



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



June 8, 2020

Office of the Superintendent
Division Memorandum Number 238, s. 2020

REITERATING DEPED ORDER NO. 8, S. 2007, THE REVISED IMPLEMENTING GUIDELINES ON THE OPERATION AND MANAGEMENT OF SCHOOL CANTEENS IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS, AND ORDERING THE CREATION OF THE DIVISION MONITORING TEAMS

TO: Chiefs, CID and SGOD
Public Schools District Supervisors
Heads, Public Elementary and Secondary Schools,
Health Unit
Education Program Supervisors – Science, MAPEH, TLE, and SGOD
Accounting Section, and
All others concerned

1. This is to reiterate to all concerned to adhere to the guidelines set forth in DepEd Order No. 8, s. 2007, with emphasis to the following, thus:
 - 1.1. A school canteen should be school-managed laboratory, and could have additional canteen which will be a teachers' cooperative-managed (See 3.1, 6, and 7);
 - 1.2. Secure the necessary permits/clearances for the operation of school canteen (5.1);
 - 1.3. Teachers' cooperative must comply with the Criteria for Qualification set forth in the guidelines (4.4.2);
 - 1.4. Strictly adhere to the procedural guidelines specifically the reportorial requirements (5.3), accounting of funds (5.4), and adherence to food safety (5.6);
2. For schools where an additional canteen is allowed under the guidelines to be managed by teachers' cooperative, and while the requirements for the establishment of said cooperative, especially the 2-year existence requirement, are being completed:

Every school head is mandated to establish school canteen that shall serve as laboratory for Home Economics, retail trade, and in the incidental teaching of health and nutrition following the set forth guidelines (laboratory canteen). The operation of the laboratory canteen shall continue even if the teachers' cooperative has completed the requirements. (8);

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3. As the department prohibits the sub-leasing of the whole or part of the school canteen premises or sub-contracting the operation of the school canteen to concessionaires, this office will not recognize any contract entered into by the school to third party (4.8);

Furthermore, the Transitory Provision under 14.1 of the guidelines is hereby emphasized, *to wit*:

The Department maintains the policy that there is no valid contract of lease of a school canteen to a private concessionaire as declared in DepEd Order No. 95, s. 1998 which took effect on November 10, 1998. Pursuant to said policy, **all contracts or lease of school canteens to private concessionaires executed or renewed after November 10, 1998 are hereby deemed terminated for being contrary to law and public policy. Violations of this policy shall be dealt with administratively.**

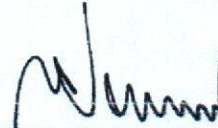
4. Public school district supervisors are hereby instructed to ensure compliance of the guidelines of the public schools under their supervision and submit the status monitoring form (see Enclosure 1) to the Office of the Schools Division Superintendent through the Legal Unit on or before June 19, 2020;
5. In case none of the required types of canteen management was adopted, including laboratory canteen, the school heads concerned shall submit to this office through their PSDS the "school transition plan to school-managed canteen (and laboratory canteen)" for review, on or before June 30, 2020, before the approval of this office;
6. The school head shall organize a school level auditing committee, if none was created yet, to be headed by a Mathematics department head/teacher, and Home Economics Department head/teacher and the president of the faculty club as members. The committee shall perform the necessary audit on a timeline required by the guidelines;
7. The Accounting Unit shall assist the COA representative based in the division office in the conduct of the latter's audit;
8. Division Monitoring Teams shall be created. It shall ensure adherence to standards on quality, handling, and serving of food, and canteen equipment/facilities in the school canteens and that food safety standards and hygienic practices are strictly observed and implemented. The team shall be composed of the following division personnel:
 - Medical Officer IV/Dentist II
 - ES 1 (Science and Health/Nutrition/HE/THE)
 - o Current positions: EPS – Science
 - EPS – MAPEH
 - EPS – TLE

- Nurse-In-Charge
- Nutrition Coordinators

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9. The Division Monitoring Team is hereby ordered to convene within one month from the issuance hereof, to map out the plan of action/monitoring guidelines, to designate schools per team, and to set the schedule of monitoring, among others;
10. All division memoranda, issuances or parts thereof, inconsistent with any of the provisions of this Memorandum are hereby repealed or modified accordingly; and
11. For dissemination and strict compliance.



MARIE CAROLYN B. VERANO, CESO V
School Division Superintendent

