



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 11 2026

MEMORANDUM
No. 365, s. 2026

**REITERATION OF THE USE OF THE OFFICIAL SCHOOL CANTEEN MONITORING
TOOL**

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

1. Relative to **Regional Memorandum No. 572, s. 2026**, entitled "*Reiteration of the Use of the Official School Canteen Monitoring Tool*," and **Regional Memorandum No. 139, s. 2026**, entitled "*Endorsement of the Official School Canteen Monitoring Tool*," the Schools Division Office of Muntinlupa City reiterates the **mandatory use of the prescribed Official School Canteen Monitoring Tool** in the regular monitoring and evaluation of school canteen operations in all public elementary and secondary schools in the Division.
2. The use of the prescribed tool shall ensure uniformity, consistency, proper documentation, and reliable validation of school-managed canteen operations, consistent with DepEd Order No. 08, s. 2007, *Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools*.
3. The designated monitoring personnel shall perform the following responsibilities:
 - a. **Education Program Supervisor (EPP/TLE) and designated Public Schools District Supervisors**
 - Monitor and validate **Items 1-13 and 40-53** of the Official School Canteen Monitoring Tool; and
 - Ensure the complete and accurate accomplishment and documentation of monitoring results.
 - b. **School Health Personnel** (Medical Officer, Dentist, Nurse, or other authorized personnel)
 - Monitor and validate **Items 14-39** of the Official School Canteen Monitoring Tool; and
 - Document findings related to sanitation, food safety, health, nutrition, and other health-related requirements.
4. School Heads shall ensure the availability of all necessary documents, records, facilities, and other supporting evidence required during the monitoring and validation. All findings and recommendations shall be recorded and communicated for proper action and follow-up.
5. The designated monitoring personnel shall maintain close coordination and ensure the timely consolidation and submission of monitoring results to meet the regional office deadline on the 15th day of every quarter.

NUM-2026-365



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Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

6. The Schools Division Office shall maintain an updated consolidated database of school canteen monitoring results and provide necessary technical assistance to ensure proper and consistent implementation of the prescribed monitoring tool.
7. Immediate dissemination of and compliance with this Memorandum are desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

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

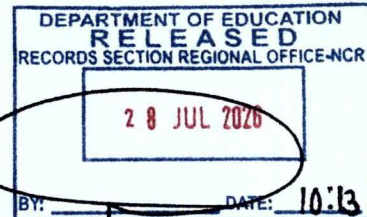
MONITORING

SCHOOL-MANAGED CANTEEN

LLG/ Submission of the Annual Budget for School-Managed Canteens for SY 2026–2027
365 August 10, 2026



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



July 23, 2026

REGIONAL MEMORANDUM

No. **572**, s. 2026

To: Schools Division Superintendents
All Other Concerned Staff

**REITERATION OF THE USE OF THE OFFICIAL SCHOOL CANTEEN
MONITORING TOOL**

1. Relative to **Regional Memorandum No. 139, s. 2026** titled *Endorsement of the Official School Canteen Monitoring Tool*, this Office reiterates the mandatory use of the prescribed monitoring tool in the regular monitoring and evaluation of school canteen operations in all public schools in the National Capital Region.
2. To ensure uniform implementation of the monitoring tool and in accordance with **Department Order No. 08, s. 2007**, the responsibilities of monitoring personnel are clarified as follows:
 - **Education Supervisor** (Science/EPP/TLE or other authorized personnel from the Curriculum Implementation Division) – Responsible for monitoring and validating **Items 1-13 and 40-53** of the Official School Canteen Monitoring Tool.
 - **School Health Personnel** (Medical Officer, Dentist, Nurse, or other authorized School Health Personnel) – Responsible for monitoring and validating **Items 14-39** of the Official School Canteen Monitoring Tool.
3. Schools Division Superintendents shall ensure close coordination between the designated monitoring personnel and proper documentation and consolidation of monitoring results. Reports shall be submitted every 15th day following the end of each quarter using the attached prescribed School Canteen Monitoring Consolidation Report Template and uploaded as an Excel file at <https://tinyurl.com/NCRCanteenMonitoring>.
4. Immediate dissemination of and strict compliance with this Memorandum is directed.

JOCELYN DR ANDAYA

Regional Director, NCR

Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations



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REPUBLIKA NG PILIPINAS
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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.

including all other merchandise which are not for the use of the school canteen and which do not belong to the school.

- (I) All other violations of the terms and conditions of the Memorandum of Agreement or any of the provision of these guidelines which are analogous to the foregoing.

10.0 MONITORING AND ENFORCEMENT

10.1 Monitoring teams in the regional and division offices shall be created to ensure adherence to standards on quality, handling, and serving of food, and canteen equipment/facilities in the school canteens and that food safety standards and hygienic practices are strictly observed and implemented. It shall also monitor adherence to the guidelines on the operation of school canteens which shall be integrated in its monitoring of health and nutrition program and projects at the division level. The monitoring team shall be composed of the following:

➤ Regional Office

- Medical Officer V / Dentist III
- ES II (Science and Health / Nutrition / HE / THE)
- Nutritionist-Dietitian

➤ Division Office

- Medical Officer IV / Dentist II
- ES I (Science and Health / Nutrition / HE / THE)
- Nurse-In-Charge
- Nutrition Coordinators

10.2 Grievance Mechanism

- (a) Complaints from parents or concerned individuals of the community pertaining to canteen management and operations, i.e. pricing, quality of foods, etc., shall be filed and settled with the division grievance committee in the case of school-managed canteens; and with the school grievance committee in the case of complaints against a teachers' cooperative-managed canteen. The provisions of the grievance procedure under the DepED Rules of Procedures shall govern the conduct of the proceedings without prejudice to the application of other pertinent rules that may be applied suppletorily.
- (b) Any grievance arising from any form of dissatisfaction relative to the operations of the canteen which does not constitute an administrative disciplinary action shall be submitted to the

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							
☐	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, Seelish, 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: