




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC, Office of the Asst. Schools Div. Superintendent
Chiefs, CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elem. /Sec. School Heads
Other concerned

FROM: 
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

SUBJECT: **REITERATION ON THE GUIDELINES ON THE OPERATION AND MANAGEMENT OF SCHOOLS CANTEENS AND FOOD SAFETY IN SCHOOLS**

DATE: July 22, 2016

In reference to the DepEd Order No. 8, s. 2007 regarding the Implementing *Guidelines on the Operation and Management of School Canteens* and DepEd Order No. 52, s.2008 on the compliance with *DepEd Policies on Food Safety in Schools*, this Office would like to remind all School Heads on its STRICT implementation.

All Schools which have "*Teacher's Cooperative Managed-Canteen*" or canteens run by the Faculty and/or Employees Club are required to submit status report on or before Tuesday, **July 26, 2016** to the SGOD Office ATTN.: to *Elias A. Alicaya, Jr., Ed.D.*, OIC-ASDS and OIC-Chief at depedcavite.sgod@gmail.com cc: *Angelita C. Orenciano*, Division Medical Officer III at depedcavite.medical@gmail.com for review and approval.

Immediate dissemination of this memorandum is earnestly desired.



Tanggapan ng Kalihim
Office of the Secretary

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Website: <http://www.deped.gov.ph>

FEB 06 2007

DepED ORDER
No. 8, s. 2007

**REVISED IMPLEMENTING GUIDELINES ON THE OPERATION
AND MANAGEMENT OF SCHOOL CANTEENS IN PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Directors of Services/Centers and Heads of Units
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1.0 PURPOSE

These guidelines are hereby issued in order to rationalize the operation and management of school canteens in the public school system and to ensure that:

- 1.1 The school canteen shall help eliminate malnutrition among pupils/students.
- 1.2 The school canteen shall serve as a venue for the development of desirable eating habits of pupils/students.
- 1.3 The school canteen shall serve as a laboratory for Home Economics, retail trade and in the incidental teaching of health and nutrition. It shall provide hands-on training for students on planning, purchasing, handling and storage, preparation, serving and sale of safe and nutritious meals.
- 1.4 The school canteen guidelines shall serve as a mechanism to support the Department's response to the mandate of Article 2 of Republic Act No. 6938 to create an atmosphere that is conducive to the growth and development of cooperatives.

- 1.5 Service should be the main consideration for operating a school canteen. Profit shall only be secondary since the clientele are pupils/students who are dependent only on their meager allowance from their parents.
- 1.6 Reporting and accounting of the proceeds from the operation of a school canteen shall be made by the parties concerned to emphasize transparency and accountability.

2.0 COVERAGE

These guidelines shall apply to school canteens, as hereinafter defined, operating in public elementary and secondary schools of the Department of Education.

3.0 DEFINITION OF TERMS

As herein used, the following terms shall be understood to mean:

- 3.1 **School Canteen** – refers to one of the ancillary services in the school system that sells food items to the pupils/students and serves as a support mechanism in the effort to eliminate malnutrition concerns of the school. It can be used as a laboratory canteen on food planning, preparation, serving, storage and selling. A school canteen can either be school-managed or teachers' cooperative-managed.
- 3.2 **School-Managed Canteen** – refers to a school canteen that is operated and managed by the school under the general supervision of the school head/principal.
- 3.3 **Teachers' Cooperative Managed Canteen** – refers to a school canteen that is operated and managed by a duly registered teachers' cooperative.
- 3.4 **Laboratory Canteen** – refers to the canteen operated and managed by secondary students as part of their H.E. classes. It can make use of the facilities of the school-managed canteen or the teachers' cooperative-managed canteen in the absence of a separate room that they can use.
- 3.5 **Canteen Teacher** – refers to an H.E. teacher who has been designated to operate, manage and supervise the school-managed canteen. He/She also supervises the students doing practicum activities in the canteen.
- 3.6 **Administrative Expenses** – refers to general expenses of business operation such as salaries, supplies, water and electric bills, insurance, etc.

- 3.7 **Cost of Goods Sold** – is equal to the inventory at the beginning of the year, adding the cost of goods manufactured or purchased during the year, minus the inventory at the end of the year.
- 3.8 **Selling Expense** – refers to expenses of promoting, selling and distributing products which may include such items as advertising, commissions, delivery expenses, travel expenses and entertainment.
- 3.9 **Gross Margin** – refers to the difference between gross sales and cost of goods sold including cost of freight and production directly related to the preparation of food items.

4.0 POLICY STATEMENTS

- 4.1 School canteens shall be of two types: (1) School-Managed Canteen; (2) Teachers' Cooperative-Managed Canteen. Both shall adhere to professional management and sound business practices as well as to safety and security measures.
- 4.2 **Management of School Canteens in Elementary Schools**
- 4.2.1 Elementary Schools in the rural areas with 500 pupils or less and those in urban areas with 1,000 pupils or less shall have only one canteen to be operated and managed by the school under the general supervision of the school head/principal.
- 4.2.2 Where the enrolment size in rural elementary schools is more than five hundred (500) pupils and in urban elementary schools, more than one thousand (1,000) pupils, the existing duly registered teachers' cooperative that complies with the Criteria for Qualification herein set forth, shall manage and operate the school canteen. When there is no duly registered teachers' cooperative that is interested or qualified to operate and manage the canteen, the school shall operate and manage the same.
- 4.3 **Management of School Canteens In Secondary Schools**
- 4.3.1 Regardless of enrolment size, there shall be a laboratory canteen, as herein defined, in all secondary schools. When the student population is less than one thousand five hundred (1,500), the laboratory canteen shall also be the school managed canteen.
- 4.3.2 In addition to the laboratory canteen in secondary schools where the student population is more than one thousand five hundred (1,500), the existing duly registered and interested



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DepED ORDER
No. 52, s. 2008

COMPLIANCE WITH DEPED POLICIES ON FOOD SAFETY IN SCHOOLS

To: Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools

1. The recent food poisoning incident of school children in the Divisions of Antipolo City and Rizal necessitates adherence to food safety measures as stated in DepED Order No. 8, s. 2007 entitled "Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools" and DepED Order No. 14, s. 2005 on "Instructions to Ensure Consumption of Nutritious and Safe Foods in Schools".
2. Regional directors and schools division superintendents are hereby instructed to oversee the effective management of the school canteens, whether these be school-managed or teachers' cooperative-managed; and to underscore the accountability of the school principal for any untoward incident that may happen in the school due to non-compliance with school health policies and food safety guidelines.
3. It is emphasized that if there are foods in the canteen that are supplied on consignment basis, the following measures shall be instituted:
 - a. there should be a written agreement between the concessionaire and school head;
 - b. the school head should ensure that the food supplier has a business permit and sanitary permit;
 - c. the school head/canteen teacher should require a health certificate for the food handlers;
 - d. the canteen teacher shall coordinate with the municipal health office on the periodic monitoring of food preparation and packaging;
 - e. foods should be nutritious, safe and affordable; and
 - f. inspection of the consigned foods shall be made before serving/vending them at the canteen.
4. A monitoring team shall be tasked to ensure adherence to standards on quality, handling and serving of food in the school canteen and that food safety standards and hygienic practices are strictly observed and implemented.

5. The school heads and teachers should encourage parents to prepare snacks for their children to eat during recess time.
6. It is reiterated therefore that the sanctions stated under 10.3 of DepED Order No. 8, s. 2007 on any violation of the guidelines shall be imposed accordingly.
7. Immediate dissemination of and strict compliance with this Order is directed.

K-9, 16.11.07
RAMON C. BACANI
Undersecretary

Reference:

DepED Order: (Nos. 14, s. 2005 and 8, s. 2007)

Allotment: 1- -(D.O. 50-97)

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

COOPERATIVES
HEALTH EDUCATION
NUTRITION EDUCATION
POLICY
RULES & REGULATIONS
SCHOOLS

Maricar/DO-Food Safety
06-27-08