



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

January 29, 2026

DIVISION MEMORANDUM
No. 0035, s. 2026

**COMPLIANCE WITH THE FOOD SAFETY STANDARDS
DURING SPECIAL ACTIVITIES**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, Schools Governance and Operation Division
All Public Schools District Supervisors
School Heads of Elementary, Secondary, and Integrated Schools
All Other Concerned

1. In compliance with the Food Safety Standards pursuant to Republic Act No. 10611 otherwise known as the Food Safety Act of 2013, DepEd Order No. 8 series 2007 and DepEd Order No. 13 series 2017, this Office requires ALL PERSONNEL involved in food preparation and distribution during DepEd Special events in schools like sports, scouting, academic/performance contests, etc., to secure Yellow Card/Health Card/Health Certificate with attached Chest x-ray, Complete Blood Count, Urinalysis and Fecalalysis results.
2. Attached herein is a copy of the monitoring tool to ensure food safety at all times and avoid any food related health hazards among learners and personnel.
3. Everyone is enjoined to uphold the Equal Opportunity Principle in all undertakings.
4. For your guidance and compliance.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent 



Enclosure: As Stated
SGOD – SHS/MTA
FN: Compliance to Food Safety Standards During Special Activities



Address: Mankilam, Tagum City, Davao del Norte
Telephone Number: (084) 823 5170
Email Address: depeddavnor.sdo@deped.gov.ph
Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte



Republic of the Philippines
Department of Education

REGION XI
 SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

Enclosure to DM. 0035, S. 2026

**ON SITE MONITORING TOOL FOR _____
 FOOD SAFETY**

Name of Delegation: _____

Chairperson of Food and Kitchen Committee: _____

Chairperson of Food Safety and Distribution: _____

Total Number of Kitchen Personnel/Staff: _____

Direction: Please check the box (/) that best describes the current state of the operation and management of Kitchen and Dining Area being monitored.

No.	KEY REQUIREMENTS	COMPLIANCE		REMARKS	ACTION TAKEN/ RECOMMENDATIONS
		YES	NO		
I. Kitchen Personnel/Staff					
1	Kitchen Personnel/Staff are well groomed and wearing clean and proper attire at all times.				
2	* Shirt/Polo/Blouse				
3	* Colored Pants/Skirt				
4	* Hairnet				
5	* Apron				
6	* Appropriate Footwear				
7	* Food-grade gloves				
8	* Plastic mask				
9	Kitchen personnel/staff are wearing identification cards with photo when inside the premises of the billeting quarter.				
10	Kitchen personnel/staff shall have 2026 Health cards/certificates issued by their respective LGUs				
11	Kitchen personnel/staff were dewormed within 6months period: note deworming date please.				
12	Kitchen personnel/staff are aware of food allergy hazards				
13	Kitchen personnel/staff are knowledgeable about proper handwashing technique,				
14	Kitchen personnel/staff have attended orientation on Basic Food Safety within 1 year period.				
15	Schedule of kitchen personnel/staff is displayed.				
II. FOOD STORAGE					
16	All deliveries are properly checked and cleaned prior to storage.				
17	All deliveries are appropriately stored immediately.				
18	Ready to eat foods are stored above/ separate from raw foods in the freezers and or refrigerators.				
19	Foods in freezers and refrigerators are packed properly.				
20	Dried goods are stored correctly (cool, dry and well-ventilated condition).				
21	Perishable goods are stored properly.				
22	Freezers and refrigerators are working properly.				
23	All food items are stored properly and separately from non-food items.				
24	Presence of pallets or substitute to keep distance between shelves and floors.				
25	Strictly follow First In First Out (FIFO) method.				
26	Storage shelves/cabinets are clean and free from dust.				



Address: Mankilam, Tagum City, Davao del Norte

Telephone Number: (084) 823 5170

Email Address: depeddavnor.sdo@deped.gov.ph

Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte

III. FOOD HANDLING PRACTICES				
27	Ready to eat foods are prepared in separate clean areas.			
28	Kitchen personnel/staff are handling foods as little as possible e.g. using thongs			
29	There are separate chopping boards and other utensils (with color coding for raw meat, vegetables and fruits, cooked meat, raw fish and others)			
30	Adequate clean utensils are available for self-service.			
31	Frozen foods are defrosted properly.			
32	Controls are in place to prevent contamination by chemicals/foreign materials e.g. glass, packaging materials, bolts, rust, cleaning chemicals.			
33	Food covers and containers for safe keeping are available.			
34	Cooked and raw foods are prepared separately.			
35	Hygienic practices on food preparation, cooling display, serving and storage are observed.			
IV. ADHERENCE TO FOOD SAFETY (DO 13, S. 2017)				
A. FOOD STANDARD				
37	Develop own healthy menu to ensure compliant and nutritious foods and drinks.			
38	Daily menu of food is posted in a conspicuous area.			
39	Only green and yellow (TTh only) food categories are available in the billeting area specially in the kitchen.			
40	Yellow category is less prominent than green category in the menu.			
41	Utilizes iodized salt (RA 8172) in all cooked foods.			
42	Absence of artificially flavored foods.			
B. AVAILABILITY ACCESSIBILITY OF HEALTHY AND SAFE FOODS				
43	Availability of potable and free drinking water.			
44	Condiments are served only upon request and labeled properly.			
45	No unhealthy foods and beverages are brought in the billeting area (e.g. absence of junk food wrappers in the school grounds and or trash bins.			
C. ADHERENCE TO D.O.10 S. 2016				
46	*Availability of clean. Safe drinking water.			
47	* Provided facilities for handwashing.			
48	* Ensure proper and safe handling of foods.			
49	* Provided clean plates, glasses, and eating utensils.			
50	* Practiced proper waste segregation and disposal			
51	* Provided conducive, well- ventilated, well-lighted, safe and clean environment for feeding.			
D. REGULATION OF SALE AND MARKETING OF UNHEALTHY FOODS				
52	Absence of advertising in any form (typical advertisement of sugary drinks in schools through branded vending machines, branded refrigerators and ice boxes, signage in school canteens, corridors and sports facilities, and on sun umbrella and tents.)			
53	Absence of sponsorships to fund school actand sponsorships as an alternative way to gather resources to fund activities)ivities/pprojects (advertisement, promotion,			
54	Absence of any form of promotion (promotion of sugary drinks and otherempty calorie snack foods through the use of csrtoon characters, branding, free samples and celebrity endorsements).			

V. KITCHEN AND DINING AREA					
A. CLEANLINESS. FOOD STANDARD					
55	Work surfaces, shelves, and floor are kept clean and tidy.				
56	All kitchen equipment and utensils are cleaned thoroughly after use.				
57	All kitchen utensils are regularly cleaned and sanitized.				
58	All sinks and drains are working properly.				
59	Comfort rooms/toilets are cleaned and well-maintained.				
B. VENTILATION					
60	Cooking smells and steam are removed from the room.				
61	There is a supply of fresh air.				
62	Areas are well ventilated.				
63	Electric fans and other equipment for ventilation are clean and well-maintained.				
C. LIGHTING					
64	Lighting is bright enough, especially over work spaces and cookers.				
65	Steps, stairs and store rooms are properly lit.				
66	Lights are clean and well-maintained.				
67	Emergency lighting are available and adequate in all areas.				
D. WASTE CONTROL					
68	Food waste is stored correctly outside, and the refuse area is kept clean.				
69	Proper handling of waste/garbage is being practiced.				
70	Waste foods and other wastes are removed from the kitchen immediately.				
71	Trash bins are labeled correctly.				
72	Trash bins are used properly.				
73	Trash bins are emptied regularly.				
74	Refuse waste is removed promptly.				
75	Refuse bins are kept at a distance from the kitchen.				
76	Refuse bins are emptied regularly.				
E. PEST CONTROL					
77	Premises are pest proofed and free from any signs of pests.				
78	External doors/windows are fitted with suitable fly screens where necessary.				
79	All foods are properly protected from risk of contamination by pests.				
80	Kitchen, dining and storage areas are regularly checked for pest infestations.				
F. GAS AND CHEMICALS SAFETY					
81	Gas appliances are regularly checked.				
82	Kitchen personnel/staff are trained to use gas appliances safely.				
82	All chemicals are clearly labelled (e.g. cleaning materials, disinfectants, detergents, pest killers)				
83	Kitchen personnel/staff are equipped on what to do in case of a gas or chemical emergency.				

TOTAL NO. OF COMPLIED REQUIREMENTS: _____
TOTAL NO. OF NOT COMPLIED REQUIREMENTS: _____
PERCENTAGE: _____

SUMMARY OF FINDINGS:

Monitored by: _____
Signature over printed name

Conforme: _____
Signature over printed name of
Food Safety & Distribution Committee Chairperson

Signature over printed name of
Food & Kitchen Committee Chairperson