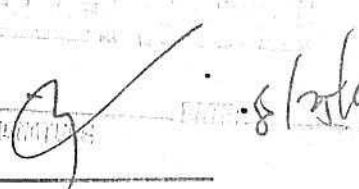





Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
7100 Dipolog City

DEPARTMENT OF EDUCATION
DIVISION OFFICE
ZAMBOANGA DEL NORTE
BY:  8/25/15

Division Memorandum

No. 207 s.2015

TO : Public Schools District Supervisors
Heads, Public Elementary and Secondary School
Coordinators, Campus/School Canteen
All Others Concerned

FROM :  NATIVIDAD P. BAYUBAY, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT : INTENSIFICATION OF MONITORING ON THE
ADHERENCE TO FOOD SAFETY GUIDELINES IN SCHOOL
CANTEENS

DATE : August 25, 2015

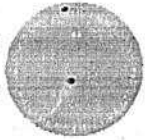
This has reference with **Regional Memorandum No.39 s. 2015** on the abovementioned subject, unnumbered **Memorandum** dated July 18, 2011 "*Massive Inspection of School Canteen Management and Food Safety in Schools,*" **DepEd Order No. 52 s. 2008** "*Compliance with DepEd Policies on Food Safety in Schools,*" **DepEd Order No. 08 s. 2007** *Revised Implementing Guidelines on the Operation and Management of School Canteen,* **DepEd Order No. 15 s.2005** "*Instructions to Ensure Consumption of Nutritious and Safe Foods in Schools.*"

In this regard, this Office hereby directed STRICT COMPLIANCE on the aforementioned DepEd policies and FULL COOPERATION during the actual conduct of the monitoring visits by the members of the Regional/Division Task Force to evaluate the school's compliance on the same guidelines beginning September 1, 2015.

The Office of the Schools Division Superintendent would like to underscore the accountability of the School Heads should any untoward incident will happen in schools due to their non-compliance.

Attached herewith, for reference and guidance, is the Food Safety Checklist in School Canteens.

For widest dissemination.



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region IX, Zamboanga Peninsula
 Pagadian City



FOOD SAFETY CHECKLIST IN SCHOOL CANTEENS

Type of Canteen: School Managed
 Teachers' Cooperative
 Concessionaire
 Consignment
 Rent

DOCUMENTS:

YES	NO		REMARKS
		Memorandum Of Agreement	
		Health Certificate of Canteen Personnel	
		Cooperative Development Authority / Security Exchange Commission Registration	
		Proper Distribution of Income	
		Financial Report	

CANTEEN COMMODITIES:

YES	NO		REMARKS
		Nutritious Foods Available	
		Soda Drinks Available	
		Beverage Fruit Drinks Available	
		Presence of Sangkap Pinoy Seal in Food Items	
		BFAD Approval	
		Sold Candies and the likes	
		Sold Toys and School Supplies	

FOOD SAFETY:

YES	NO		REMARKS
		Proper Labeling of Food Condiments And Proper Labeling of Expiration Dates with Nutrition Information	
		Proper Storage of Foods and Kitchen Utensils	
		Proper Handling of Foods	
		Practice First-in First-out (FIFO) of food items	
		Reputable Source of Raw Ingredients	
		Provision of Potable Water Supply	

	Provision of Hand washing Facilities	
	Canteen is generally pest-free, odor-free, with screened windows and doors	
	Dining Area is Clean, Well-Lighted and Well-Ventilated	
	Has Food Cover	
	Daily sterilization of feeding paraphernalias (spoon, forks, cups and glasses)	
	Canteen Personnel Practice Good Grooming and Personal Hygiene	
	Wearing of Clean and Proper Attire (Apron, Hairnets) of Canteen Personnel	
	Has Dry Area Daily Cleaning of Canteen premises	
	Provision of covered garbage cans/practice waste segregation	
	Record of daily food inspection signed by canteen teacher and noted by the school principal	

Division: _____

Name of School: _____

District: _____

School Principal/School Head: _____ Signature: _____

School Nutrition/Canteen Coordinator: _____ Signature: _____

District Nurse: _____ Signature: _____

Monitored by:

Signature over printed name

Designation: _____

Date of Visit: _____