



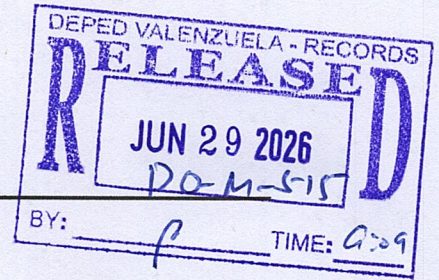
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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

**Office of the Schools Division
Superintendent**



DIVISION MEMORANDUM

No. 0523 s. 2026

**CHECKING, MONITORING, AND EVALUATION OF SCHOOL CANTEEN
School Year 2026-2027**

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

1. Pursuant to DepEd Order 13, s. 2017 “Policy and Guidelines on Healthy Food Beverage Choices in Schools and in DepEd Offices” and DepEd Order No. 8, s. 2007 “Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools”. This office announces the conduct of the **Checking, Monitoring, and Evaluation of School Canteen Operations** to ensure that food products sold to learners are safe, nutritious, and compliant with the Department of Education's policies and guidelines.

The activity aims to:

- Monitor the cleanliness and sanitation of the school canteen;
 - Evaluate the quality, safety, and nutritional value of food being served and sold;
 - Ensure compliance with proper food handling and storage procedures; and
 - Promote healthy eating habits among learners and school personnel.
2. The team is responsible to fill-up necessary information of the school canteen operation and provide valuable recommendations to further improve the services.
3. Everybody is expected to cooperate and ensure the readiness and cleanliness of the school canteen as source of food for the learners. Attached is the composition of the team per District and the Canteen Monitoring Schedule for reference.
4. Immediate and wide dissemination of this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent



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

To be indicated in the Perpetual Index
under the following subjects:

APJ/SGOD- **CHECKING, MONITORING, AND EVALUATION OF SCHOOL CANTEEN/CMESC**
_____ /June 22, 2026



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

CANTEEN MONITORING TEAM

TEAM	HEALTH PERSONNEL	SCHOOLS
SOUTH DISTRICT	Rovinne Jena T. Acebedo, DMD Glesie F. Caballo, RN Rowena O. Santos, RN Patricia Carmela A. de Vega, RN Belinda B. dela Cruz Ponciano Teodoro	Marulas CS Constantino ES San Miguel Heights ES Serrano ES Bitik ES Caruhatan East ES Caruhatan West ES Ignacio Doon ES Valenzuela NHS Caruhatan NHS Canumay West NHS Canumay East NHS Sitero Francisco MNHS Mapulang Lupa NHS Lawang Bato NHS Punturin SHS
CENTRAL DISTRICT	April Rose R. Licanda-Villanueva, MD Alona M. Leabres, DMD Ma. Cariza H. Jacinto, RN Juan Paolo DR Belisario, RN Romeo Dealca	Malinta ES Pinalagad ES Dalandanan ES Lingunan ES Canumay West ES Canumay East ES Lawang Bato ES Punturin ES AC Faustino ES Disiplina Village Bignay ES Roberta de Jesus ES Malinta NHS Lingunan NHS Disiplina Village Bignay HS Bignay NHS
NORTH DISTRICT	Adelaine P. Javate, DMD Micah Dianne Margret M. Padrinao, RN Basilio I. Cabasug II, RN	A. Fernando ES Coloong ES Isla ES Tagalag ES Pio Valenzuela ES A. Deato ES Wawang Pulo NHS Pasolo ES Rincon ES Paltok ES Luis Francisco



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		PR San Diego ES Arkong Bato NHS Wawang Pulo NHS Polo NHS Malanday NHS Dalandanan NHS VP Trinidad NHS Veinte Reales NHS
EAST DISTRICT	Zaldy S. Mariano, DMD Jennifer E. Dadula, RN Maria Lourdes G. Dulalia, RN Jose Wennie S. Duero	Gen T. de Leon ES Santiago de Guzman ES Antonio Serapio ES Silvestre Lazaro ES Apolonia F. Rafael ES Pio Carreon ES Andres Mariano ES Pedro Santiago ES Paso de Blas ES Parada ES Maysan ES Sitio Sto Rosario ES Santos Encarnacion ES Gen T de Leon NHS Bagbaguin NHS Paso de Blas NHS Parada NHS Maysan NHS Justice Eliezer delos Santos NHS
Education Program Supervisor - SGOD	Dr. Salvador A. Gaban Jr.	
Education Program Supervisor (EPS, TLE, TVL)	Dr. Arlene Maniquiz	
SEPS – School Management Monitoring and Evaluation	Mr. Glenn Rivera	
EPS – School Management Monitoring and Evaluation	Mr. Jayson U. Loayon	
PDO I – Youth Formation Development	Mr. Arwin T. Baluyot	

CANTEEN MONITORING SCHEDULE

DATE	SOUTH DISTRICT	CENTRAL DISTRICT	EAST DISTRICT	NORTH DISTRICT
JUNE				
24	San Miguel Heights ES Bitik ES	Lawang Bato ES Punturin ES AC Faustino ES	Apolonia F. Rafael ES Silvestre Lazaro ES	Paltok ES Pasolo ES Rincon ES
25	Constantino ES Valenzuela NHS	Malinta ES Malinta NHS VALMASCI	Sitio Sto Rosario ES Santos Encarnacion ES	Luis Francisco ES Veinte Reales NHS
29	Canumay West NHS Canumay East NHS	Roberta de Jesus ES Bignay NHS	Andres Mariano ES Pedro Santiago ES	Pio Valenzuela ES A. Deato ES
30				
JULY				
1	Lawang Bato NHS Punturin SHS	Dalandanan ES Pinalagad ES	Maysan ES Maysan NHS	PR San Diego ES Arkong Bato NHS
2	Mapulang Lupa NHS	Lingunan ES Lingunan NHS	Antonio Serapio ES Justice Eliezer delos Santos NHS	Dalandanan NHS VP Trinidad NHS
6			Santiago de Guzman ES Gen. T. de Leon ES	
7	Caruhatan West ES Caruhatan NHS	Disiplina Village Bignay ES Disiplina Village Bignay HS	Gen T. de Leon NHS	Isla ES Polo NHS Tagalag ES
8	Caruhatan East ES Ignacio Doon ES		Paso de Blas ES Paso de Blas NHS	Coloong ES
9	Serrano ES Marulas CS		Parada ES Parada NHS	A Fernando ES Malanday NHS
13	Sitero Francisco Memorial NHS	Canumay East ES Canumay West ES	Bagbaguin NHS Pio Carreon ES	Wawang Pulo ES Wawamg Pulo NHS

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					
☐ Elementary	☐ Central	☐ Non-Central	☐ Primary	☐ Multi-Grade			
☐ Secondary	☐ City/ Municipality NHS	☐ Barangay NHS	☐ Annex	☐ 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				

	For Teachers' Coop Managed Canteens Only (4)				
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				
	Adherence to DepEd Order No.13 s. 2017 (19)				
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				

49	There is an allocation of five percent (5%) from the net income for School Clinic Fund. NA for Laboratory Canteens				
50	There is an allocation of fifteen percent (15%) from the net income for Faculty and Student Development Fund. 30% for Laboratory Canteens				
51	There is an allocation of ten (10%) from the net income for HE Instructional Fund. (30% for LCs) 30% for Laboratory Canteens				
52	There is an allocation of twenty-five (25%) from the net income for School Operations Fund. 35% for Teachers' Coop Operated Canteens				
53	There is an allocation of ten (10%) from the net income for Revolving Capital. For Teachers' Cooperative Operated Canteens, Give score of 1 for NA				
GRAND TOTAL...					_____ %

Note: To get the percentage rate, divide the Total Scores by 53 and multiply to 100.

*For School Managed Canteens, divide the Total Scores by 49 and multiply to 100.

AGREEMENTS:	NOTED:	DATE OF COMPLIANCE:
	Name & Signature of Canteen Coor Name & Signature of School Head	

Note: Use additional page if necessary.

Monitored and Evaluated by:

SDO Monitoring Official
Designation
Date: