



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

Office of the Schools Division Superintendent

October 23, 2023

DIVISION MEMORANDUM
No. 0402 s. 2023

CREATION of SCHOOLS DIVISION OFFICE(SDO) SCHOOL CANTEEN and DO 13 MONITORING TEAM(MT) and TECHNICAL WORKING GROUP(TWG)

To: **Assistant Schools Division Superintendent**
Chief of Education Supervisor, SGOD
Chief of Education Supervisor, CID
Public Schools District Supervisors
Elementary, Secondary and Integrated School Heads
Elementary and Secondary Nurses
All Others Concerned

1. Attached herewith is the Regional Memorandum numbered ESSD-2023-386 dated September 18, 2023. In line with this, the Schools Division Office (SDO) shall create a Monitoring Team (MT)/ Technical Working Group (TWG) which shall be composed of: Medical Officer III, Dentists II, Education Program Supervisor in TLE, School Canteen Focal Person and Alternate, Food Safety Focal Person and Alternate and Budget or Accounting Office Representative.
2. The following names listed below are the members of the School Canteen Monitoring Team and Technical Working Group.

NAME	DESIGNATION
Ramel M. Pilo	Chairman
Dr. Mae Ann N. Llana	Vice-chairman
Ernie M. Aguan, EdD	Member
Dr. Marilou M. Pintor	Member
Jocelyn C. Cardinal, RN	Member
Catherine P. Cantalejo,MAN,RN	Member
Lyndee M. Sagaral	Member

3. Attached herewith are the Regional Memorandum ESSD- 2023-386 and ESSD2023-425 to serve as reference.
4. For your guidance and strict compliance.

Page 1 of 2



Address: Mankilam, Tagum City, Davao del Norte
Telephone Number: (084) 216 0188
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

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

RAMEL M. PILO
Chief ES- School Governance and Operations Division



SGOD-SHS/jcc

Page 1 of 2



Address: Mankilam, Tagum City, Davao del Norte
Telephone Number: (084) 216 0188
Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte





Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
 ESSD-2023-425

To : Schools Division Superintendents
 Functional Division Chiefs

Subject: CORRIGENDUM TO REGIONAL MEMORANDUM ESSD-2023-386

Date : October 17, 2023

This Office informs the field that a correction is being made to Regional Memorandum ESSD-2023-386 re: Reiteration of DepEd Order No. 13, s. 2017, DepEd Order No. 08, s. 2007, and DepEd Order No. 14, s. 2005 dated September 18, 2023. The correction pertains to item number 2 of that Memorandum.

In the original memorandum, item number 2 stated that a Commission on Audit (COA) Representative would be included in the Monitoring Team (MT)/ Technical Working Group (TWG) members. However, after further review and consultation, it has been decided that the **COA Representative will no longer be included in the MT/TWG Team.**

The corrected item no. 2 should now read as follows:

"2. Creation of Schools Division Office (SDO) School Canteen and DO13 MT/TWG which shall be composed of: Medical Officer III/ Dentist II, EPS (TLE), School Canteen Focal Person, Food Safety Focal Person, and Budget/Accounting Office Representative. **Members of the MT/TWG shall be issued with designation memoranda or similar documents and submit signed copies to this Office on or before October 31, 2023.**

This correction takes effect immediately and supersedes the previous version of item no. 2. All other provisions of RM ESSD-2023-386 remain unchanged.

Immediate and wide dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION
 RECORDS SECTION
RELEASED

By:
 Date: Oct 19, 2023
 Time: 10:00 AM

ALLAN G. FARNAZO
 Director IV

By the Authority of the Regional Director

ROY M. ENRIQUEZ
 Chief Administrative Officer
 Officer-in-Charge

ROE7/rts

24801



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
ESSD-2023-386

To : Schools Division Superintendents
Functional Division Chiefs

Subject: REITERATION OF DEPED ORDER NO. 13, s. 2017, DEPED ORDER
NO. 08, s. 2007, AND DEPED ORDER NO. 14, s. 2005

Date : SEPTEMBER 18, 2023

In line with the Department's unwavering commitment to the health and well-being of basic education stakeholders (teaching and non-teaching personnel and learners), this Office reiterates the implementation of the following guidelines in the operation and management of school canteens and feeding centers for School-Based Feeding Program (SBFP):

DepEd Order No. 13, s. 2017 entitled "Policy and Guidelines on Healthy Food and Beverage Choices in Schools and DepEd Offices"

DepEd Order No. 08, s. 2007 entitled "Revised Implementing Guidelines in the Operation of Canteens in Elementary and Secondary Schools"

DepEd Order No. 14, s. 2005 entitled "Instructions to Ensure the Consumption of Nutritious and Safe Food in Schools"

Generally, the policy and guidelines aim to promote and develop healthy eating habits among our learners and personnel and specifically target to:

- a. Make available healthier food and beverage choices among learners and personnel and their stakeholders;
- b. Introduce a system of categorizing locally available foods and drinks in accordance with geographical, cultural and religious orientations;
- c. Provide guidance in evaluating and categorizing foods and drinks;
- d. Provide guidance on good manufacturing practices (GMP) and operation of Food Safety Standards; and
- e. Provide guidance in the selling and marketing of food and beverage in schools and in DepEd offices, including the purchasing of foods for school feeding.

All operational school and office canteens shall create additional measures to minimize the risk of exposure to infectious diseases as well as food and waterborne diseases, in reference also with the Guidelines on the Management of COVID-19 and other Infectious Diseases and DepEd Order No. 10, s. 2016, the Implementing Guidelines of Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program.





Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

Guidelines of Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program.

To sustain safety and protection, learners may be advised to bring their "baon" prepared at home. Cart or tray-service may also be applicable, where one canteen food handler may vend the canteen food and beverage room-to-room. Learners shall take their recess or lunch break at their respective table or desk under the supervision of their advisers.

Further, the following measures must also be strictly complied:

1. Creation of Regional School Canteen and DO13 Monitoring Team (MT)/Technical Working Group (TWG) which shall be composed of: MO IV/Dentist III, EPS (TLE), Nutritionist-Dietitian, and Representatives from QAD, HRDD, BFD and FTAD.
2. Creation of Schools Division Office (SDO) School Canteen and DO13 MT/TWG which shall be composed of: Medical Officer III/ Dentist II, EPS (TLE), School Canteen Focal Person, Food Safety Focal Person, and Representatives from Budget/Accounting Office and COA. **Members of the MT/TWG shall be issued with designation memoranda or similar documents and submit signed copies to this Office on or before October 6, 2023.**
3. Creation of School Canteen and DO13 TWG in schools which shall be composed of: School Head, School Canteen In-Charge, Chairperson of Canteen Cooperative (if applicable), and Parent-Teacher Association President. Members of TWG shall be issued with designation memoranda or similar documents and submit signed copies to their respective SDOs on their agreed date of submission.
4. Only school-managed and cooperative-managed canteens shall be officially recognized. **Coop-managed must bear CDA accreditation and/or SEC registration per D.O No. 08, s. 2007.**
5. **A School Canteen must obtain a Sanitary Clearance or Sanitary Permit** from the Local Health Unit prior to commencing its operations.
6. Food and beverage prepared/cooked in the canteen and/or consigned from reputable source, as well as shall be served following the nutritional requirements indicated per category as stipulated in DepEd Order No. 13, s. 2017:
 - Green Category - can be served daily
 - Yellow - can be served twice a week only
 - Red - prohibited or never to be seen/served in the canteen
7. While monitoring sugar, fat, and sodium levels is crucial, **schools must also consider the overall nutritional value of food items**, ensuring that they provide a wide range of nutrients (Vitamins A, C, B complex, Iron, Calcium, etc.) to support the growth and development of our learners.
8. Provisions of **DepEd Order No. 13, s. 2017 should also be applied to food and beverage served in offices and during any activities organized by SDOs and FDs under this Office.** This includes meetings, conferences, seminars, and other events where food is provided.





Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

9. **Food handlers must be oriented on Food Safety Standards, secure health certificate** from the Local Health Unit and wear PPE/ appropriate garments.
10. Sharing and utilization of canteen proceeds must be accurately recorded and reported in accordance with sections 6.5 and 7.10(c) of DepEd Order 8, s. 2007. Emphasis should be placed on allocating of 35% for Supplementary Feeding Program for Undernourished Pupils/Students and 5% for School Clinic Fund.
11. To ensure strict compliance and facilitate monitoring, reporting templates (attached in this memorandum) have been provided for schools, districts, and divisions' use. These templates will aid in documenting and assessing adherence to the guidelines provided in the aforementioned DepEd Orders.
12. Reporting templates should be completed and submitted to the respective Schools Division Offices (SDOs) on or before October 6, 2023. Signed School Year-End Reports shall be submitted to this Office on or before October 20, 2023. This Office, through the ESSD, shall closely monitor compliance with the submission of these reports.

In addition to these directives, **it is strictly prohibited for any personnel (teaching and non-teaching) to engage in the sale of food and beverage items, especially within classrooms**, for personal gains. This is in line with our commitment to maintaining a healthy and conducive learning environment, free from commercial activities that may distract learners and compromise their well-being. This will also allow teachers to concentrate solely on teaching activities and avoiding any potential distractions or conflicts of interest.

All school heads must hold full responsibility and accountability of any circumstance which may arise relative to the implementation of these policy and guidelines, as indicated in the provisions of DepEd Order No. 13, s. 2017, DepEd Order No. 08, s. 2007, and DepEd Order No. 14, 2005. All schools are also advised to file a copy of the directives/ guidelines for guidance and ready reference.

This Office, through the ESSD, shall closely monitor the implementation of these directives through the SDOs. Any violations or concerns should be promptly reported and addressed.

Immediate and wide dissemination of this Memorandum is desired.

RELEASED

ALLAN G. BARNAZO
 Director IV

By: *[Signature]*

Date: *Sept. 21, 2023*

27888 4:32pm

ROB7/rs

