



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

**DIVISION MEMORANDUM**  
No. 268, s. 2025

JUL 01 2025

**MONITORING OF SCHOOL CANTEEN OPERATIONS  
FOR SCHOOL YEAR 2025–2026**

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

1. Relative to DepEd Order No. 8, s. 2007, titled "Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools", and DepEd Order No. 13, s. 2017, titled "Policy Guidelines on Healthy Food and Beverage Choices in Schools and DepEd Offices", this Office announces the conduct of the aforementioned activity within the current school year.
2. The objectives of this monitoring activity are as follows:
  - a. Ensure that school canteens contribute to the elimination of nutritional deficiencies and the promotion of desirable healthy eating habits among learners and personnel;
  - b. Validate transparency in the reporting and accounting of proceeds;
  - c. Ensure compliance with standards for food quality, handling, and serving, and that food safety and hygienic practices are observed and implemented;
  - d. Provide guidance and technical assistance in integrating DepEd policies and guidelines into school canteen management;
  - e. The monitoring shall also check adherence to the following:
    - Availability of potable water; and
    - Provision of facilities for handwashing;
    - Proper and safe handling of food;
    - Availability of clean plates, glasses, and eating utensils;
    - Practice of proper waste segregation and disposal; and
    - Provision of a conducive, well-ventilated, well-lighted, safe, and clean environment for eating.



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

f. Implementation of Food Standards:

- Foods and drinks that contain a wide range of nutrients and have low levels of saturated fat, trans fat, sugar, and salt fall under the GREEN category. These foods are allowed to be served every day;
- Foods and drinks that contain some nutrients but also contain moderate to high levels of saturated or trans fats, sugar, and salt must be served only twice a week and should be less prominently displayed in the canteen menu; and
- Foods and drinks that contain high levels of trans fat, sugar, and salt are not recommended for sale in the school canteen.

3. Attached is the School Canteen and Food Safety Monitoring Tool for reference.

4. The Monitoring Team is composed of the following personnel:

- Ramon C. Perez – SGOD Chief
- Catherine D. Reyes – Division Canteen Coordinator
- Emily P. Cantillano – Nutrition Support
- Irene A. Velasco – GPP Coordinator
- Michelle B. Villaflores – Provincial Nutrition Council Coordinator

5. For immediate dissemination and strict compliance.

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

Encl. as stated  
Reference: as stated  
To be indicated in the Perpetual Index  
Under the following subjects:  
HEALTH  
CANTEEN MONITORING  
SCHOOL CANTEEN

SO15/WJDS





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

**MONITORING TOOL ON CANTEN MANAGEMENT AND OPERATION**

Name of School: \_\_\_\_\_ Enrolment: \_\_\_\_\_

Type of Canteen: \_\_\_\_\_ 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.				



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

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 <sup>nd</sup> Friday of the month)				

REMARKS: \_\_\_\_\_

\_\_\_\_\_

Conforme:

\_\_\_\_\_  
Name and Signature of School Principal

District Nurse: \_\_\_\_\_

Date: \_\_\_\_\_





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

### SCHOOL CANTEN FOOD SAFETY CHECKLIST

Name Of School: \_\_\_\_\_

District: \_\_\_\_\_

CRITERIA / PARAMETERS	COMPLIANCE		REMARKS
	YES	NO	
<b>I. Cross-Contamination</b>			
➤ 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?			
<b>II. Food from Unsafe Sources</b>			
➤ 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?			
<b>III. Inadequate Cooking</b>			
➤ 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?			
<b>IV. Contaminated Equipment</b>			
➤ 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?			
<b>V. Poor Personal Hygiene</b>			
➤ 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			



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

PPE all the time?			
<b>VI. Food Handler's Health Status</b>			
➤ 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?			
<b>VII. Water Quality</b>			
➤ 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: \_\_\_\_\_