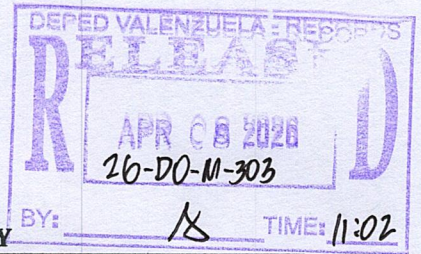




CT Unit  
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Contact no.: 26716384

Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 0294 s. 2026

**SUBMISSION OF THE SCHOOL CANTEEN MONITORING REPORT**

To: OIC-Assistant Schools Division Superintendent  
SGOD Chief Supervisor  
Public Schools District Supervisors  
Elementary and Secondary School Heads (Public and Private)  
All Others Concerned

- Attached is the Regional Memorandum entitled "Endorsement of Official School Canteen Monitoring Tool" for the information and guidance of all concerned.
- In line with this, all public elementary and secondary schools in this Division are hereby directed to adopt and utilize the prescribed School Canteen Monitoring Tool in the conduct of regular monitoring of school canteen operations.
- Monitoring shall be conducted on a quarterly basis to ensure compliance with existing policies, particularly DepEd Order No. 8, s. 2007, and DepEd Order No. 13, s. 2017 on healthy food and beverage choices in schools.
- School Heads are hereby directed to ensure the timely submission of monitoring reports to the Schools Division Office, through the School Governance and Operations Division – School Management Monitoring and Evaluation Section (SGOD-SMME), on or before the 10th day after the end of each quarter, to facilitate division consolidation and the subsequent submission to the Regional Office on the 15th day following the close of each quarter.
- All submitted monitoring reports shall be subject to on-site validation by the Division Monitoring Team.
- For guidance and compliance, please see the attached Procedures for School Canteen Monitoring and Reporting.
- Immediate dissemination of this Memorandum is desired.

**NOEL D. BAGANO**  
Schools Division Superintendent

Encl.: Official Canteen Monitoring Tool  
References: Regional Memorandum No. 139, s. 2026  
To be indicated in the Perpetual Index under the following subject

**CANTEEN MONITORING REPORT**

JUL/SGOD March 31, 2026



Address: Pio Valenzuela St., Marulas, Valenzuela City  
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Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

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**Enclosure A: Procedures for School Canteen Monitoring and Reporting**

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**1. Conduct of Self-Assessment Monitoring**

The School Head shall ensure the conduct of a quarterly self-assessment of school canteen operations using the prescribed School Canteen Monitoring Tool, which may be downloaded at <https://tinyurl.com/SCHOOL-CANTEEN-MT-2026>. The School Canteen Manager shall be designated to carry out the assessment.

**2. Accomplishment of Self-Assessment Monitoring Report**

The School Canteen Manager shall accomplish the School Canteen Monitoring Tool as the initial self-assessment report, ensuring that all required fields are accurately and completely filled out, including findings, areas for improvement, and recommended corrective actions.

**3. Validation at the School Level**

The School Head shall review and validate the accomplished monitoring tool to ensure the accuracy, completeness, and compliance of the reported data. The report shall bear the names and signatures of both the Canteen Coordinator and the School Head to certify its authenticity and correctness.

**4. Preparation of Report for Submission**

The School Head shall ensure that the finalized monitoring report, together with any supporting documents, is properly compiled, duly signed, and prepared for submission.

**5. Online Submission to the Schools Division Office**

The School Head shall submit the accomplished monitoring report through <https://tinyurl.com/Canteen-ME> on or before the 10th day after the end of each quarter. A scanned copy of the duly accomplished and signed School Canteen Monitoring Tool shall be uploaded as part of the submission requirements.

**6. Receipt and Initial Review (Division Level)**

The SGOD-SMME shall receive and conduct an initial review of submitted reports to verify completeness and compliance with prescribed standards.

**7. On-site Validation**

The Division Monitoring Team shall conduct on-site validation of selected schools to verify the accuracy and reliability of submitted reports.

**8. Consolidation of Reports**

The SGOD-SMME shall consolidate all validated reports at the division level, including key findings, identified issues, and actions taken.

**9. Submission to the Regional Office**

The SGOD-SMME shall submit the consolidated division report to the Regional Office on or before the 15th day following the end of each quarter.



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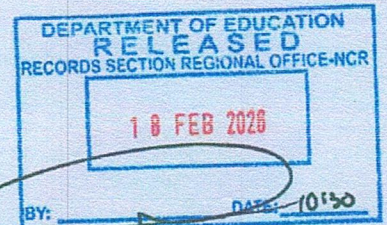
**Enclosure B:** Division Canteen Monitoring Team

<b>Name</b>	<b>Position/Designation</b>
Adelaine Javate	Dentist II
Arlene Maniquiz	EPS, TLE
Jennifer E. Dadula	Nurse II
Zyra Pinky Varilla	Nutrition Coordinator
Zaldy S. Mariano	Dentist II
Glesie F. Caballo	Nurse II
Rowena O. Santos	Nurse II
Ma. Cariza H. Jacinto	Nurse II
Juan Paolo D. Belisario	Nurse II
Micah Dianne Margaret M. Padrinao	Nurse II
Maria Lourdes G. Dulaia	Nurse II
Basilio I. Cabasug II	Nurse II
Alona M. Leabres	Dentist I
April Rose R. Licanda-Villanueva	Medical Officer III
Rovinne Jena T. Acebedo	Dentist I
Patricia Carmela A. De Vega	Nurse I
Belinda B. Dela Cruz	Dental Aide
Jose Wennie S. Duero	Dental Aide
Mr. Jayson U. Loayon	EPS II, SMME





Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

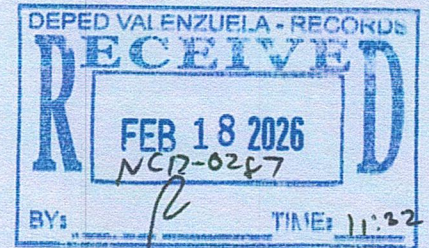


February 12, 2026

**REGIONAL MEMORANDUM**

No. 139, s. 2026

**To: Schools Division Superintendents**  
 All Others Concerned



**ENDORSEMENT OF OFFICIAL SCHOOL CANTEEN MONITORING TOOL**

1. In line with the Department's continuing efforts to promote a healthy food environment in schools and ensure adherence to guidelines on the operation of school canteens, this Office hereby endorses the School Canteen Monitoring Tool to be used for monitoring activities in all public elementary and secondary school canteens.
2. The monitoring tool (Enclosure 1) shall ensure strict compliance with DepEd Order No. 8, s. 2007 (Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools) and DepEd Order No. 13, s. 2017 (Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices).
3. The monitoring shall be conducted quarterly, and a consolidated divisional report, including findings and corrective actions taken, shall be submitted to the Regional Office every 15th day following the end of each quarter.
4. SDOs may assign Technical Assistants hired under the School-Based Feeding Program (SBFP), subject to existing guidelines and workload considerations, to support the conduct of monitoring and documentation of compliance.
5. Immediate dissemination of this Memorandum is desired.

**JOCELYN DR ANDAYA**  
 Regional Director, NCR  
 Concurrent Officer-In-Charge, Office of the  
 Assistant Secretary for Operations



Address: 6 Misamis St., Bago Bantay, Quezon City  
 Email address: ncr@deped.gov.ph  
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## ON-SITE MONITORING AND EVALUATION TOOL

### Operation and Management of School Canteen

SDO: \_\_\_\_\_

School: \_\_\_\_\_

School Head: \_\_\_\_\_

Contact No.: \_\_\_\_\_

School ID: \_\_\_\_\_

Total No. of Enrolment: \_\_\_\_\_

Canteen In-Charge: \_\_\_\_\_

Contact No.: \_\_\_\_\_

School Level		Type of School							
<input type="radio"/>	Elementary	<input type="radio"/>	Central	<input type="radio"/>	Non-Central	<input type="radio"/>	Primary	<input type="radio"/>	Multi-Grade
<input type="radio"/>	Secondary	<input type="radio"/>	City/Municipality NHS	<input type="radio"/>	Barangay NHS	<input type="radio"/>	Annex	<input type="radio"/>	Integrated School

Please check (√) the corresponding rating of the School Canteen according to the following criteria/indicators:

0 – Not Observed (Criteria/Indicator is Not Found/Not Observed)

1 – Observed (Criteria/Indicator is Found/Observed)

Item No.	Criteria/Indicators	Score		Total Score	Remarks
		0	1		
	Permits and clearances (3)				
1	Updated Sanitation Clearance/Permit from the local Health Department.				
2	Updated Health Permit of Canteen Personnel/Staff from the City/Municipality Health Office.				
3	Permanent display of the updated permits in a conspicuous place in the canteen.				
	School Canteen Management (6)				
4	Being managed correctly by population size (Teachers:1000 above; School: <1000 or no registered Teachers' Coop)				
5	Prohibition of other vendors to sell their goods within the school's premises since it has its teachers' managed canteen				
6	Serves as laboratory for EPP/TLE in Secondary Schools (Give score of 1 for NA if not a Secondary School)				
7	Reasonable mark-up price for all merchandises in the canteen is being observed.				
8	Prohibition of sub-leasing of the whole or part of the School Canteen or sub-contracting the operation to concessionaires.				
9	Prohibition of teachers and School Personnel from selling food items within the school premises/Teachers selling have written consent from School Head				

<b>For Teachers' Coop Managed Canteens Only (4)</b>				
10	Coop is duly registered with the Cooperative Development Authority (CDA) and composed of more than 50% teaching and NTP			
11	Canteen management is relected in Coop's By-Laws			
12	In existence for at least two (2) years at the time of signifying interest to manage school canteen			
13	With updated MOA with School to operate canteen			
<b>Adherence to DepEd Order No.13 s. 2017 (19)</b>				
14	Observance of Food Categories (Green, Yellow and Red) based on Nutrition Facts			
15	Green (No Trans Fat, Saturated Fat less than 3gms, Sugar Less than 10gms, Sodium less than 120g)			
16	Yellow Category Sold Twice a Week (No Trans Fat, Saturated Fat less than 3g-5g, Sugar 10g-20g, Sodium 120g-200g)			
17	No Red Category (With Trans Fat, Sugar above 20g, Sodium above 200g)			
18	Green Category Foods are always served in schools			
19	GO Foods (Rice, Corn, Puto/Suman, Cassava, Boiled Peanuts, Saba, etc.)			
20	GROW Foods (Eggs, Fish, Lean Meat, Nuts, Sellfish, Chicken w/o skin)			
21	GLOW Foods (Fresh Fruits)			
22	Yellow Category Foods are served twice a week only			
23	GO Foods (Fried rice, Biscuit, Bread, Sandwich, Pancake, Waffle, Camote Cue, Turon, Banana Cue, Champorado, etc.)			
24	GROW Foods (Meat, Fish, Hotdog, Sausage, Nuggets, Siomai, Tocino, Patties)			
25	GLOW Foods (Stir-fried Vegetables)			
26	No food/drinks under Red category sold (Soft drinks, Palamig or any artificial flavored drinks, chips, fries, kwek-kwek, fish balls, etc.)			
27	Use of iodized salt (with MOV)			
28	Posting of signages promoting healthy food choices			
29	Regulation of Sale and Marketing of Unhealthy Foods			
30	With well-balanced and SDO Approved Cycle Menu			
31	Condiments are labeled and available by request only			
32	Other Strategies to Promote Healthy Weight			

	Food Safety Standards (7)				
33	With available potable drinking water and handwashing facilities.				
34	Canteen Staff/Personnel observes proper dress code. ( <i>white polo/blouse/shirt, colored pants/skirt, hairnet, apron, appropriate footwear, ID</i> )				
35	All Canteen Personnel, including practicum students, undergo training on proper and safe handling of foods.				
36	With well-maintained, clean, well-ventilated and pest-free environment.				
37	Use of food covers and containers for safekeeping.				
38	Observes hygienic practices on food preparation, cooling display, serving and storage.				
39	Practices waste segregation and disposal				
	Financial Management (6)				
40	Preparation of financial statements				
41	The earnings and cash received from Canteen Operations are deposited daily/weekly in the nearest government depository bank or reputable commercial bank.				
42	Maintains book of accounts and statement of sales and disbursement for recording daily transaction related to the operation.				
43	Canteen Funds included in Annual Budget submitted to and approved by the Schools Division Superintendent at the start of the school year.				
44	Disbursement of Canteen Funds is in accordance with the approved budget and existing accounting and auditing rules and regulations.				
45	Audited statements are posted on the school's bulletin board				
	Transparency and Accountability (2)				
46	The School organizes a School Level Auditing Team and look into the book of accounts once a month. (Headed by Math Teacher/DH; Members: HE Teacher/DH and President of Faculty Club)				
47	The School Level Auditing Committee conducts quarterly auditing on Canteen Funds.				
	Sharing of Proceeds (6)				
48	There is an allocation of 35% from the net income intended for Supplementary Feeding Program for undernourished pupils/students. 40% for Laboratory Canteens or LCs				

