



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

October 21, 2024

DIVISION MEMORANDUM

No. 047 s. 2024

DIVISION POLICY AND GUIDELINES ON SCHOOL CANTEEN MANAGEMENT

TO: OIC, Assistant Schools Division Superintendent
Chief Education supervisors, CID & SGOD
Public Schools District Supervisors
School Health Personnel
Public Elementary School Heads
All Others Concerned
This Division

1. Pursuant to DepEd Order No. 8, s. 2007- Revised Implementing Guidelines on the Operation of Canteen in Elementary and Secondary Schools and DepEd Order No. 13, s. 2017 title Policy and Guidelines on Healthy Food Beverage Choices in Schools and DepEd Offices, all schools shall adhere to the following policies and guidelines effective immediately:
 - A) Vendors are not be allowed to bring in foods items inside the school canteen/premises. Teachers and school canteen personnel are likewise prohibited from selling food items within the school premises, except through the school canteen and unless authorized and covered by a written agreement with the school /principal.
 - B) The school head shall designate a Canteen In-Charge.
 - C) All canteen personnel/staff are required to wear clean and proper attire (white shirt/polo/blouse, colored pants/skirt, hairnet, apron, appropriate footwear) at all times. They shall also wear their identification cards with photo when inside the premises of the school canteen.
 - D) All school canteens are required to secure the following permits/clearances annually:
 - a. Sanitation Clearance/Permit from the City Health Office;
 - b. Health Permit of the canteen personnel/staff from the City Health Office; and
 - c. Clearance /Permit shall be permanently displayed in a conspicuous place in the school canteen.
 - E) Regular reporting and accounting of the proceeds shall always be made available. Financial reports of canteen proceeds shall be displayed in the transparency board of the school.



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- F) All entities managing the school canteen shall submit the Financial Reports under category A-1 and A-2 within the prescribed period as stated in DepEd Order No.8, s. 2007 to the DepEd.
- G) For the purpose of transparency and accountability, the school head/principal shall organize a school level Auditing Committee to be headed by a Mathematics department head/teacher and Home Economics department head/teacher and the president of the faculty club as members. The committee shall look into the Book of Accounts at least once a month. The audited statement shall be posted on the school's bulletin board.
- H) Earnings and cash received from canteen operations shall be deposited daily in the nearest government depository bank. In the absence of such government depository bank, deposits shall be made in the personal account of any school official. A school managed canteen shall have a bank account "in trust for" the name of the school, whereby the school head/principal and the Canteen In-Charge shall be the joint signatories.
- I) The net income derived from the operation of the canteen shall be utilized for, but not limited to the following:

Supplementary Feeding Program for undernourished pupils /students	35%
School Clinic Fund	5%
Faculty and Student Development Fund	15%
H.E Instructional Fund	10%
School Operations Fund	25%
Revolving Capital	10%
Total	100%

- J) Color coding in selling the food items shall be strictly be implemented/followed as provided in D.O No. 13, s. 2017.

GREEN Category	Always or everyday	Fresh Fruits, Milk, Suman, Puto, Boiled Banana, Fresh Fruit Juice, Bread, Boiled Sweet Potato, Boiled Peanuts, Egg
YELLOW Category	Twice a week	Biscuit, Pancake, Banana/Camote Cue Burger patties, Chicken Nuggets, Sandwich (Cheese, Egg, Chicken filling etc.)



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RED Category	PROHIBITED	Soft drinks, powdered juice drinks, deep fried food including fish ball kikiam etc., any ice cream, ice drop, ice candy, all types of heavily salted snacks such chips or <i>chichiria</i> , hard/chewy candies, instant noodles, and sweet biscuits
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2. The School Health personnel shall conduct regular monitoring activities to determine compliance of schools in the implementation of the policy and to provide technical assistance to schools. Quarterly Monitoring Reports shall be submitted to the Chief Education Supervisor, SGOD.
3. The School Governance and Operations Division (SGOD) shall conduct a Re-Orientation on DepEd Order No. 8, s. 2007- Revised Implementing Guidelines on the Operation of Canteen in Elementary and Secondary Schools and DepEd Order No. 13, s. 2017 title Policy and Guidelines on Healthy Food Beverage Choices in Schools and DepEd Offices during the Professional Development for Instructional Leaders, Managers and Employees-241 (ProfDev-241) Cum Division Management Committee Meeting on October 31, 2024.
4. Any deviation from the guidelines shall be a ground for the termination of operation of the school canteen.
5. For your information and strict compliance.

For the Schools Division Superintendent:

SHERLITO E. SAGAPSAPAN
 Chief Education Supervisor (SGOD)
 Officer In-Charge
 Office of the Schools Division Superintendent



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