



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

**Office of the Schools Division
Superintendent**

MEMORANDUM
No. 284, s. 2026

**DESIGNATED MONITORING ASSIGNMENTS OF SELECTED MEMBERS OF
THE DIVISION SCHOOL CANTEEN MONITORING TASK FORCE AND
SCHOOL-BASED FEEDING PROGRAM (SBFP) TECHNICAL TEAM**

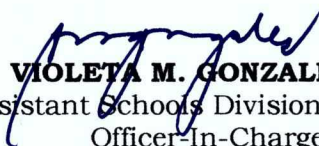
To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operation Division
Public Elementary / Secondary School Heads / OICs
All Others Concerned

1. Pursuant to Division Memorandum No. 133, s. 2026, dated March 30, 2026, regarding the **Endorsement of Official School Canteen Monitoring Tool**, this Office reiterates the duties and deployment of the existing Division School Canteen Monitoring Task Force.
2. As an established monitoring body of this division, the task force is directed to immediately adopt and utilize the newly endorsed School-Managed Canteen Monitoring Tool during its quarterly evaluations of both school-managed and Teachers' Cooperative canteens. Concurrently, the team shall conduct the field monitoring and technical evaluation of the School-Based Feeding Program (SBFP) implementation. The objective remains to ensure strict compliance with DepEd policies, promote proper financial management, and guarantee the delivery of safe, nutritious, and affordable food to our learners.
3. The following personnel are hereby designated as members of the Division School Canteen Monitoring Task Force and Division School-Based Feeding Program Technical Members:
 - Ma. Teresa S. Indap, RN – Division Nurse-in-Charge
 - Amor M. Cascalla, RN – Division Food Safety Compliance Officer
 - Rea Joy L. Wakat, RND – Division Technical Assistant I for SBFP
4. Due to the volume of public elementary and secondary schools within the division, the specific monitoring coverage and school assignments for each designated task force member are detailed in Annex A of this memorandum.
5. School heads, canteen managers, and auditing teams are directed to extend full cooperation and provide the necessary documents during the conduct of these monitoring activities.



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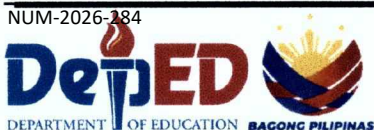
6. Immediate dissemination of and strict compliance with this Memorandum is desired.


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

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

NUTRITION LEARNERS SCHOOLS
RJLW/ DESIGNATED MONITORING ASSIGNMENTS OF SELECTED MEMBERS OF THE DIVISION SCHOOL CANTEEN
MONITORING TASK FORCE AND SCHOOL-BASED FEEDING PROGRAM (SBFP) TECHNICAL TEAM
284 /June 25, 2026

NUM-2026-284



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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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Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

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

NUM-2026-133



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ANNEX A. SCHOOL ASSIGNMENTS FOR EACH DESIGNATED TASK FORCE MEMBER

MEMBER	ELEMENTARY SCHOOL	HIGH SCHOOL
MA. TERESA S. INDAP RN	<ol style="list-style-type: none">1. Muntinlupa Elementary School2. Poblacion Elementary School3. Tunasan Elementary School4. Victoria Homes Elementary School	<ol style="list-style-type: none">1. Muntinlupa National High School2. Poblacion National High School3. Tunasan National High School4. Muntinlupa Science High School
AMOR M. CASCALLA RN	<ol style="list-style-type: none">1. Bayanan Elementary School – Main2. F. De Mesa Elementary School3. Lakeview Integrated School4. Putatan Elementary School5. Soldiers’ Hills Elementary School6. Bayanan Elementary School – Unit I	<ol style="list-style-type: none">1. Pedro E. Diaz High School2. Cupang Senior High School3. Sucat Senior High School
REA JOY L. WAKAT RND	<ol style="list-style-type: none">1. Alabang Elementary School2. Bagong Silang Elementary School3. Buli Elementary School4. Cupang Elementary School5. Cupang Elementary School – Annex6. Filinvest Alabang Elementary School7. Sucat Elementary School8. Sucat Elementary School – Sitio Pagkakaisa Zone 39. Sucat Elementary School – Sitio Pagkakaisa Zone 4	<ol style="list-style-type: none">1. Muntinlupa Business High School – Main2. Muntinlupa Business High School – Sucat Annex