



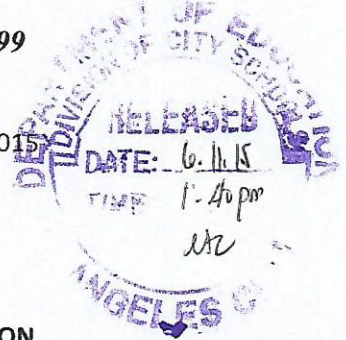
**Department of Education
Region III
DIVISION OF CITY SCHOOLS**

Jesus Street, Pulungbulu, Angeles City

Tel. No. (045) 322-5722/Fax Nos. (045) 322-4702; 887-6099



June 9, 2015



Division Memorandum

No. 101 s. 2015

MONITORING AND EVALUATION OF SCHOOL CANTEEN OPERATION

To: Public School District Supervisors
Elementary/Secondary School Principals
Head Teachers/Officers-In-Charge
All concerned

1. Pursuant to DepEd Order No. 8, s. 2007, "Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary School" particularly on procedural guideline, specific guidelines for school-managed canteens, and monitoring and enforcement of school canteen operation, JOSEPHINE G. FIGUEROA – Public School District Supervisor shall do the monitoring and evaluation of school canteen operation.
2. The objectives of the monitoring and evaluation are the following:
 - a. Ensure that the schools are adhering to food safety standards and proper food handling in the canteen.
 - b. Evaluate record keeping and financial management particularly on the use and disbursement of funds.
 - c. Observe the school in monitoring cleanliness, orderliness and sanitation in the school canteen by the food handlers.
 - d. Monitor the improved physical facilities of school canteen.
3. In connection with this, a division meeting with all canteen managers or in-charged of school canteen will be held at Division Office, Gabaldon Bldg. on June 19, 2015 at 2:00 P.M.
4. Herewith are the Survey Questionnaire and Monitoring and Evaluation Checklist for School and Cooperative Managed Canteen for your perusal.
5. Immediate and wide dissemination of this Memorandum is desired.

NICOLAS T. CAPULONG, Ph.D., CESO V
Schools Division Superintendent



**Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City**



**DEPED ORDER NO. 8 S. 2007 MONITORING AND EVALUATION
CHECKLIST SCHOOL AND COOP MANAGED CANTEEN**

School: _____

Date: _____

I. Functionality:	Observed	Not Observed
1 Menu board available		
2 Schedule of HE/EPP Classess for practicum purposes		
3 Attendance of pupils/student aid		
4 Organizational chart/duties of personnel posted		
5 Sanitary permit/Health Certificate updated and posted		
6 No complaint received		
7 Income generated		
8 No notices issued: suspension/disallowances		
II. Reports and Records (Based on Monthly Reports Submitted)		
A. Daily updated Book of Accounts		
1 Cash Receipt Book		
2 Cash Disbursement Book		
3 Sales Journal/Record of expenses of food prepared including		
4 resale		
5 Purchase Journal/Record of Daily Sales		
6 Record of Net Profit for the day		
7 Recor of Daily Food Inspection		
8 Food Safety checklist in School Canteen		
B. Monthly financial statements posted on bulletin board		
C Statement of receipts and disbursement, indicating the share it		
received from the school managed canteen and teachers'		
cooperative		
managed canteen posted on bulletin board		
III. Food Preparation and Service		
1 More prepared dishes/cooked foods		
2 Fruits in season available		
3 Potable water supply available		
4 No junk, empty calories and softdrinks		
5 Sale of Nutritious foods		
6 Reasonably priced for food items		
7 Variety of Food served/sold.		
8 Compiled recipes for referencees		
9 Standardized recipes used.		
IV Physical Facilities		
A. General Condition and Appearance		
1 Screened doors and windows		
2 Adequate lightning and ventilation		
3 Up-to-date and informative structuring on nutrition		
4 information		

5	Clean, orderly and odor free		
B.	Adequacy of Tools and Equipment		
1	Chairs, serving tables, equipments		
2	Adequate cooking facilities and kitchen tools		
3	Washing, drinking and sanitizing facilities		
4	Storage facilities		
5	Garbage receptacles covered/garbage segregated		
6	Display cabinets screened		
7	Exhaust Fan		
8	Labeled food commodities		
C.	Provisions for smooth traffic		
D.	Working area properly laid out for efficiency of work		
V.	Personnel Management:		
	Training of canteen personnel on food safety		
	Well groomed, pupil/student aid and helpers		
	Work independently and carefully		
	Clientele observed canteen rules		
	Wearing of proper cooking outfits at all times.		

Monitored and Evaluated:

JOSEPHINE G. FIGUEROA
Public School District Supervisor

Noted:

Principal



**Department of Education
Region III
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**SURVEY QUESTIONNAIRE ON CANTEEN OPERATIONS
(For Public Elementary and Secondary Schools)**

Name of School/District: _____ **Location:** _____
Name of School Principal: _____ **Enrolment Size:** _____

Type of School Canteen : (put a check mark on the appropriate box.

☐

School Managed

☐

Teachers' Cooperative Managed

☐

Laboratory Canteen

☐

Others (Pls. Specify)

☐

None

Date of initial operation: _____
Name of Canteen Teacher: _____ Position: _____
No. of Canteen Personnel/Staff: _____ (Support this with a listing.)
No. of Student Assistants: _____ (Support this with a listing.)

The following questions are answerable either by "Yes", "No" or "Not Applicable". Please put a check "v" mark, where applicable and provide explanation, as you deemed necessary, on the "Remarks" column.

A. Authority for the creation/Compliance with Accreditation Requirements

	YES	NO	NA	Remarks
1. Does the school canteen possess the necessary business licences or permits from accrediting agencies such as the local government unit and other government entities in the locality?				
1.a Mayor's Permit?				
1.b Permit from the local health department?				
1.c Sanitary Permit?				
1.d Health Permit of canteen personnel from the City or Municipal Health Officer?				
1.e Other permits required by the National Government/LGU?				
If yes, please indicate in the remarks column the corresponding permit numbers the validity period.				

[illegible]

4. Are the food safety standards strictly enforced and at all times complying with the following:	YES	NO	NA	Remarks
4.a Availability of potable drinking water?				
4.b Availability of hand washing facilities?				
4.c Well maintained, clean, well-ventilated, and pest-free environment?				
4.d Availability of food covers, storage, and containers?				
5. Are canteen staff/employees required to wear appropriate attire, consisting of the following:				
5.a White shirt/polo/blouse?				
5.b Colored pants/skirts?				
5.c Hairnet?				
5.d Apron?				
5.e Appropriate footwear?				
C. Transparency and Accountability				
6. Are canteen personnel handling proper/cash accountabilities duly bonded? If yes, attach to your reply a copy of the approved application for bond/OR of the BT.				
7. Does the School Canteen post the results of its operation and annual financial statements on the school's bulletin board and/or conspicuous place within the school canteen premises for purposes of transparency? Support "yes" answer with photo documentation, if available				
8. Does the School Principal post on the bulletin board a statement of receipts and disbursements, indication the share it received from the teachers' cooperative-managed canteen? Support "yes" answer with photo documentation, if available				
9. Are collections/earnings of the canteen deposited intact daily at the nearest government depository bank? Support "yes" answer with a statement of collection and deposits for CY 2014-2015 and for the period March 31, 2015, together with photocopy of the passbook and/or bank statements State the reason/s for any deviation made (i.e. late deposits, etc.)				
10. Are donations in cash (goodwill money) or in kind from private suppliers of food items and beverages properly reported and accounted by the school principal and concerned and the teachers' cooperative? Support "yes" answer with a copy of pertinent document.				

11. Does the school principal acknowledge the share from the net income of the canteen through an official receipt? or an acknowledgement receipt?	YES	NO	NA	Remarks
12. Are the disbursements charged against the share from canteen proceeds duly receipted, recorded, and fully accounted for? Support "yes" answer with a statement of receipts from canteen share and disbursements paid during the year 2014 and for the period January to November, 2015.				
13. Are the proceeds from canteen operation (school share) disbursed by the School Principal only for authorized purposes and within the required percentages per DepEd Order No. 8, s. 2007 If yes, provide statement showing actual utilization of school share for the utilization of school share for the S.Y. 2014-2015/ for the period ending March 31, 2015.				
14. Is there an audit committee to verify the transactions and operations of the canteen, within the school level, composed of the following: 14. a Mathematics DH/Teacher 14.b H.E. DH/Teacher 14.c President of Faculty Club Support "yes" answer with the names of the committee members and their respective designation, role, duties, and responsibilities.				
D. Compliance with Reporting Requirments	YES	NO	NA	Remarks
15. Does the school principal submit to the Division Office an annual budget showing estimated income from the canteen and the estimated disbursements? Support "yes" answer with a copy of the annual budget and the covering transmittal to the D.O				

16. Are the required reports prepared/submitted properly and promptly by the School canteen/cooperative based on the timelines set by DepEd under Order No. 8, s. 2007?			YES	NO	NA	Remarks
Category	Type of Report	Schedule of Submission				
A-1 (to be submitted to the School Principal, in case of teacher's cooperative managed, and to the Division Office, in case of school managed canteen)	Statement of Financial Condition	Quarterly submission with deadline dates of May 15, August 15, November 15, and February 15 of every year.				
	Statement of Operations					
	Statement of Cash Flows					
	Notes to Interim FS and Other Disclosures					
	Summary of Cost of Sales					
Category A-2 (to be prepared and maintained at all times and posted on the school's bulletin board and/or conspicuous place within the school premises)	Bank Reconciliation	Monthly with deadline date of every 10th of the following month.	YES	NO	NA	Remarks
	Schedule of Cost of Sales					
	School of Operating Expenses					
	Schedule of Utilization of School Share Program Received from the Cooperative					
	Schedule of Utilization of Gross Income Generated from the Canteen Laboratory					
	Statement of Receipts & Disbursement					
	Statement of Reports on Cooperative's School Program Support					

	Schedule of Capitalization on the Operation of School Canteen		YES	NO	NA	Remarks
Category B (to be submitted by the teachers' cooperative on an annual basis to or as required by the CDA, copy furnished the school principal)	Audited Financial Statements	15-May				
	Financial Performance Standards	15-May				
	Annual Report to	60 days after end of fiscal year				
	List of Directors and Officers	30 days after the GA meeting: and 15 days following of office				
	Report on Crimes Losses	To be submitted as crime/incident occurs on th 5th business day after knowledge of crime of incident				
Support "yes" answer with copies of the latest reports/financial statements transmitted to the D.O. or the CDA.						

Prepared by:

- 5 - Always Observed
- 4 - Often times Observed
- 3 - Sometimes Observed