



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



July 03, 2025

REGIONAL MEMORANDUM

No. **593**, s. 2025

To: Schools Division Superintendents
All Others Concerned

REITERATION ON THE COMPLIANCE TO DEPED ORDERS ON FOOD SAFETY, HEALTHY FOOD AND BEVERAGE CHOICES IN SCHOOLS AND IN DEPED OFFICES AND OPERATION AND MANAGEMENT OF SCHOOL CANTEENS

1. Relative to the recent Audit Findings on the Operation and Management of School Canteens in Public Elementary and Secondary Schools of DepEd NCR, this office enjoins all Schools Division Offices to strictly observe compliance to the following DepEd Orders:

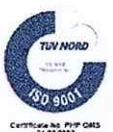
- a. **DepEd Order No. 14 s. 2005:** Instructions to Ensure Consumption of Nutritious and Safe Food in Schools;
- b. **DepEd Order No. 08 s. 2007:** Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools;
- c. **DepEd Order No. 52 s. 2008:** Compliance with DepEd Policies on Food Safety in Schools; and
- d. **DepEd Order No. 13 s. 2017:** Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices.

2. The following procedural guidelines of these policies are hereby given emphasis:

- a. The school head/principal shall issue a written designation of a non-teaching personnel as a Canteen Manager to supervise canteen operations. SDOs and schools may hire personnel under Contract of Service (COS) or Job Order (JO) which may be charged either against Maintenance and other Operating Expenses (MOOE) or other alternative sources of funding.
- b. All canteen personnel/staff are required to wear clean and proper attire at all times.
- c. School canteen shall prepare reportorial requirements to be submitted to DepEd and/or COA, whichever is applicable.



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d. The school-managed canteen shall prepare its financial statements and shall be posted on the school's bulleting board.

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e. The book of accounts should be kept up-to-date and made available for examination and inspection at any appropriate time by the school level auditing committee or the COA representative based in the SDO.

f. For the purpose of transparency and accountability, the school head shall organize a school auditing committee headed by the Mathematics department head, Home Economics department head and president of the faculty club as members. The committee shall look into the books of accounts at least once a month. The audited statement shall be posted on the school's bulletin board.

g. Canteen funds shall be audited by the school level auditing committee on a quarterly basis and by the SDO COA resident auditor or his/her authorized representative twice a year. Audit findings shall be submitted to the Schools Division Superintendent and forwarded to the Regional Office.

h. Food safety standards shall be strictly enforced and adhered to by complying with the following:

- Availability of potable drinking water and hand washing facilities;
- Well-maintained, clean, well-ventilated and pest-free environment;
- Availability of food covers and containers for safekeeping;
- Hygienic practices on food preparation, cooking display, serving and storage;
- Food products with nutrition facts shall be evaluated using the cut-off points for three categories- GREEN category should always be available in the canteens, YELLOW category may be served once or twice a week, and RED category should not be served in school canteens.

i. A teachers' cooperative shall be authorized to operate and manage a school canteen if it satisfies all requirements stated in DO 08 s. 2007.

j. Net income derived from the operation of the teachers' cooperative-managed canteen shall be utilized for, but not limited to the following:

Supplemental Feeding Program	-	35%
School Clinic Fund	-	5%
Faculty and Development Fund	-	15%
HE Instructional Fund	-	10%
School Operations Fund	-	25%
Revolving Capital	-	10%
Total	-	100%



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- k. All secondary school, regardless of its enrollment size shall have a laboratory canteen. Income derived from the laboratory canteen shall be utilized as follows:
- | | | |
|------------------------------|---|------|
| Supplemental Feeding Program | - | 40% |
| Student Development Fund | - | 30% |
| HE Development Fund | - | 30% |
| Total | - | 100% |
- l. 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 at any nearest reputable commercial bank. In no case shall the deposits 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 teacher shall be the joint signatories.
- m. Annual Budget shall be prepared by the school head based on the expected income of the school canteen for submission to and approval of the Schools Division Superintendent or his/her representative at the start of every school year.
- n. Sub-leasing the whole or part of the school canteen premises is strictly prohibited. Neither should private concessionaires be allowed to be involved in the operations of the school canteen.
3. All School Heads with the guidance of School Health Section Personnel must strictly follow the DepEd orders in the operation and utilization of the school canteens.
4. The Regional and Schools Division Offices shall create their Program Management Team (PMT) who shall monitor and ensure adherence of public school canteens to the guidelines on the operation of school canteens as part of its monitoring of health and nutrition program and projects at the Division and School Level. The monitoring team shall be composed of the following:
- a. Regional Office
- Medical Officer IV/Dentist III
 - ES II (Science and Health/Nutrition/HE/THE)
 - Nutritionist-Dietitian
- b. Division Office
- Medical Officer III/Dentist II
 - ES I (Science and Health/Nutrition/HE/THE)
 - Nurse-in-charge
 - Nutrition Coordinators





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5. If the school canteen receives three notices of violations signed by the school health and nutrition personnel and the principal and its representative, the case will be recommended to the SDS for immediate action and closure of said canteen.
6. A meeting shall be organized among school heads, teachers, school health and nutrition personnel before the start of the school year for dissemination and further review of the DepEd orders. This will aid in equal and fair understanding of the provisions fostering clear comprehension and strict compliance.
7. Immediate dissemination of this memorandum is desired.


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