



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

August 1, 2025

DIVISION MEMORANDUM

No. 388, s. 2025

SUBMISSION OF STATUS REPORT/MONITORING OF SCHOOL CANTEENS

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Senior/Education Program Specialist
Public Schools District Supervisors
Principals/Head Teacher-In-Charge of the District
Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. Please find attached Regional Memorandum No. 639, s. 2025 dated July 11, 2025, regarding the **SUBMISSION OF STATUS REPORT/MONITORING OF SCHOOL CANTEENS**, which is self-explanatory.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MICHAEL T. RAPIZ

Chief Education Supervisor

School Governance and Operations Division

In-charge of the Division

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

HEALTH LEARNERS PROGRAM REPORTS SCHOOLS

RMF/ltr



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

JUL 11 2025

REGIONAL MEMORANDUM
No. 639, s. 2025

**SUBMISSION OF STATUS REPORT/MONITORING OF SCHOOL
CANTEENS**

To: Schools Division Superintendents
All Others Concerned

1. The Department of Education through **DepEd Order No. 28, s. 2018**, issues the Policy and Guidelines on *Oplan Kalusugan* sa Department of Education (OK sa DepEd) and **DepEd Order No. 52, s. 2008** that provides the guidelines on the operation & management of School canteens, both are aims to promote and provide all learners and DepEd personnel with a sustainable and holistic school health and nutrition program toward healthier behaviors and better learning outcomes.
2. To ensure the proper implementation of this program in accordance with the standards set by the Department, this Office, through the Education Support Services Division (ESSD) - Regional Health and Nutrition Unit (RHNU), shall consolidate the **submission of status report / monitoring of school canteens**.
3. The reports aim to:
 - a. determine the status of the operation of school canteens
 - b. identify the challenges in the operation of school canteens; and
 - c. identify the possible solutions on the identified gaps to ensure improvement in the management and operation of school canteens in SY 2025-2026.
4. The Division Medical Officers, together with the Nurses-in-Charge of the program, shall use the School Canteen Monitoring Checklist contained in *Enclosure No. 1* during the school canteen monitoring and shall prepare the consolidated report following the template in *Enclosure No. 2* to be submitted to the Regional Office **on or before August 4, 2025** for the 3rd quarter and **on before December 5, 2025** for the 4th quarter through email region6.essd@deped.gov.ph.
5. For more information, contact **Melgazar F. Barboza**, Regional School-Based Feeding Program Focal Person and **Hannah Jasmin L. Eraldo**, Technical Assistant I - SBFP or at phone number: 09288413288 or email at region6.essd@deped.gov.ph.



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

6. Immediate dissemination of and compliance with this Memorandum are desired.

CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Encl.: As stated

Reference: DepEd Order No. 28, s. 2018 and DepEd Order No. 52, s. 2008

To be indicated in the Perpetual Index
under the following subjects:

HEALTH
SCHOOLS

LEARNERS

PROGRAM

REPORTS

HJE/ESSD/RM-Request for the submission of status report/monitoring of school canteens
116/July 03, 2025

SCHOOL CANTEEN MONITORING CHECKLIST

Region : VI

Division : _____ District: _____

School : _____

Enrollment : _____

Type of Canteen : ___ School-Managed ; ___ Teacher's Coop. : ___ Laboratory; ___ Others (pls specify)

Date: _____

	Evident	Not evident	Remarks
I Physical Facilities/Adequacy of Tools/Equipment			
A. General Condition and Appearance			
1 Adequate lighting and ventilation			
2 Clean, orderly and odor-free work and eating area			
3 Information bulletin with up-to-date and informative structuring on nutrition			
4 Available Washing, drinking and sanitizing facilities			
5 Provisions of smooth traffic (entrance and exit of customers)			
II General Management			
1 Health certificate of food handlers updated and posted			
2 Displayed Sanitary Clearance/permit duly signed by agency concerned(RHU/LGU)			
3 Food Handlers trained on Basic Food Safety			
4 Canteen Policy posted on the bulletin board(DO No. 8, s. 2007; No. 13, s. 2017)			
III Food Preparation/Safety and Service			
1 Practice Food Safety Measures during preparation and serving			
2 Well-groomed pupils/student aid and helpers/food handlers			
3 Wearing of clean and proper attire(apron, hairnets, appropriate footwear)at all times			
4 Properly Labelled Condiments			
5 Use of iodized salt			
6 Food sold : Category A (green)			
Category B (yellow)			
Category C (red)			
7 Compliance to Schedule of Tool Categories			
7 Potable water supply available always			
8 Garbage receptacles/can covered, practice waste segregation			
9 Food Safety Checklist in School Canteen			
IV Records Management			
A. Daily updated Book of Accounts/Statement of Operations			
1 Sharing/Utilization of Proceeds			
a. Supplementary Feeding Program for SW/W= 35%			
b. School Clinic Fund = 5%			
2 Purchase Journal/Record of Daily Sales			
3 Record of net Profit per Day			
4 Record of Daily Food Inspection			
5 Statement of receipts and disbursement, indicating the share received from the school- managed canteen and teacher's coop posted on the bulletin board.			

Monitored by: _____

Conforme: _____

 (Signature over Printed Name)
 Designation

 School Head



Republic of the Philippines
Department of Education
 REGION VI - WESTERN VISAYAS
 REGIONAL HEALTH & NUTRITION UNIT

CONSOLIDATED REPORT ON SCHOOL CANTEN MANAGEMENT & OPERATIONS

Division: _____ District (if applicable): _____

No. of School: Elementary: _____ Secondary: _____

Date: _____

		No. of Elementary Schools with Evident Practices	No. of Elementary Schools without Evident Practices	No. of Secondary Schools with Evident Practices	No. of Secondary Schools without Evident Practices	Remarks
I	Physical Facilities/Adequacy of Tools/ Equipment					
A.	General Condition and Appearance					
1	Adequate lighting and ventilation					
2	Clean, orderly and odor-free work and eating area					
3	Information bulletin with up-to-date and informative structuring on nutrition					
4	Available washing, drinking, and sanitizing facilities					
5	Provisions of smooth traffic (entrance and exit of customers)					
II	General Management					
1	Health certificate of food handlers updated and posted					
2	Displayed sanitary clearance/permit duly signed by agency concerned (RHU/LGU)					
3	Food handlers trained on Basic Food Safety					
4	Canteen Policy posted on the bulletin board (DO No. 8, s. 2007, No. 13, s. 2017)					
III	Food Preparation/Safety and Service					
1	Practice Food Safety Measures during preparation and serving					
2	Well-groomed pupils/student aide and helpers/food handlers					
3	Wearing of clean and proper attire (apron, hairnets, appropriate footwear) at all times					
4	Properly labelled condiments					
5	Use of iodized salt					
6	Food sold: Category A (Green)					
	Category B (Yellow)					
	Category C (Red)					
7	Compliance with the Schedule of Tool Categories					
8	Potable water supply available always					



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
REGIONAL HEALTH & NUTRITION UNIT

9	Garbage receptacles/can covered, practice waste segregation					
10	Food Safety Checklist in School Canteen					
IV	Records Management					
1	Sharing/Utilization of Proceeds					
	a. Supplementary Feeding Program for SW/W = 35%					
	b. School Clinic Fund = 5%					
2	Purchase Journal/Record of Daily Sales					
3	Record of net Profit per Day					
4	Record of Daily Food Inspection					
5	Statement of receipts and disbursement, indicating the share received from the school managed canteen and teacher's coop posted on the bulletin board.					

Prepared:

Approved:

SBFP Focal Person
Date: _____

Schools Division Superintendent
Date: _____