



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

Office of the Schools Division  
Superintendent

MAR 30 2026

MEMORANDUM  
No. 133, s. 2026

**ENDORSEMENT OF OFFICIAL SCHOOL CANTEEN MONITORING TOOL**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
School Principals/ OICs  
All Others Concerned

1. In line with the Department of Education's commitment to ensure effective implementation, transparency, and accountability in the management of school canteens, this Office hereby endorses the use of the school-Managed Canteen Monitoring Tool to be used for monitoring activities in all public elementary and secondary school canteens.
2. This monitoring tool is designed to:
  - ensure compliance with existing DepEd policies and guidelines on school canteen operations
  - promote proper financial management and reporting
  - support the delivery of safe, nutritious, and affordable food to learners; and
  - provide a standardized system for monitoring and evaluation across all public schools.
3. All school heads are directed to adopt and utilize the attached monitoring tools in the regular supervision of their school-managed canteens. The tool shall be used by designated school personnel, including the canteen teacher/manager, administrative officers, and members of the School Canteen Auditing Team.
4. The Division School Canteen Monitoring Task Force shall conduct monitoring of both school-managed canteens and Teachers' Cooperative canteens on a **quarterly basis**. Consolidated findings and recommended corrective actions shall be submitted to the Regional Office on the 15th day of each quarter.
5. Orientation and technical assistance shall be provided to all school personnel involved in canteen operations to ensure proper use of the monitoring tool and compliance with DepEd guidelines.
6. Schools are encouraged to maintain complete and updated records of all canteen transactions and monitoring reports. Proper documentation will serve as reference for continuous improvement, internal audits, and external evaluations.

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NUM-2026-133



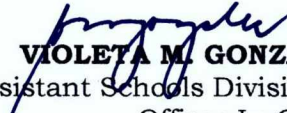
Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
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Republic of the Philippines  
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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

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7. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl: As stated Reference:  
To be indicated in the Perpetual Index  
under the following subjects:

PROGRAMS

SCHOOL MANAGED CANTEEN

LLG/ Endorsement of Official School Monitoring Tool

133 March 26, 2026

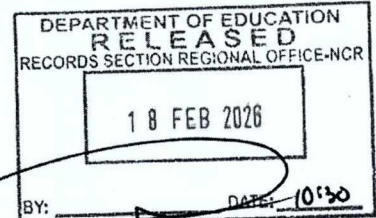
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Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



February 12, 2026

**REGIONAL MEMORANDUM**

No. 139, s. 2026

RECEIVED BY: *Marlon A. Salonga*  
 MARLON A. SALONGA  
 SDO-MUNTINLUPA (RECORDS UNIT)

**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



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## ON-SITE MONITORING AND EVALUATION TOOL

### Operation and Management of School Canteen

SDO: \_\_\_\_\_  
 School Head: \_\_\_\_\_  
 School ID: \_\_\_\_\_  
 Canteen In-Charge: \_\_\_\_\_

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

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

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		
	<b>Permits and clearances (3)</b>				
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.				
	<b>School Canteen Management (6)</b>				
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			

	<b>Food Safety Standards (7)</b>			
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			
	<b>Financial Management (6)</b>			
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			
	<b>Transparency and Accountability (2)</b>			
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.			
	<b>Sharing of Proceeds (6)</b>			
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			

