



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

September 21, 2016

Division Memorandum

No. 295 s. 2016

RELEASED

SEP 22 2016

By _____
DepED Angeles City

**REQUIRED DOCUMENTS IN THE OPERATION & MANAGEMENT OF SCHOOL
CANTEEN AND TEACHERS COOPERATIVE CANTEEN**

To: Elementary, Secondary and Integrated School Heads
School Canteen and Teachers' Cooperative Managers

1. The School Year is now on its second quarter. Up to this moment only few of the school managed canteen submitted documents for the canteen operation and none of the Teachers' Cooperative Canteen submitted documents needed for the canteen operation.
2. Based on D.O. No. 8, S. 2007 section seven (7) the following documents should be submitted to the division office:

School Managed Canteen and Teachers Cooperative Canteen:

- Sanitation Clearance/Permit from the local Health Department
- Health Permit of Canteen Personnel/Staff from the city/municipal health office.

Teachers' Cooperative Canteen

- Copy of its registration with the CDA;
- Copy of its Amended Articles of Cooperation and Constitution and By-Laws stating among others, its purpose in engaging in canteen and/or catering services;
- Resolution by the General Membership/Assembly signifying willingness, intention and readiness to operate and manage the school canteen, including canteen development plan;
- Copy of the approved memorandum of agreement between the cooperative and the school head/principal;
- List of full-time management officers and their respective designations and salaries.
- Chart of organization (includes names of officers, functions and responsibilities, and the designations of positions);
- Copy of bonds of accountable officers/employees; and
- Certification by the chairman of the board authorizing the canteen manager to coordinate with the H.E. canteen teacher on the schedule of practicum activities in the teacher on the schedule practicum activities in the teachers' cooperative managed canteen.

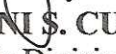


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- Memorandum of agreement shall be entered into by and between the school head/principal and the chairperson of the teachers' cooperative.
 - Authority from the school head/principal to Operate and Manage the School Canteen (for teachers' cooperative only).
3. Immediate dissemination of this memorandum is desired.


LEILANI S. CUNANAN, CESO VI
Schools Division Superintendent

