

Department of Education Region III DIVISION OF CITY SCHOOLS

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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

- 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.

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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

I.	Functionality:	Observed	Not Observe
1	Menu board available		1
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		
11.	Reports and Records (Based on Monthly Reports Submitted)		
A.	Daily updated Book of Accounts		
1	Cash Receipt Book		
	Cash Disbursement Book		
3	Sales Journal/Record of expenses of food prepared including		
	resale		
5	Purchase Journal/Record of Daily Sales		
6	Record of Net Profit for the day		1
7	Recor of Daily Food Inspection		
8	Food Safety checklist in School Canteen		
В.	Monthly financial statements posted on bulletin board		
С	Statement of receipts and disbursement, indicating the share it		
	received from the school managed canteen and teachers'		
	cooperative		
	managed canteen posted on bulletin board		
111.	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.		
	Compiled recipes for referencees		
9	Standardized recipes used.		
IV	Physical Facilities		
A.	General Condition and Appearance		1
1	Screened doors and windows		
2	Adequate lightning and ventilation		
	Up-to-date and informative structuring on nutrition		
	information		†

	5	Clean, orderly and odor free
В.		Adequacy of Tools and Equipment
	1	Chairs, serving tables, equipments
		Adequate cooking facilities and kitchen tools
	3	Washing, drinking and sanitaizing facilities
	4	Storag facilities
	5	Garbage receptacles coverd/garbage segragated
	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 DIVISION OF CITY SCHOOLS Angeles City



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				
	School N	Manage	d	
	Teachers	s' Coop	erative Mar	naged
	Laborato	ry Cant	teen	
	Others (Pls. Spe	ecify)	
	None			
Date of initial operation:				
Name of Canteen Teacher:	Pos	ition:		
No. of Canteen Personnel/Staff:	(Sur	port th	is with a lis	sting)
No. of Student Assistants:	(Sur	nort th	is with a lie	ting)
The following questions are answerable either by "Yes", "No" of "v" mark, where applicable and provide explanation, as you de A. Authority for the creation/Compliance with Accreditation R	emed necessa	ible". Pl ry, on tl	ease put a ne "Remark	check :s" column.
74 Additional to the diseason, compliance with Accreditation K	YES	NO	NA I	Remarks
1. Does the school canteen possess the necessary business	112	NO	INA	Remarks
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.				

2. In the case of Tanahard and a	YES	NO	NA	Remarks
2. In the case of Teachers' cooperative manage canteen, were				
the following requirements met?				
2.a Mayor's Permit?				
2.b Sanitary Permit?				
2.c Health Permit of canteen personnel from the City or				
Municipal Health Officer?				
2.dPermit from the local health department?			Fig. 4	
2.e Approved MOA between the cooperative and the	A SE			1
School Principal?				
2.f CDA Registration Certificate & Certificate of Good				
Standing?				
2.g Articles of Incorporation & By-Laws?				
2.h Membership is composed of 50% of the School's				
Teaching & non-teaching force?				
2.i Existing for two years as a cooperative prior to the				
management of the school canteen?	(Territor)		The section of	
2.j Resolution by the General Membership/Assembly				
signifying willingness and readiness to operate/				
manage the school canteen?				
2.k Complete training for canteen personnel/staff on				
handling of food and food safety?				
2.l Adequte equipment/utensils, facilities, furniture, and				
other supplies that will be used in canteen operations?				
upport "yes" answers with copies of relative documents.			<u> </u>	
	YES	NO	NA	Remarks
3. Compliance with food safety standards	165	110	10/4	Remarks
3. Are the following food/dishes served in canteen pursuant				
to DepEd Order No. 8, s. 2007?				
3.a Root crops?				
3.b Noodles?				
3.5 Noodies.	1 1			
3 c Rice?	-			
3.c Rice?				
3.d Corn products?				
3.d Corn products? 3.e Fruits?				
3.d Corn products? 3.e Fruits? 3.f Vegetables				
3.d Corn products? 3.e Fruits? 3.f Vegetables 3.g Fortified food products (with BFAD approval &				
3.d Corn products? 3.e Fruits? 3.f Vegetables 3.g Fortified food products (with BFAD approval & Sangkap Pinoy seal)?				
3.d Corn products? 3.e Fruits? 3.f Vegetables 3.g Fortified food products (with BFAD approval & Sangkap Pinoy seal)? 3.h Milk?				
3.d Corn products? 3.e Fruits? 3.f Vegetables 3.g Fortified food products (with BFAD approval & Sangkap Pinoy seal)? 3.h Milk? 3.i Juices?				
3.d Corn products? 3.e Fruits? 3.f Vegetables 3.g Fortified food products (with BFAD approval & Sangkap Pinoy seal)? 3.h Milk? 3.i Juices? 3.j Shakes?				
3.d Corn products? 3.e Fruits? 3.f Vegetables 3.g Fortified food products (with BFAD approval & Sangkap Pinoy seal)? 3.h Milk? 3.i Juices? 3.j Shakes? Please enumerate below foods served in the canteen				
3.d Corn products? 3.e Fruits? 3.f Vegetables 3.g Fortified food products (with BFAD approval & Sangkap Pinoy seal)? 3.h Milk? 3.i Juices? 3.j Shakes?				
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3.d Corn products? 3.e Fruits? 3.f Vegetables 3.g Fortified food products (with BFAD approval & Sangkap Pinoy seal)? 3.h Milk? 3.i Juices? 3.j Shakes? Please enumerate below foods served in the canteen				

4. Are the food safety standards strictly enforced and at all	YES	NO	NA	Remarks
times complying with the following:				
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 Availablity of food covers, storage, and containers?	41 50 50			
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 conspicous 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?				
			160	
Support "yes" answer with a copy of pertinent document.				
			1	
			TEIR P	

11. Does the school principal acknowledge the share from	LVEC	LNO	LNA	T 5 1
the net income of the canteen through an official receipt?	YES	NO	NA	Remarks
or an aknowledgement receipt?				
12. Are the disbursements charged against the share from		-		
canteen proceeds duly receipted, recorded, and fully				
accounted for?				
accounted to !				
Support "voe" anguar with a state of the sta				
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				
Deptu Order No. 8, 5. 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.				
To the period chang March 51, 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				
and tresident of rudary club				
Support "yes" answer with the names of the committee				
members and their respective designation, role, duties,				
and responsibilities.				
and responsibilities.				
D. Compliance with Reporting Requirments	YES	NO	NA	Remarks
15. Does the school principal submit to the Division Office			TER	
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				

timelines set by DepEd under Order No. 8, s. 2007? Category A-1 (to be submitted to the School Principal, in case of teacher's cooperative managed, and to the Division Offic, in case of school managed Canteen) 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 Type of Report Schedule of Submission Quarterly submission With deadline dates of May 15, August 15, November 15, and Pebruary 15 of every year. Statement of Cash February 15 of every year. Monthly with deadline date of every 10th of the following month. When the school of Operating Expenses Schedule of Cost of Operating Expenses	16. Are the required rep	oorts prepared/submitt	ed properly and	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 Offic, in case of school managed canteen) Statement of Operations Statement of Operations School managed canteen) 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) Schedule of Utilization of Schedule of Utilization of Gross Income Generated from the Cooperative Schedule of Cost allos Schedule of Schedule of Ottilization of Gross Income Generated from the Canteen Laboratory Statement of Receipts & Disbursement Statement of Reports on Cooperative's School Program	promptly by the School canteen/cooperative based on the						
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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		Share Program					
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Utilization of Gross Income Generated from the Canteen Laboratory Statement of Receipts & Disbursement Statement of Reports on Cooperative's School Program		the Cooperative					
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Reports on Cooperative's School Program		Statement of					
Cooperative's School Program							
School Program							
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	Schedule of		YES	NO	NA	Remarks
	Capitalization on the					
	Operation of School					
	Canteen					
Category B	Audited Financial	15-May				T
(to be submitted by the teachers'	Statements					
cooperative on an annual basis to or as required by the	Financial Performance Standards	15-May				
CDA, copy furnished the school principal)	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				
	with copies of the latest r					

Prepared by:	

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