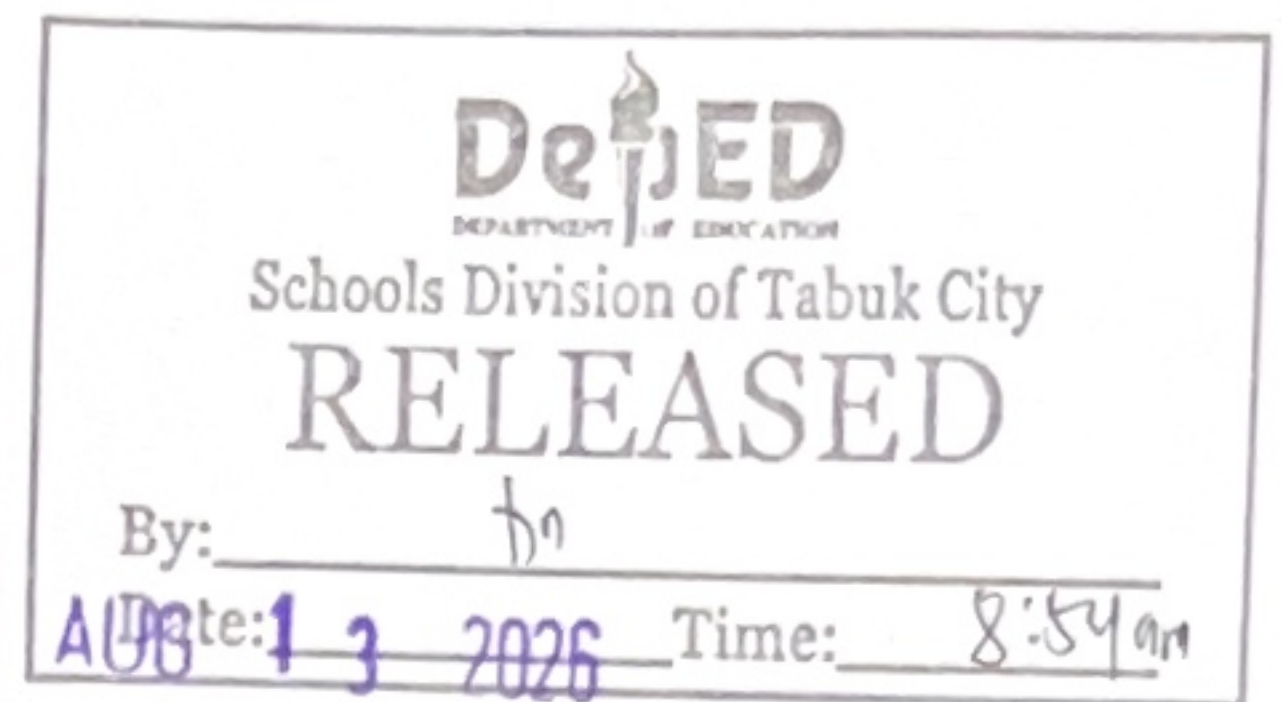




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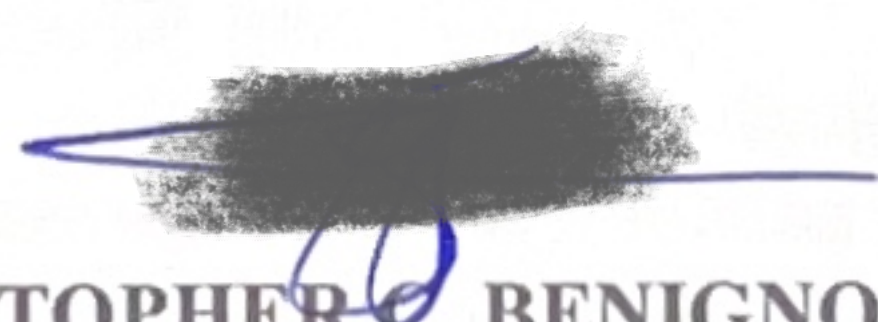
DIVISION MEMORANDUM

No. **366** s. 2026

SEARCH FOR OUTSTANDING SCHOOL CANTEEN IMPLEMENTER

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Health Personnel
All Others Concerned

1. In compliance with DepEd Order no. 13, s 2017 which contains policies on School Canteen Management, Food Safety, and the implementation of healthy school environments, the Schools Division Office hereby launches the Search for Outstanding School Canteen Implementer to recognize schools that demonstrate excellence in canteen operations, food safety, nutrition promotion, and compliance with established standards.
2. The search aims to:
 - a. Recognize exemplary school canteen management practices;
 - b. Promote safe, healthy, and nutritious food choices among learners and personnel;
 - c. Encourage compliance with DepEd School Canteen Guidelines and food safety standards; and
 - d. Showcase innovative and sustainable canteen practices.
3. Documentary evidence, onsite validation, and interviews may be conducted by the evaluation team to verify submitted accomplishments.
4. The criteria, description and indicators for the said search are attached and shall serve as the primary validation tool during the assessment.
5. Immediate dissemination of and compliance with this memorandum is desired.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC, Schools Division Superintendent

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**CRITERIA, DESCRIPTION AND INDICATORS FOR OUTSTANDING SCHOOL
 CANTEEN**

Description	Indicator	Percentage
A. Sanitation, Food Safety and Facilities (25%)		
1. Display of valid sanitary permit (5%)	Valid sanitary permits are visibly displayed	5%
	Valid sanitary permit not visibly displayed	4%
	Valid sanitary permit not displayed	3%
	Sanitary permit not updated for 1 year	2%
	Sanitary permit not updated for more than 1 year	1%
	NO sanitary permit	0
2. Health certificates for all food handlers (5%)	All food handlers possess valid health certificates issued by CHO	5%
	1 food handler does not possess valid health certificate	4%
	2 or more food handlers do not possess valid health certificate	3%
	Health certificate of 1 food handler not updated	2%
	Health certificate of 2 or more food handler not updated	1%
	No health certificate/s	0
3. Personnel wear clean hairnets, aprons, proper footwear, and food-grade gloves (3%)	All food handlers wear complete set of hairnet, clean apron, proper footwear and food grade gloves	3%
	1 food handler does not wear complete set of hairnets, clean aprons, proper footwear and food grade gloves	2%
	2 or more food handlers do not wear complete set of hairnets, clean aprons, proper footwear and food grade gloves	1%
	All food handlers do not wear complete set of hair nets, clean aprons, proper footwear and food grade gloves	0
4. Availability of potable drinking water (3%)	There is available potable drinking water (with water testing result showing passed potability for the current year)	3%
	Drinking water sources have not tested for 1 year from current year	2%

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	Drinking water sources have not been tested for more than 2 years	1%
	No potable drinking water	0
5. Availability of hand washing stations	Accessible handwashing station (within 10 meters from the canteen) with handwashing soap	3%
	Handwashing stations not within 10 meters from the canteen but with handwashing soap	2%
	Handwashing stations not within 10 meters from the canteen and no handwashing soap	1%
	NO handwashing stations	0
6. Hygienic food storage (3%)	There is available food storage, with cover and free from insects; foods/condiments are properly labelled	3%
	There is food storage, with cover and free from insects but foods/condiments are not labelled	2%
	There is food storage but no cover	1%
	NO food storage	0
7. Waste disposal managements (3%)	Waste disposal is covered, with labels for segregation and properly segregated	3%
	Waste disposal is covered, with labels for segregation but not well segregated	2%
	Waste disposal is not covered, not labelled, not/or segregated	1%
	NO waste disposal	0
B. Adherence to Healthy Food Policies (25%)		
1. Green Category: Serves fresh fruits, vegetables, boiled root crops and potable drinking water daily (10%)	Serves 100% of green category, NO yellow category and NO red category every MWF Ex. 10 items; -10 out of 10 must be under green category and no yellow nor red category	10%
	Serves 50-90% of green category, 10-40% of yellow category, NO red category every TTh ONLY Ex. 20 items; -50% of 20 is 10, so 10 out of 20 must be under green category	5-9% (50%=5%, 90%=9%)
	Serves 10-40% of green category, 50-90% of yellow category, NO red category every TTh ONLY	1-4% (10%=1%, 40%=4%)

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2. Yellow Category	Serves yellow category in addition to green category on TTh ONLY	5%
	Serves yellow category (in addition to green category) for 3 days a week	4%
	Serves yellow category for 4 days a week (in addition to green category)	3%
	Serves yellow category (in addition to green category) daily	2%
	Serves yellow category only (no additional green category)	1%
	Serves yellow category daily but with red category	0%
3. Red category	Does not serve RED category (deep fried foods, deep sugar coated, frozen foods, soda and hardly artificially flavored drinks) at all	5%
	Served (1) deep fried food once a week	4%
	Served (2) deep fried foods once a week	3%
	Served more than 1 deep fried foods 1-2 days a week	2%
	Served more than 1 deep fried food for more than 2 days a week	1%
	Served foods being discouraged inside the canteen like soda, candies and chocolates, etc.	0
C. Financial Management and Transparency (15%)		
1. Daily update of canteen proceeds (5%)	Daily updated record of canteen proceeds	5%
	Not updated for 1 day	4%
	Not updated for 2-3 days	3%
	Not updated for 3-4 days	2%
	Not updated for 4-5 days	1%
	Not updated for more than a week	0
2. Proper distribution of canteen fund allocation (5%) 1. Supplementary feeding(35%), 2. clinic fund (5%), 3. faculty dev't fund(7.5%), 4. student dev't fund(7.5%), 5. HE fund(10%), 6. School operational fund(25%), and 7. revolving fund(10%)	Properly distributed to all 7 items of allocations	5%
	Distributed to 5-6 allocations items only	4%
	Distributed to 3-4 allocations only	3%
	Distributed to 2 allocations only	2%
	Distributed to 1 allocation only	1%
	NO record of allocations	0

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3. Transparency (3%)	Quarterly updated financial statements posted openly on the school's transparency board	3%
	Quarterly updated but not posted in transparency board	2%
	No updated reports for 1 quarter	1%
	No updated reports for more than 1 quarter	0%
4. Bank Deposits (2%)	Canteen revolving funds are deposited in a recognized bank	2%
	Canteen revolving funds are kept for safety	1%
	No bank deposit for revolving funds	0
D. Integration with the SBFP (15%)		
1. Support to the SBFP	100% of the severely wasted and wasted benefited from 35% of canteen proceeds	10%
	Only 10-99% SW and W benefited	1-9% (10%=1%)
	0-9%	0%
2. Integration of canteen operations with broader health and nutrition education curricula (IEC)	School Canteen reflects all the following (6 items) or IECs: a. Lesson Mirroring – canteen menus reinforce the lessons taught inside the classroom b. Educational signages – food display labels, nutritional fun facts, health and nutrition vocabularies c. Policy consistency – strictly enforces that foods banned or discouraged are not sold in the canteen d. Collaborative planning – there is menu rotations e. Co-curricular links – canteen operations connect with school gardens, composting programs and environmental programs f. Role Modeling – staff and educators actively encourage learners and co-staffs for healthy eating habits	5%
	4-5 IECs / documentations	4%
	3 IECs / documentations	3%
	2 IECs / documentations	2%
	1 IEC / documentation	1%

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E. General Operations and Management (13%)		
1. Management set-up: Operated by school (5%)	School canteen management operations have the following documents: a. Approved proposal/request b. School canteen TWG c. List of food handlers d. Advisory/Memoranda related to school canteen e. Other documents related to canteen operations	5%
	4 documents only	4%
	3 documents only	3%
	2 documents only	2%
	1 document only	1%
	No document	0
2. Presence of MOA (3%)	MOA terms and conditions are presented; signed by both parties and witnesses; within validity period	3%
	MOA terms and conditions are presented, with missing signature, within validity period	2%
	MOA terms and condition presented, with missing signature, not valid within current period	1%
	No MOA	0
3. Submit quarterly and annual report of proceeds and utilization to the division office (5%)	Quarterly reports and Annual reports submitted to the SDO	5%
	1 quarter not submitted	4%
	2 quarter report not submitted	3%
	3 quarter report not submitted	2%
	Annual report only	1%
	No report	0
F. Innovations and Practices (7%)		
Presence of best practices/innovations	With approved innovation proposal and terminal report	7%
	With approved innovation, completed project, but lacking terminal report	6%
	Innovation proposal is approved and currently being implemented.	5%
	Best practices completed, documented and with report	

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	Innovation proposal is fully developed and submitted for proposal. Best practices completed and documented but no report	4%
	Draft of innovation proposal needs refinement. Best practices completed but not documented	3%
	Conceptualized innovation with basic outline or objective. Best practices not completed	2%
	Identified areas for improvement but no formal innovation plan	1%
	No innovation proposal and best practices documented	0

Scoring Guide:

Rating	Description
5	Outstanding (90-100%)– Fully compliant and exceeds standards
4	Very Satisfactory (76-89%) – Fully compliant with minor enhancements
3	Satisfactory (66-75%) – Meets minimum standards
2	Needs Improvement (50-65%) – Partially compliant
1	Poor (below 50%) – Non-compliant

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