



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Negros Oriental

Office of the Schools Division  
Superintendent

21 NOV 2023

DIVISION MEMORANDUM  
No. **843**, s. 2023

**REITERATION OF THE DEPED ORDERS ON SCHOOL CANTEEN OPERATION AND  
MANAGEMENT IN THE DIVISION OF NEGROS ORIENTAL**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
All Elementary and Secondary School Heads  
All Others Concerned

1. This Office through the School Health Section issues a reiteration on the operation and management of school canteens in the Division of Negros Oriental. The following DepEd Orders shall be used as references in operating and managing school canteens:
  - I. DepEd Order No. 8, s. 2007, **“Revised Implementing Guidelines on the Operation and Management of School Canteens in Public and Secondary Schools”**; and
  - II. DepEd Order No. 13, s. 2017, **“Policy Guidelines on Healthy Food and Beverage Choices in Schools and DepEd Offices”**.
2. All public schools district supervisors and school heads are hereby directed to strictly implement the abovementioned policies of DepEd. Meanwhile, the School Health Section personnel shall monitor each school using appropriate tools and provide technical assistance whenever is necessary. Enclosed are the tools to be used during monitoring.
3. All School Health personnel shall conduct a conference with all school heads, canteen operators and vendors starting November 20, 2023 to discuss the provisions stipulated in the aforementioned DepEd policies. The schedule of the meeting shall be set in coordination by the public schools district supervisor, district care taker or district-in-charge.
4. All public schools district supervisors and school heads shall ensure that during the conduct of the conference and focus group discussion no classes will be disrupted.



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5. All canteen operators/managers, consignees, and vendors will be given until **December 31, 2023** to comply with the guidelines/requirements. On January 3, 2024, it is expected that all requirements shall be complied and all guidelines shall be adhered to. Any violators shall be given appropriate sanctions.
6. The public schools district supervisor/district-in-charge/district care taker shall furnish the following reports:
  - I. List of Schools that participated in the school canteen forum; and
  - II. District Action Plan for School Canteen Operation and Management Monitoring. The aforementioned request shall be submitted on or before **November 29, 2023**.
7. The reports shall be submitted to this office through the Division Focal Person (**Attn.: Maria Lovelyn V. Mananquil**, Focal Person for Food Safety – School Health Section).
8. Immediate dissemination and strict compliance of this memorandum are desired.

  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent

11/20/2023

  
NCO/JMA-MKP-NLR/SGOD/RBP/KLDC/FMIII/mmananquil  
November 20, 2023



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**ON-SITE MONITORING AND EVALUATION TOOL FOR FOOD SAFETY AND MANAGEMENT OF SCHOOL CANTEEN**

District: \_\_\_\_\_ School ID: \_\_\_\_\_  
 Name of School: \_\_\_\_\_ Total Enrolment: \_\_\_\_\_  
 Name of School Head: \_\_\_\_\_ Position Title: \_\_\_\_\_  
 Name of Canteen In-Charge: \_\_\_\_\_ Position Title: \_\_\_\_\_  
 School Level: \_\_\_ Elementary \_\_\_ Junior High School \_\_\_ Senior High School

**Please mark the corresponding rating of the School Canteen according to the following criteria/indicators:**

- Observed (Criterion/Indicator is Found/Observed)  
 Not Observed (Criterion/Indicator is Not Found/Observed)

Type of Canteen:  
 \_\_\_ School-Managed Canteen  
 \_\_\_ Teachers' Coop-Managed Canteen  
 Others:  
 \_\_\_ Consignment Basis

**Part I. Checklist for Canteen Management**

Item #	Deliverables	Evident	Not Evident	Remarks (Write N/A if not applicable)
<b>Adherence to the list of allowed food to be sold inside the school canteen.</b>				
1.	Nutrient-rich foods such as root crops, noodles, rice, and corn products in native preparation are sold in the school canteen.			
2.	Fruits and vegetables in season, and fortified food products labeled rich in protein, energy, vitamins, and minerals are sold in the school canteen			
3.	Beverages such as milk, shakes and juices prepared from fruits and vegetables in season are sold in the school canteen.			
4.	The sale of carbonated drinks, sugar-based synthetic or artificially flavored juices, junk foods and any food products that may be detrimental to the child's health has been prohibited.			
5.	A reasonable mark-up price for all merchandise in the canteen has been allowed, provided that the selling retail price does not exceed the prevailing price in the locality.			
<b>Selling of Food Items</b>				
1.	Vendors are not allowed to bring in food items inside the school canteen/premises unless authorized and covered by a written agreement (memorandum of agreement) with the School Head and/or Teachers' Cooperative and or on a Tenant /Consignment basis			
2.	Teachers and school personnel are prohibited from selling food items within the school premises, except through the school canteen and with written agreement (MOA)			



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3.	Food and beverage choices available in canteens adhere to the requirements of a healthy diet (Color Coded on Food Categories of Non-Packed Foods and Drinks) as defined in Food Standards (DO 13, s. 2017)			
4.	Teaching and Non-teaching personnel managed the canteen on a shifting schedule.			

**Clearance and Permits**

1.	Complete Requirements: Sanitary and Health Permit/Card shall be issued by the Rural Health Unit ONLY to include some diagnostic and laboratory tests results such as but not limited to: a. X-ray b. Stool exam; and c. Other tests that are required by the school and RHU.			
2.	Clearances/Permits are permanently displayed in a conspicuous place in the school canteen. They shall remain valid for the duration of the school year.			

**Canteen Personnel/Staff**

1.	Canteen personnel/staff are wearing identification cards with photo when inside the premises of the canteen.			
2.	Canteen personnel are dewormed every 6 months. The nurse in charge of the District shall administer Albendazole/ Mebendazole tablet to the said personnel.			
3.	Food handlers are trained on Basic Food Safety by the Rural Health Unit with Certificate of Training.			
4.	Adhere to the standards of Food safety and hygienic practices:  a. Wearing of clean and proper attire (white shirt/polo/blouse, colored pants/skirt, hairnet, apron, gloves, mask and appropriate footwear) when at the school canteens must be observed at all times.  b. Hands are washed properly, and frequently.  c. Fingernails are short and clean.  d. Raw and cooked foods are stored and prepared separately.  e. Keep food at safe temperature, and storage.  f. Store sanitizing and cleaning agents separate from the food and utensils.  g. Foods are properly labeled and content for the presence of allergens.			



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	h. Equipment, utensils including boards and knives are cleaned and sanitized between uses.			
	i. No signs and symptoms of illness.			
<b>For the School</b>				
1.	Ensure availability of clean, safe, and free drinking water.			
2.	The water quality is regularly tested every 6 months.			
3.	Hand washing facilities are available (single-faucet and group).			
4.	Signages (Color-Coded Food Category, Pinggang Pinoy and 10 Kumainments) that only healthy food and drinks are served in the premises.			
5.	School officials advocate and work with local government units (Rural Health Unit (RHU) and Barangay Health Workers) in issuing local legislation to limit the marketing of unhealthy food and beverages within at least 100-meter radius of the school.			
<b>For the Vendors</b>				
1.	Provide clean plates, glasses, and eating utensils.			
2.	Practice proper waste segregation and disposal is observed.			
3.	Food covers and containers are available for safekeeping.			
4.	Provision of conducive, well-ventilated, well-lighted, safe, clean environment for feeding and pest free environment is present.			
<b>Regulating the Sale and Marketing of Unhealthy Foods</b>				
There shall be no marketing advertisements in any form in schools.				
1.	Advertising – typical advertisement of sugary drinks in schools through branded vending machines, branded refrigerators and ice boxes, signage in school canteens, corridors, and sports facilities, and on sun umbrella and tents.			
2.	Sponsorship – advertisement, promotion, and sponsorships as an alternative way to gather resources to fund activities.			
3.	Promotion – promotion of sugary drinks and other empty-calorie snack foods through the use of cartoon characters, branding, free samples and celebrity endorsements.			



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**Part II. Technical Assistance**

CONCERNS/ISSUES/ PROBLEMS	PERSON-IN-CHARGE
SOLUTION/RECOMMENDATION	TIME-FRAME

Monitored/TA Provided by: \_\_\_\_\_  
Signature above Printed Name

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

Conform: \_\_\_\_\_  
Signature above Printed Name

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



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