



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. 366, s. 2026

**DIVISION SEARCH FOR THE BEST SCHOOL-MANAGED CANTEEN  
OPERATION AND MANAGEMENT FOR SY 2026-2027**

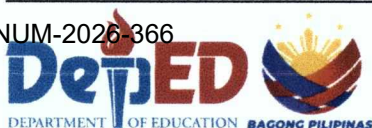
To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Education Program Supervisor, School Governance Operations Division  
Public Elementary and Secondary Principals/OICs  
School-Managed Canteen Coordinators  
All Others Concerned

1. Pursuant to **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. 13, s. 2017** entitled *Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices*, the Schools Division Office of Muntinlupa City shall conduct the **Division Search for the Best School-Managed Canteen Operation and Management for School Year 2026-2027**.
2. The activity aims to recognize school-managed canteens that demonstrate exemplary performance in providing safe, nutritious, affordable, and healthy food to learners while ensuring efficient financial management, proper record keeping, compliance with government accounting rules and procedures, and adherence to food safety and sanitation standards.
3. This Search aims to:
  - a. promote full compliance with existing DepEd policies on school-managed canteens
  - b. encourage continuous improvement in canteen management, operations, and financial accountability
  - c. recognize outstanding practices in nutrition, food safety, sanitation, and customer service; and
  - d. showcase innovative and sustainable school-managed canteen practices that contribute to learners' health and well-being.
4. The Search is open to **all public elementary and secondary schools** with school-managed canteens operating within the Schools Division Office of Muntinlupa City.
5. The evaluation shall consist of the following components:
  - a. Physical/On-site Evaluation
  - b. Reportorial Evaluation

The evaluation shall be conducted throughout School Year 2026-2027 using the approved **Criteria for Evaluation** and **Mechanics of the Search**, attached as Annexes A and B of this Memorandum.

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Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

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6. The evaluation schedule is as follows:

| Activity                                                   | Timeline                                                  | Person/office Responsible                                |
|------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------|
| Unannounced Physical Evaluation of School-Managed Canteens | August 2026 – March 2027                                  | Division Evaluation Team/Division Monitoring Task Force  |
| Reportorial Evaluation                                     | Monthly based on submitted School-Managed Canteen Reports | Division School-Managed Canteen Focal Person             |
| Consolidation and validation of results                    | April 2027                                                | Division Evaluation Team/ Division Monitoring Task Force |
| Awarding of Winners                                        | April/May 2027                                            | Schools Division Office                                  |

7. The Search shall have two (2) categories:

- a. Elementary Schools
- b. Secondary Schools

8. The following awards shall be conferred:

**Elementary Category**

- a. Champion
- b. 1st Runner-Up
- c. 2nd Runner-Up

**Secondary Category**

- a. Champion
- b. 1st Runner-Up

Special citations may also be given to schools demonstrating exemplary practices in food safety, innovation, financial management, and nutrition promotion, subject to the recommendation of the Evaluation Committee.

9. The Schools Division Superintendent shall issue a separate Division Memorandum constituting the Division Evaluation Committee.

10. Expenses relative to the conduct of the Search shall be charged against available Division or local funds, subject to existing accounting and auditing rules and regulations.

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

  
**VIOLETA M. GONZALES CESO VI**  
Schools Division Superintendent

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

PROGRAMS      PROJECTS      SCHOOL-MANAGED CANTEEN

LLG/ Division Search for the Best School-Managed Canteen Operation and Management for SY 2026–2027  
366 August 5, 2026

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**Annex A**

**MECHANICS OF THE DIVISION SEARCH FOR THE BEST SCHOOL-MANAGED CANTEEN  
OPERATION AND MANAGEMENT**

1. The Search shall be open to all public elementary and secondary schools with operational school-managed canteens.
2. Evaluation shall consist of:
  - o Physical/On-site Evaluation (unannounced)
  - o Reportorial Evaluation based on monthly canteen reports
3. The Physical Evaluation shall be conducted anytime from **August 2026 to March 2027**.
4. Reportorial Evaluation shall be based on the completeness, accuracy, and timeliness of monthly reports submitted throughout School Year 2026–2027.
5. Schools shall be evaluated using the approved Criteria for Evaluation.
6. The decision of the Division Evaluation Committee shall be final.



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**Annex B**

**CRITERIA FOR EVALUATION**

| AREA                                                     | WEIGHT      |
|----------------------------------------------------------|-------------|
| I. Nutrition Standards & Food Safety Excellence          | 35%         |
| II. Operations, Management & Practicum Integration       | 20%         |
| III. Financial Management, Transparency & Accountability | 20%         |
| IV. Sharing of Proceeds & School Community Impact        | 15%         |
| V. Facility Innovation & Environmental Sustainability    | 10%         |
| <b>TOTAL</b>                                             | <b>100%</b> |

| <b>I. Nutrition Standards &amp; Food Safety Excellence (35 Points)</b>                                                                                                        |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Focuses on strict adherence to DO 13, s. 2017, DO 8, s. 2007, and hygiene practices                                                                                           |  |
| <b>Observance of Food Categories (15 pts)</b>                                                                                                                                 |  |
| o <b>Green Category (10 pts):</b> Green category foods (Go, Grow, Glow local real foods) are available daily and comprise most of the menu.                                   |  |
| o <b>Yellow Category (3 pts):</b> Yellow category foods are limited and served strictly maximum of twice a week.                                                              |  |
| o <b>Red Category Elimination (2 pts):</b> Absolute zero presence, selling, or marketing of Red Category items (junk food, carbonated drinks, high-sugar/high-sodium snacks). |  |
| <b>Sanitation &amp; Food Safety Standards (10 pts)</b>                                                                                                                        |  |
| o Well-maintained, clean, well-ventilated, pest-free preparation and dining environment.                                                                                      |  |
| o Complete personnel dress code (white polo/shirt, dark pants, hairnet, apron, closed shoes, ID).                                                                             |  |
| o 100% of personnel and practicum students possess valid training certificates on safe food handling.                                                                         |  |
| o Hygienic practices in preparation, serving, and storage (use of food covers/containers, labelled condiments).                                                               |  |
| o Updated water potability clearance and functional handwashing/dishwashing facilities.                                                                                       |  |
| <b>Health &amp; Nutrition Promotion (10 pts)</b>                                                                                                                              |  |
| o Display of SDO-approved well-balanced cycle menu.                                                                                                                           |  |
| o Active posting of signages promoting healthy choices, iodized salt utilization, and healthy weight strategies.                                                              |  |
| <b>II. Operations, Management &amp; Practicum Integration (20 Points)</b>                                                                                                     |  |
| Focuses on administrative efficiency, legal compliance, and EPP/TLE laboratory integration                                                                                    |  |
| <b>Permits &amp; Clearances (5 pts)</b>                                                                                                                                       |  |
| o Updated Sanitary Clearance/Permit from local Health Department and Health Permits for all canteen staff prominently displayed in a conspicuous area.                        |  |



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|                                                                                                                                                                                                                                                                            |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Management Structure &amp; Vending Governance (10 pts)</b>                                                                                                                                                                                                              |  |
| o Correct management structure relative to population size                                                                                                                                                                                                                 |  |
| o Strict prohibition of outside vendors, sub-leasing, or unauthorized selling by personnel within school premises.                                                                                                                                                         |  |
| o Reasonable mark-up pricing on merchandises strictly observed.                                                                                                                                                                                                            |  |
| <b>Educational Integration / Practicum Laboratory (5 pts)</b>                                                                                                                                                                                                              |  |
| o Serves as an exemplary learning laboratory for EPP/TLE students without replacing regular paid personnel or infringing on academic hours.                                                                                                                                |  |
| <b>III. Financial Management, Transparency &amp; Accountability (20 Points)</b><br>Focuses on accounting accuracy, auditing controls, and fund utilization                                                                                                                 |  |
| <b>Financial Records &amp; Bookkeeping (10 pts)</b>                                                                                                                                                                                                                        |  |
| o Timely preparation of monthly financial statements                                                                                                                                                                                                                       |  |
| o Daily/weekly deposit of earnings in nearest government depository bank or reputable commercial bank                                                                                                                                                                      |  |
| o Systematic maintenance of books of accounts, statement of sales, and disbursements backed by official receipts                                                                                                                                                           |  |
| <b>Budgeting &amp; Audit Compliance (10 pts)</b>                                                                                                                                                                                                                           |  |
| o Canteen funds integrated into the Superintendent-approved Annual Budget at the start of the school year.                                                                                                                                                                 |  |
| o Active School Auditing Team conducting monthly/quarterly audits.                                                                                                                                                                                                         |  |
| o Audited financial statements publicly posted on the school's Transparency Bulletin Board.                                                                                                                                                                                |  |
| <b>IV. Sharing of Proceeds &amp; School Community Impact (15 Points)</b><br>Focuses on proper net income allocation to support learner development.                                                                                                                        |  |
| <b>Statutory Income Allocation Compliance (10 pts)</b>                                                                                                                                                                                                                     |  |
| o Accurate allocation of net proceeds as prescribed by policy (35% Supplementary Feeding for undernourished pupils, 5% School Clinic, 15% Faculty/Student Development, 10% HE Instructional, 25% School Operations, 10% Revolving Fund — or corresponding Coop breakdown). |  |
| <b>Impact on Learner Welfare (5 pts)</b>                                                                                                                                                                                                                                   |  |
| o Documented effectiveness of the Supplementary Feeding Program funded by canteen proceeds in improving student health status                                                                                                                                              |  |
| <b>V. Facility Innovation &amp; Environmental Sustainability (10 Points)</b><br>Focuses on green practices and modern layout efficiency.                                                                                                                                   |  |
| <b>Waste Management &amp; Eco-Practices (5 pts)</b>                                                                                                                                                                                                                        |  |
| o Strict practice of ecological waste segregation (biodegradable/non-biodegradable) and eco-friendly packaging (zero single-use plastics)                                                                                                                                  |  |
| <b>Physical Infrastructure &amp; Customer Experience (5 pts)</b>                                                                                                                                                                                                           |  |
| o Efficient traffic flow, comfortable seating, accessible menu boards, and exemplary spatial layout                                                                                                                                                                        |  |