month)				

REMARKS: _____

Conforme: _____

District Nurse: _____

Name and Signature of School Principal _____

Date: _____



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SCHOOL CANTEEN INSPECTION CHECKLIST

Name Of School: _____

District: _____

CRITERIA / PARAMETERS	COMPLIANCE		REMARKS
	YES	NO	
I. Cross-Contamination			
➤ Is there a separate color-coded chopping board and knife for each food category?			
➤ Is there a designated area for raw goods and ready-to-eat food?			
➤ Are raw foods properly stored?			
➤ Are ready to eat food properly packed?			
II. Food from Unsafe Sources			
➤ Are the suppliers certified by the government or a third party in terms of food safety? (Mayor's Permit)			
➤ Does the canteen manager uses receiving log sheets upon deliveries of food purchases?			
III. Inadequate Cooking			
➤ Is there a calibrated food thermometer, cleaned and disinfected before use to measure cooking temperature?			
➤ Does the canteen manager records cooking and reheating the temperature of food on a required Log Sheet?			
➤ Are the cooked food allowed to cool within required safe temperature?			
➤ Are there guidelines set for the number of times, when leftover food can be reheated?			
IV. Contaminated Equipment			
➤ Is there a daily Cleaning and Sanitizing Log Sheet?			
➤ Are the cleaning materials approved and regularly inspected by the canteen manager?			
➤ Is there an SOP for cleaning and sanitizing surfaces and materials?			
➤ Is there an area for First Aid?			
V. Poor Personal Hygiene			
➤ Do the canteen operators strictly follow the proper hand washing procedure and personal hygiene during the whole flow of food preparation?			
➤ Is there a sufficient supply of hand soap and hand sanitizers?			
➤ Are the canteen operators wear proper			

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PPE all the time?			
VI. Food Handler's Health Status			
➤ Does the canteen manager regularly check the health status of the canteen operators before the start of work?			
➤ Are the canteen operators renew their health certificate every six months as required by the RHU?			
➤ Does the canteen manager require Medical Clearance of canteen operators after sickness / hospitalization?			
➤ Does the canteen manager ensure that all food handlers received mandatory vaccines?			
VII. Water Quality			
➤ Is there clean and potable water inside the school canteen?			
➤ Is there a Water Potability Certificate from the LGU sanitation office or from any reputable office?			
➤ Does the canteen manager, require Water Analysis test result from purified drinking water station?			

Inspected by:

Conforme:

 Name and Signature of Monitor

 Name and Signature of School Representative

Date: _____