



Republic of the Philippines
Department of Education
Region VI – Western Visayas
Schools Division of Capiz

01 JUL 2026

DIVISION MEMORANDUM

No. **272** s. 2026

UTILIZATION OF REVISED MONITORING TOOL FOR CANTEEN OPERATIONS

To: Assistant Schools Division Superintendent
OIC - Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Selected Public Elementary, Secondary & Integrated Schools
All Others Concerned

1. In cognizant to DO No. 08, s. 2007 on the **Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools** and DO No. 013, s. 2017 on **Healthy Food and Beverages**, this Office, through School Health Section of the School Governance Operations Division (SGOD), will conduct an on-site monitoring of School Canteen Operations for SY 2026-2027 to promote and provide guidance in managing school canteen and in evaluating beverages and foods to be served for the learners and employees.
2. The School Canteen Monitoring Checklist FY 2026-2027 is found in Enclosure No. 1 of this Memorandum, for reference.
3. Immediate dissemination of and of strict compliance with this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

SCHOOL HEALTH PROGRAM REPORTING



Republic of the Philippines
Department of Education
 Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

Enclosure No. 1 to Division Memorandum No. **272** s. 2026

SCHOOL CANTEEN MONITORING CHECKLIST FY 2026-2027

Region: VI Division : CAPIZ District (if applicable) : _____
 School : _____
 Enrolment : _____
 Type of Canteen : _____ School-Managed ; _____ Teacher's Coop. ; _____ Laboratory; _____ Others (pls. specify) _____
 Date: _____

I	Physical Facilities/Adequacy of Tools/ Equipment	Evident	Not evident	Remarks
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			
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 SWW = 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)

School Head

Designation: _____

Date: _____



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