



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Road, Military Cut-Off, Baguio City
Tel. No.: (074) 442-7819



DIVISION MEMORANDUM

No. 65, s. 2013

To : All Division Promotional Staff;
Public Schools District Supervisors;
Public Secondary School Heads;
Public Elementary School Heads;
Head Teachers;
Head Teachers In Charge;
Teachers – In – Charge;
Canteen Operators; and
All Others Concerned

From :  **ESTELA LEON – CARIÑO, CESO V**
Schools Division Superintendent 

Subject : **REITERATING THE PROHIBITION ON THE SALE,
DISTRIBUTION AND BRINGING OF JUNK FOOD AND
CARBONATED DRINKS AT SCHOOL CANTEENS**

Date : 10 June 2013

01. This is to reiterate the **Revised Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary School** as provided under DepEd Order No. 8, s. 2007 particularly on the DEPED POLICY stating that school canteens shall adhere to professional management and sound business practices as well as to safety and security measures.

02. Item 4 of the said DepEd Order provides:

4.4. Only nutrient-rich foods such as root crops, noodles, rice and corn products in native preparation, fruits and vegetables in season, and fortified food products labeled rich in protein, energy, vitamins and minerals shall be sold in the school canteen. Beverages shall include milk, shakes and juices prepared from fruits and vegetables in season.

4.5. The sale of carbonated drinks, sugar-based synthetic or artificially flavored juices, junk foods and any food product that may be detrimental to the child's health and that do not bear the *Sangkap Pinoy* seal and/or did not pass the BFAD approval is **prohibited**.

4.6. Iodized salt shall be used, in controlled quantity, in the preparation of cooked foods to ensure that iodine requirement of the clientele shall be met and

to eliminate iodine deficiency disorders. The use of *monosodium glutamate (vetsin)* shall be regulated.

4.7. A reasonable mark-up price for all merchandise in the canteen shall be allowed, provided that the selling retail price does not exceed the prevailing prices in the locality.

03. For the smooth and eventual full implementation of the above – mentioned rules, starting Jul 1, 2013, school canteens may sell junk foods or carbonated drinks for two (2) days a week only. However, at the start of the Second Semester (November 7, 2013) selling of junk foods and carbonated drinks in all school canteens shall not be allowed.

04. The Division Medical Team (Health and Nutrition Unit) and the District Supervisors are enjoined to monitor compliance of the schools and to report those who are not complying for appropriate action.

05. Immediate dissemination of this Memorandum and compliance of all concerned is enjoined.

Attachments:

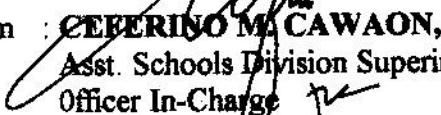
Division Memo dated August 23, 2004;
Protocol in case of an outbreak for food borne illness

Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Baguio City 2600

DIVISION MEMORANDUM

NO. s. 2004

To : All School Heads, School Canteen Managers,
Private and Public

From :  **CEFERINO M. CAWAON, Ed.D.**
Asst. Schools Division Superintendent
Officer In-Charge

Subject: **REITERATING THE PROHIBITION OF THE SALE, DISTRIBUTION
OR BRINGING OF JUNK FOODS AND SOFT DRINKS WITHIN THE
SCHOOL CANTEENS AND PREMISES**

Date : August 23, 2004

1. This is to reiterate Division Memorandum No. 47, s. 1999 on the **SCHOOL CANTEEN HEALTH REQUIREMENTS AND RECOMMENDATIONS** particularly paragraph No. 4 which states:

- 1.1 The sale of affordable, quality, nutritious foods
- 1.2 The sale of junkfoods be stopped
- 1.3 Proper food handling should be observed. Food should be protected from dust and flies
- 1.4 Handwashing facilities should be required of school canteens.

2. The said memorandum also supports the proposed resolution by Councilor Faustino A. Olowan and Councilor Antonio R. Tabora, Jr. prohibiting the sale, distribution or bringing of junk foods and soft drinks within school canteens and premises of all primary, elementary and high schools, private or public, in the city of Baguio in support to the Department of Education's (Dep.Ed) renewed call for school canteens and meal caterers to refrain from selling said unhealthy foods.

3. Wide and immediate dissemination of this memorandum to all concerned is desired.

PROTOCOL IN CASE OF AN OUTBREAK OF FOOD BORNE ILLNESS

❖ What is food borne outbreak?

An outbreak of food borne illness is identified as an incident in which two or more people experience the same illness after eating the same food. However, when botulism or chemically contaminated food is found, even a single incident is classified as an outbreak.

❖ What a teacher should do in case of an outbreak of food borne illness in the school?

1. The teacher must first get the pupil's identity
2. Look for symptoms after ingestion of food or beverage
3. The teacher-in-charge must immediately report the student to the principal or school head for immediate action.

- Note the date of the incident
Month – Day - Year
- Note the time the food / beverage was ingested
 - less than 1 hour
 - between 1-4 hours
 - More than 4 hours
- Determine pupil's condition before ingestion of food
 - healthy
 - sick with symptoms
- List down other food / beverages ingested in the last 4 to 6 hours
- Record First Aid provided in school, and by whom?
- If patient's condition did not improve, refer to:
Medical Practitioner Name
Doctor:
Nurse:
Other specify:
- Get samples of food, beverages ingested
- Submit for analysis

Remember:

Monitoring food safety is a responsibility of the school head and the school faculty, the Schools Division Office, the Regional Office and the Central Office.

In cases of food illnesses, it is very important not to panic or to call other schools as this may cause spreading wrong information. The best thing to do is to follow the protocol, refer to the nearest clinic/hospital and report the incident to the Division Health and Nutrition Section

MONITORING FOOD SAFETY

What is the coverage of Food Safety in Schools?

Food Safety in schools covers food production (raising of crops, fish/aqua products and poultry/livestock); the school canteen and the feeding center.

It aims to prevent contaminants and hazards from getting into the food to assure that what the school children are eating are nutritious and safe.

Who is responsible for keeping foods safe?

The school head is primarily responsible for keeping the foods safe to eat, along with the food production coordinator, canteen teacher, feeding teacher and all the teaching and non-teaching personnel of the school. Canteen teachers are required to accomplish the Record of Daily Food Inspection (RDFI) noted by the Principal to ensure that what is served in the school canteen were carefully planned and inspected by school authorities. The RDFI should be compiled in a folder by month for ready reference of the monitors. For foods bought from the consignees, a contract must be forged between the parties concerned.

Furthermore, the enclosed Food Safety Checklist in School Canteens must be posted in the dining area so that canteen personnel are reminded of the safety standards imposed upon them.

Who is responsible for monitoring food safety in schools?

The school head is mandated to monitor the food production area, school canteen and feeding centers.

In pursuance to DepED Orders No. 14, s. 2005 and No. 8, s. 2008, the Nutritionist –Dietitians, other regional and division health personnel and Home Economics Supervisor are tasked to monitor periodically adherence to food safety standards.

The enclosed Food Safety Checklist should be one of the forms to be accomplished, by the monitoring team when they visit the school.

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FOOD SAFETY CHECKLIST IN SCHOOL CANTEENS

- Sanitary Permit
- Health certificates of canteen personnel
- Wearing of clean and proper attire (apron, hairnets) of canteen personnel
- Canteen personnel practice good grooming and personal hygiene
- Provision of hand-washing facilities
- Provision of potable water supply
- Dining area is clean, well-lighted and well-ventilated
- Canteen is generally pest-free, odor-free, with screened windows and doors
- Daily sterilization of feeding paraphernalia (spoons, forks, cups and glasses)
- Proper storage of foods, kitchen utensils
- Proper labeling of condiments
- 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 Principal

Policy No. 15 – Food safety standards should be strictly followed (See Revised School Health and Nutrition Service Manual) p. ____

Implementing Guidelines

1. The school canteen must be clean, sanitary, pest-free and well-maintained at all times.
2. Vendors should not be allowed to sell food items within a 50 - meter radius from the school.
3. Pupils/students shall not be allowed to buy food items and beverages outside the school during hours.
4. The school administrator and feeding teacher and/or canteen manager shall be held responsible for any food poisoning incident that arises in the school.
5. All food handlers, including canteen teachers, should secure Health Certificate from proper agencies.
6. Food handlers should wear clean and proper attire inside the canteen maintain short fingernails and should not wear jewelries in the kitchen and serving area.
7. Sanitation and personal hygiene must be observed by the food handlers and other canteen personnel.
8. Foods sold in the canteen should come from safe and reputable sources.
9. Proper food preparation with emphasis on the cooking time, method of cooking and storage should be followed.
10. Pesticides, disinfectants and chemical agents must be stored outside the school canteen to avoid accidental food contamination.
11. All containers of condiments, i.e. sugar, oil, etc. must be properly labeled.
12. Canteen managers must ensure that all foods prepared/cooked for the day shall be served and consumed within the day and that there will be no left over to be served the following day.
13. Care should be taken in the preparation/cooking of potentially hazardous foods such as milk products, eggs, beef, poultry, pork, fish, sprouts, shellfish, soy-protein foods, melons (sliced), tofu, garlic and oil mixtures, cooked rice, beans, potatoes, or other heat-treated plant foods and tomato-based dishes.
14. Foods in the canteen should be properly covered to avoid contamination.
15. Clean and safe containers should be used in storing/packing and serving food items in the canteen.

**Implementing Rules and Regulations
Code of Sanitation of the Philippines (P.D. 856:522)**

Hereunder are portions of the IRR of Code of Sanitation of the Philippines that are applicable to the school setting, for the guidance of all concerned:

Section 3. Sanitation Requirements for Operating Food Establishment.

A. Sanitary Permit

1. No person or entity shall operate a food establishment for public patronage without securing a permit from the local health office. The term "food establishment" as used in this chapter means an establishment where food and drinks are manufactured, processed, sold or served.
2. Fees – The fees payable on application of permits and upon issuance, renewal and noting of such certificates shall be in such amounts as the City or Municipal Authority imposed through resolution.
3. Record of Permit Certificates – Every City or Municipality shall keep a record of all establishments in respect of which permits have been issued and all permit certificates and renewals thereof.

7.2. The record shall in any case show the following:

- i. The name and address of the holder of the permit who in every case shall be the actual occupier of the establishment;
- ii. The location of the establishment;
- iii. The purpose or purposes for which the permit has been issued;
- iv. The date the first permit was issued and the dates of any renewal thereof;
- v. Every change of occupation and management of the establishment since the first permit has been issued;
- vi. Conditions under which the permit was issued or any renewal thereof;
- vii. The record shall be available at all reasonable times for inspection by any officer of the DOH.

B. Health Certificates

1. No person shall be employed in any food establishment without a health certificate issued by the local health authority. This certificate shall be issued only after the required physical and medical examinations are performed and immunizations are administered at prescribed intervals.
2. The health certificates (EHS Form No. 102-A,B,C) shall be clipped in the upper left front position of the garment of the employee while working.
3. The health certificate shall be renewed at least every year or as often as required by local ordinance.
4. Health certificates are non-transferable.

C. Quality and Protection of Food

All foods must be obtained from sources approved by the local health authority.

1. All milk and milk products shall come from approved sources and shall meet the standards and quality established by the regulatory authority.

D. Structural Requirements

No sanitary permit shall be issued for any premises to be used for the preparation, handling and sale of food unless it is constructed in accordance with the following requirements.

Nutrition Service Policy No. 2 - All schools shall establish a school canteen that will serve safe and nutritious foods.

Implementing Guidelines

1. The canteen should be the only source of safe and nutritious foods inside the school.
2. The canteen should operate in accordance with the approved DepED Order on the Management of School Canteens.
3. All school canteens should have sanitary Permit to be renewed yearly. It should be posted strategically inside the canteen.
4. a) For school managed canteens, the distribution of proceeds shall be as follows:

Supplementary Feeding	- 35%
Revolving Capital/Capital build-up	- 15%
Improvement/procurement of HE facilities	- 20%
School Clinic Fund	- 5%
Food production fund	- 10%
School share/Administrative fund	- 10%

b) For teacher-cooperative canteens, distribution of proceeds shall be as follows:

Cooperative	- 80%
School	- 20%
Supplementary Feeding	- 75% of the 20%
Administrative Contingency Fund	- 25% of the 20%
5. Food items for sale in the canteen shall include indigenous, natural foods/fortified food products that are rich in protein, energy, vitamins and minerals, particularly root crops, rice and corn products in native preparations and fruits and vegetables in season.
6. The sale of carbonated drinks, sugar-based synthetic or artificially flavored juices candies and "junk food" shall be prohibited.
7. School canteens must be well-ventilated and well-lighted to give a pleasant environment and sufficient time for eating, while fostering good manners.
8. There must be a monthly general disinfection of the canteen-dining area, serving area, kitchen/preparation area and restroom area.
9. The Regional Nutritionist-Dietitians and the Division Health and Nutrition Section shall monitor adherence to the guidelines and standards on the operation of the school canteens.
10. Canteen managers should prepare a one-month cycle menu for foods to be served and a weekly cycle menu for ready to eat foods such as crackers, noodles, juices to ensure that there is weekly variation of flavors and brands of these foods.
11. School canteens with an income of P30,000/month should provide a beam balance scale (preferably Detecto) from the fund intended for supplementary feeding.
12. Canteen teachers/managers should maintain up-to-date, accurate and readily available records of canteen proceeds and financial statement for audit by authorized officials.
13. Private concessionaires should not be allowed in School Managed and Teachers Managed Cooperative Canteen.
14. There should be a daily sterilization of all silverwares, cups and glasses.