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Republic of the Philippines

Department of Education

Region XI

Schools Division of Panabo City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0335

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
Public Elementary and Secondary Principal
and School Heads

Subject: **GUIDELINES ON THE OPERATIONS AND
MANAGEMENT OF SCHOOL CANTEENS IN PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS**

Date: July 8, 2025

In line with the continuing efforts to ensure effective, health-conscious, and policy-compliant management of school canteens, all public elementary and secondary schools are hereby directed to review and assess their current canteen operations.

This review applies to all canteens whether school-managed or teacher cooperative-managed and must be conducted with reference to DepEd Order No. 8, s. 2017, titled *“Guidelines on the Operations and Management of School Canteens in Public Elementary and Secondary Schools.”*

The following are the key points to consider during the review include, to wit;

- Compliance with nutrition standards for food and beverage offerings;
- Adherence to transparent procurement, pricing, and financial management guidelines;
- Maintenance of cleanliness, safety which referring to sanitary permit/clearance and health card for the food handler, and hygiene protocols
- Proper documentation, reporting, and oversight mechanisms;
- Engagement of school stakeholders in monitoring and feedback.



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School Heads are hereby directed to create an internal team or task force which includes the Parents-Teacher (PTA) Treasure and Auditor to carry out the assessment and ensure that corrective actions, if necessary, are immediately implemented. A summary report of findings and actions taken should be submitted to the Schools Division Office at every end of the month. *Attention: Keren T. Luma, School Canteen Focal.*

Furthermore, in accordance with Section 6.6 of DepEd Order No. 8, s. 2017, all earnings and cash received from the financial operations of teachers' coop-managed and school-managed canteens shall be deposited on a daily basis in the nearest government depository bank for schools with 3 or more operational school canteens while school with one (1) or two (2) school canteens shall be entrusted to the PTA Treasurer. These funds must be subject to monthly audit by the designated PTA Auditor to ensure transparency and proper financial stewardship.

Your commitment to promoting a healthy and well-regulated canteen environment is crucial in supporting our learners' well-being and performance. For guidance, a digital copy of DepEd Order No. 8, s. 2017 may be accessed through the official DepEd website.

For your information and guidance.

For and in behalf of the Schools Division Superintendent:

JANWARO E. YAMOTA
Chief Education Supervisor

RELEASED

JUL 09 2025

RECORDS SECTION 100 PANABO CITY
BY *[Signature]*

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