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Republic of the Philippines
Department of Education
Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

DIVISION MEMORANDUM

DM No. 272, s. 2025

MAY 29 2025

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
All School Heads

FROM: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT: **DIVISION ORIENTATION ON ELECTRONIC CANTEEN
ADMINISTRATION AND NUMERICAL TRACKING FOR
EFFICIENT EVALUATION OF INVENTORY MANAGEMENT
(E-CANTEEN)**

Date: May 27, 2025

PARTICULARS

1. In line with the Department of Education's commitment to uphold the health and safety of the learners and ensure proper food handling practices within schools, this Office reiterates the continued adherence to the following existing policies and memorandum governing the operation and management of school canteens:
 - a. DepEd Order No. 8, s. 2007 - Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools
 - b. DepEd Order No. 52, s. 2008 - Compliance with DepEd Policies on Food Safety in Schools
 - c. DepEd Order No. 10, s. 2016 - Policy and Guidelines for the Comprehensive Water, Sanitation, and Hygiene in Schools
 - d. DepEd Order No. 13, s. 2017 - Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices

[Signature]



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2. To strengthen canteen operations and promote efficient inventory management, this Office, through the Curriculum Implementation Division, will conduct an Orientation on the Electronic Canteen Administration and Numerical Tracking for Efficient Evaluation of iNventory Management (E-CANTEEN) at the Division Training Center on May 30, 2025 at 9:00 AM.
3. The E-CANTEEN aims to:
 - a. track sales and purchase transactions efficiently
 - b. maintain tracking and updating of stocks
 - c. ensure timely submission of financial reports
4. A monitoring tool shall be utilized to evaluate the management and operations of school canteens ensuring compliance with DepEd policies and memorandum.
5. The participants of the said activity are the School Heads and the designated Canteen Managers.
6. Attached herewith is the Monitoring Tool for School Canteen Operation and Management.
7. Immediate dissemination of this Memorandum is desired.

SHEILA MARIE A. PRIMICIAS, CESO VI
Schools Division Superintendent

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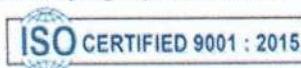
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MONITORING TOOL FOR SCHOOL CANTEEN OPERATION AND MANAGEMENT

References: DepEd Order No. 8, s. 2007 - Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools
 DepEd Order No. 13, s. 2017 - Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices

I. Health, Hygiene, and Sanitation

	Non-Compliant	Partially Compliant	Compliant	Remarks
A. Food Handler Hygiene				
1. All food handlers wear clean uniforms, aprons, hairnets, and face masks.				
2. Hand washing is practiced before food handling.				
3. Health certificates for all food handlers are updated, posted, and on file.				
4. Food handlers are not assigned duties when sick.				
B. Canteen Premises				
1. Floors, walls, and ceilings are clean and in good repair.				
2. Food preparation area is well-lit and well-ventilated.				
3. Presence of screened windows or insect traps.				
4. Proper drainage and absence of standing water or leaks.				
5. Waste containers are covered and emptied daily.				
6. Availability of clean water for food preparation and dishwashing.				
C. Utensils and Equipment				
1. Cooking utensils and serving ware are cleaned and sanitized after each use.				
2. Separate equipment used for raw and cooked food.				
3. Dishes are dried properly and stored in clean, enclosed areas.				

II. Menu Planning, Food Safety, and Nutrition

	Non-Compliant	Partially Compliant	Compliant	Remarks
A. Nutritious Food Offerings				
1. Menu includes "Go, Grow, and Glow" foods.				
2. Availability of fruits and vegetables daily.				
3. No sale of deep-fried, salty, or sugary items.				
4. Availability of rice meals with protein and vegetable components.				

	Non-Compliant	Partially Compliant	Compliant	Remarks
5. All food items sold comply with the Nutritional Guidelines for Filipinos (NGF) and DepEd policies.				
B. Food Storage and Preparation				
1. Perishable items stored in refrigerators or cool storage.				
2. Dry goods stored in clean, dry, and rodent-proof storage areas.				
3. Cooked food stored at safe temperatures before serving.				
4. Leftovers are discarded or handled according to safety standards.				
C. Prohibited Items				
1. No sale of carbonated drinks and artificially flavored juices.				
2. No synthetic snack items (junk food) and candies.				
3. No pre-packaged foods that do not meet nutrition standards.				

III. Management and Financial Operations

	Non-Compliant	Partially Compliant	Compliant	Remarks
A. Organizational Setup				
1. A School Canteen Management Committee (SCMC) is established.				
2. Committee includes school head, department heads, and non-teaching staff. <ul style="list-style-type: none"> Auditing Committee WinS Focal Personal 				
3. Roles and responsibilities of the SCMC are documented and disseminated.				
B. Operating Guidelines				
1. Canteen operates only during designated hours and under school supervision.				
2. Clear policies for food pricing, inventory, and cost control.				
3. Sales are recorded daily using logbooks or ledgers.				
4. Profit-sharing scheme documented and aligned with DepEd policies (e.g. supplementary feeding – 35%, school operation fund – 25%, etc.)				
C. Accounting and Reporting				
1. Accurate daily sales and expenses recorded.				
2. Monthly and annual financial reports are submitted to the school head.				
3. Monthly and annual financial reports are submitted in the Division Office.				

	Non-Compliant	Partially Compliant	Compliant	Remarks
4. Funds used transparently for allowable school-related expenditures.				

IV. Regulatory Compliance and Safety Standards

	Non-Compliant	Partially Compliant	Compliant	Remarks
A. Legal and Administrative Compliance				
1. Sanitary permits and food handler certificates are valid and posted.				
2. Copy of DepEd Order No. 8, s. 2007, DepEd Order 52, s. 2008, DepEd Order No. 10, s. 2016 and DepEd Order No. 13, s. 2017 are available in the canteen.				
B. Safety and Emergency Measures				
1. Fire extinguishers are accessible, functional, and regularly checked.				
2. First aid kit is available, stocked, and regularly replenished.				
3. Electrical installations are safe and inspected regularly.				
4. Emergency exits and protocols are clearly posted.				

V. Monitoring, Evaluation, and Stakeholder Involvement

	Non-Compliant	Partially Compliant	Compliant	Remarks
A. Stakeholder Feedback				
1. Feedback mechanism exists (suggestion box, surveys, meetings).				
2. Complaints and suggestions are resolved and documented.				
B. Support Programs				
1. A portion of profits supports the School-Based Feeding Program (SBFP).				
2. Nutrition education campaigns are conducted (e.g., posters, food pyramid).				
3. Coordination with the school clinic for malnourished student monitoring.				

VI. Documentation Checklist

	Non-Compliant	Partially Compliant	Compliant	Remarks
1. MOA between the Canteen personnel and School Head				
2. Record of Daily Sales and Income				
3. Record of Expenses and Receipts/ Transactions				
4. Monthly Financial Report				
5. Canteen Profit Utilization Report				

	Non-Compliant	Partially Compliant	Compliant	Remarks
6. Proof of Bank Account				
7. Canteen Committee Meeting Minutes				
8. Health Certificates of Food Handlers				
9. Sanitary Permits				
10. Menu Plans and Nutritional Content Reference				
11. Canteen Inventory List				
12. Updated Audited Statement posted on the bulletin board				

Reference: DepEd Order No. 10, s. 2016 Policy and Guidelines for the Comprehensive Water, Sanitation, and Hygiene in Schools

Canteen Compliance with DepEd Order No. 10, s. 2016

	Non-Compliant	Partially Compliant	Compliant	Remarks
A. Water Supply and Usage in the Canteen				
1. Safe and potable water is used for drinking and food preparation				
2. Handwashing stations near canteen have water supply available all day				
3. Backup water source (e.g., rainwater, tanks) is available				
4. Water containers are clean, covered, and have a safe dispensing system (no dipping)				
B. Handwashing and Personal Hygiene				
1. Handwashing with soap is required for canteen staff before handling food				
2. Functional and accessible handwashing station is located within 5-10 meters of the canteen				
3. Soap is always available at handwashing stations				
4. Visual aids (e.g., handwashing posters) are visible near canteen and eating areas				
C. Food Handling, Safety and Nutrition				
1. Only freshly prepared, nutritious meals and snacks are sold				
2. Foods are stored at appropriate temperatures to prevent spoilage				
3. Food handlers are trained in food safety, hygiene, and sanitation				
4. Gloves or tongs are used when serving food				
5. No prohibited items sold (soft drinks, junk food, artificially colored food)				
6. Canteen menu aligns with guidelines from the Nutrition Council/DOH				

	Non-Compliant	Partially Compliant	Compliant	Remarks
D. Waste Segregation and Disposal				
1. Waste bins are properly labeled (biodegradable, non-biodegradable, recyclable)				
2. Wet waste is separated from dry waste at source				
3. Food waste is composted or properly disposed of				
4. No open burning or illegal dumping of food waste				
5. Proper storage and disposal of used cooking oil and grease				
E. Sanitation of Canteen Facilities				
1. Canteen premises are cleaned at least twice daily				
2. Food preparation areas are sanitized daily				
3. Dishwashing is done with soap and clean water				
4. Pest control measures (fly traps, screens, covered bins) are in place				
5. Restroom facilities are accessible to canteen staff and kept clean				
F. Promotion of Hygiene Behavior				
1. Posters or information materials are displayed in visible locations				
2. Hygiene education is integrated into school activities or lessons				

VII. Good Practices/Innovations

VIII. Issues, Concerns, and Recommendations
