



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023-028

To : **Public Schools District Supervisors
 All Schools Administrators
 All Others Concerned**

Subject : **MONITORING OF SCHOOL-BASED FEEDING PROGRAM AND ITS
 COMPLIMENTARY PROGRAMS (OPLAN KALUSUGAN SA DEPED)**

Date : February 9, 2023

Herewith is the Regional Memorandum ESSD-2023-018 or the Monitoring of School-Based Feeding Program (SBFP) and its Complimentary Programs (Oplan Kalusugan sa DepEd) on February 20, 2023.

The activity aims to give technical assistance on the implementation of health and nutrition programs for that is vital to health and safety of school populace, to achieve health and wellness of learners and personnel.

In view thereof, the field is hereby informed that the Regional monitors will randomly choose the schools they will visit except for the two (2) identified schools, to wit:

- Don Mariano Marcos ES - School-Based Feeding Program
- P. Basalan ES - Integrated School Nutrition Model (Light House School)

Please be advised to observe the no disruption of regular classes during the activity, this is pursuant to DepEd Order No. 9, s. 200 titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.

Attached herein are the monitoring tool to be used for your reference.

For information and compliance.

CRISTY C. EPE

Schools Division Superintendent

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED

DATE: FEB 10 2023 TIME: 7:55pm

BY:

Enclosed: As stated.
 OSDS/HNU/hmle



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
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MONITORING TOOL ON OPLAN KALUSUGAN SA DEPED

SDO: _____ Date: _____
School: _____

INDICATORS	YES	NO	REMARKS
Health Standards/ARH/NDEP/Mental Health			
1. Policy on frequent cleaning of hands by using alcohol-based hand rub/ disinfectants or by proper handwashing with soap and water.			
2. Proper sneezing/coughing etiquette policy			
3. Proper use of face masks at all times Policy			
4. Policy on proper disposal of tissue and masks after use			
5. Provision of relevant information on respiratory etiquette and protective measures that shall be observed in the school or the workplace			
6. Learners and Personnel have access to cloth/washable face masks, or such other protective equipment which can lessen the transmission of COVID-19			
7. Availability of hand soaps/ hand sanitizers/ alcohol-based-solutions/ other disinfectants in entrances, restrooms, etc.			
8. Routine cleaning/disinfection is done on frequently touched surfaces and objects using bleach solution at least twice a day			
9. Personnel are reporting to their immediate supervisors if they are experiencing flu-like symptoms; There are means of monitoring to learners experiencing flu-like symptoms during the conduct of f2f classes			
10. Operationalization of the Preventive Alert System in Schools (PASS) for COVID-19 (DM 15, s. 2020)			
11. Develop Contingency and Response Plan for COVID-19			
12. Strictly enforce D.O. 13, s. 2017 (Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices)			
13. Strictly enforce the ban on smoking and vaping (DO 48, s. 2016, DM 111, s. 2019)			
14. Classroom/ Offices has proper ventilation (open windows, preferred)			
15. Display and/or distribute IEC materials on health and safety, menstrual hygiene, oral hygiene, and other health related instructions in strategic locations including NDEP Corners, Health Corners, etc.			
16. Availability of a separate space/ holding area/ isolation area for the sick (patient with flu-like symptoms) while awaiting referral			



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17. Provision of Mental Health and Psychosocial Support to personnel and learners			
18. Encourage daily physical activities for learners in at least 60 minutes and for personnel in at least 30 minutes			
19. Observing the proper protocol on screening of returning personnel and learners			
20. Policy on personnel and learners with relevant history of travel/exposure			
21. Policy in observance of the DepEd Testing Protocol			
22. Maintenance of safe, healthful, and sanitary conditions of school plant (including good emotional climate e.g., enforcement of Child Protection Policy; establishment of AFHF)			
23. 2022 to present program reports and documents are complete and properly filed.	(Reports included are in COVID-19, COVID-19 Vaccination, NDEP, ARH, UHC)		
A. COVID-19 Cases of Learners & TP/NTP (Weekly)			
B. COVID-19 Vaccination of Learners & TP/NTP (Weekly)			
C. COVID-19 Vaccination of TP/NTP (Monthly) – Merged Annex A & B			
D. NDEP Accomplishment Report (Monthly)			
E. ARH Reporting Form 1 (Quarterly)			
F. ARH Reporting Form 2 (Quarterly)			
G. ARH Reporting Form 3 (Annual)			
H. PhilHealth Survey to All Parents in support to Universal Health Care coverage			
Wash in Schools (WinS) Program			
1. Strengthening the implementation of DO 10, s. 2016 (Policy and Guidelines on Comprehensive WinS Program)			
2. K-12 Learners have access to 1 toothbrush, 1 toothpaste and 1 bar of soap per learner			
3. Safe Drinking Water is provided			
4. Quality of water tested regularly			
5. Water for cleaning is available			
6. Overall functional toilet seat and pupil ratio			
7. Toilet is accessible to person with limited mobility			
8. Toilets are secure, private, with door and lock, lighting, adequate ventilation and wrapping for used of pads are available			
9. Handwashing facilities with soap are available			
10. Daily cleaning of toilets and handwashing facilities			
11. Funding for maintenance and repair of toilets and handwashing facilities (AIP, SIP, MOOE)			
12. Segregated trash bins with cover are available in classroom, toilets, canteen, offices, clinic, play areas, gardens, hallways, and gym.			



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13. Bins for infectious waste with cover are available			
14. Waste segregation is practiced			
15. Garbage collection, compost facility and material recovery facility (MRF) is available			
16. Functional Septic tank is available for all toilets			
17. Functional drainage from kitchen and wash areas			
18. Food handlers have health certificate			
19. Daily supervised handwashing with soap for learners			
20. Learner and group handwashing facility ratio			
21. Daily Supervised tooth brushing activity			
22. Sanitary pads are accessible in school			
23. Deworming is done semi-annually			
School Health Services and School Clinic Management			
1. Schools Technical Working Groups in health and nutrition program are available			
2. Health and nutrition programs are part of INSET			
3. Conduct of physical examination in learners, teachers and non-teaching personnel			
4. Posted school monthly/quarterly or annual medical, dental and nursing schedule			
5. Conduct of medical, dental health and nutrition lectures and demonstration			
6. Dental services are available			
7. Availability of school or office clinic for basic health services. (located on strategic area)			
8. School clinic is well-lighted and properly ventilated			
9. School clinic have following facilities: an examination room, treatment room, dental treatment room, drinking, handwashing and toilet facilities, and waiting area			
10. School clinic have basic equipment, supplies and material (please show inventory)			
11. Vision test, hearing test, height and weight measurement, health examination/assessment of learners were conducted			
12. Availability of Basic First Aid and Emergency Care Services			
13. Recording of Daily Treatment that shows the chief complaint/s, findings on examination, and management of clients			
14. Recording of Referrals in the Referral Logbook			
15. Availability of Referral slips. Log Sheet/Logbook that are needed in School Clinic Management (Has referral flow/system)			
16. Data Banking on health reports, records, etc.			
17. Directory of organizations – name, address, services provided, contact number and contact person (for referral)			
18. Deployment Plan / Schedule of health personnel on duty			



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School-Based Feeding Program			
A. Food Delivery and Distribution			
1. Onsite inspection of milk supplier/business operator have been conducted by Division SBFP Team. Compliant to Implementing Rules and Regulations of RA No. 10611 or Food Safety Act of 2013			(Note down date of inspection and details in the narrative report)
2. Strict enforcement of DepED Order 014 s. 2020 (Guidelines on the Required Health Standards in Basic Education Offices and Schools based on the DOH AO No. 2020-0015(Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation in drop-off centers in DROP-OFF CENTERS. (Mandatory temperature check, health check/declaration, and hand hygiene with 70% Isopropyl Ethyl Alcohol shall be done upon entry to the school/pick-up/drop off point premises)			
3. Availability of face masks for delivery staff and non-teaching consignees, inspectors, and volunteers in drop-off centers.			
4. Schedule of schools for pick-up is available (at least 5 persons are allowed per pick-up center for every 10 minutes to prevent crowding at the distribution area)			
5. Delivery staff, teaching and non-teaching consignees, inspectors and volunteers have available area for washing of hands, soap, disinfectants. (They are required to wash/disinfect hands before and after touching the milk/food packs)			
6. Directional flow of people inside the schools/drop-off center is available (Entrance only and exit only doors and gates shall be established for this purpose)			
7. Ensure parents/guardians, volunteers and teachers who are authorize and scheduled to pick-up milk/food packs shall wear face mask at all times while at the school premises.			
8. Schedule of parents/guardians or those assigned to pick-up the milk/food packs for the recipient learner/s is available (5 persons every 10 minutes)			
9. Proper ventilation in waiting area in drop-off centers			
10. Available storage facilities in drop-off centers			
11. Cleanliness of surroundings and proper waste disposal is maintained in drop-off centers			
12. Inspection and Acceptance Report (IAR) Form is available in drop-off centers and all recipient schools			
13. Food distribution area is clean.			
14. Food distribution area is in good condition.			



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15. Distribution for NFP has been continuous since it started.			
16. Distribution for Milk packs/bottles has been continuous since it started.			
17. Prescribed cycle menu plan is followed during the distribution.			
B. Food Safety			
18. Proper storage areas/equipment for Nutritious Food Products are available.			
19. Proper storage areas/equipment for Milk packs/bottles are available.			
20. Food contact surfaces are not to sources of contamination.			
21. Storage areas are pest-free.			
22. Storage areas are well-lit and properly ventilated.			
23. There is available handwashing facility, with strategic display of information on proper handwashing; and proper handwashing is done.			
24. Appropriate handling of food products is followed to ensure food safety.			
25. Parents and other volunteers are in proper attire and proper grooming when handling food products.			
26. Parent volunteer/school staff with food-borne and respiratory ailment are not allowed to handle food.			
27. Waste management and segregation is practiced.			
C. School Head's Program Leadership			
28. School head organizes the SBFP core group.			
29. Deworming of pupils especially the beneficiaries is done twice in a school year.			
30. Nutritional assessment of pupils especially the beneficiaries has started.			
31. Areas for improvement of the SBFP are identified.			
32. Corrective actions are identified to address the areas for improvement of SBFP.			
33. The School Head is able to act as an advocate of SBFP.			
34. There are plans to sustain SBFP.			
35. The school allocates cash or in-kind counterpart for SBFP implementation.			
D. Participation of Parents and Feeding Coordination			
36. Parents and other volunteers perform their assigned tasks.			
37. Parents attend meetings and orientation conducted.			
38. Members of the SBFP core group are actively involved in program implementation.			
39. The Feeding Coordinator effectively manages daily SBFP operations.			



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40. The Parents-Teachers Association (PTA) provides active support to SBFP.			
E. Program Reporting			
41. 2022 SBFP reports and documents are complete and properly filed.			
Form 1: Master List Beneficiaries			
Form 2: Summary of Beneficiaries and Start of Feeding			
Form 3: Record of Daily Feeding			
Form 4: Milk Component-List of Authorized Consignees and School Inspection Team			
Form 5: List of Beneficiaries with/without Milk Intolerance			
Form 6: Record of Deliveries			
Form 7: Program Terminal Report			
Form 8: Parent's Consent Form for Milk Feeding			
42. 2022 SBFP reports and documents are accurate, regularly updated and submitted on time.			
Form 1: Master List Beneficiaries			
Form 2: Summary of Beneficiaries and Start of Feeding			
Form 3: Record of Daily Feeding			
Form 4: Milk Component-List of Authorized Consignees and School Inspection Team			
Form 5: List of Beneficiaries with/without Milk Intolerance			
Form 6: Record of Deliveries			
Form 7: Program Terminal Report			
Form 8: Parent's Consent Form for Milk Feeding			
43. 2021 SBFP reports and documents are complete and properly filed.			
44. 2021 SBFP reports and documents are accurate, regularly updated and submitted on time.			
45. 2020 SBFP reports and documents are complete and properly filed.			
46. 2020 SBFP reports and documents are accurate, regularly updated and submitted on time.			
47. Meetings with stakeholders is/are held at least once a year and completely documented.			
F. Financial Accountability (for School-led Procurement only)			
48. The school was able to comply with the procurement process in a complete and timely manner.			
49. Prescribed menu plan is followed to ensure effective budget management.			
50. Food served is within prescribed budget.			
51. Expenses are supported by required receipts.			
52. Liquidation reports are accurate and submitted on time.			
53. The school was able to create local partnerships for SBFP implementation as a			



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source of funds, in-kind donation, complementary support, or technical assistance.			
54. The school makes accurate recording and disclosures of fund-raising activities by reflecting these in the SBFP financial reports and reporting to stakeholders.			

Best Practices:

Remarks:

Evaluated by:

 Signature over printed name

Conforme:

 Signature over printed name of
 SBFP/ School Clinic Teacher

 Signature over printed name of
 School Head



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ON-SITE MONITORING TOOL
INTEGRATED SCHOOL NUTRITION MODEL
LIGHTHOUSE SCHOOL

SDO		DATE	
SCHOOL NAME		SCHOOL HEAD	
NAME OF ISNM FOCAL		NO. OF ENROLLMENT	
TYPE OF SCHOOL		CURRICULAR OFFERING	

Please check (✓) the box that best describes the current state of the Integrated School Nutrition Model (ISNM) Lighthouse School being monitored.

NO.	INDICATORS	EVIDENT	NOT EVIDENT	REMARKS
School-Based Feeding Program				
1	The School uses iron-fortified rice and indigenous vegetables from school gardens in feeding the underweight children.			
2	The School develops menus with indigenous vegetables.			
3	The School uses the developed menus in feeding their underweight children.			
4	The School has conducted nutrition assessment to all its learners after feeding (Endline for SY 2021-2022, specify malnutrition rate).			
5	The School has conducted nutrition assessment to all its learners before feeding (Baseline for SY 2022-2023, specify malnutrition rate)			
6	The School has identified SBFP beneficiaries for SY 2022-2023 (specify number of beneficiaries).			
7	The School has conducted NFP feeding for FY 2020.			
8	The School has conducted Milk feeding for FY 2020.			
9	The School has conducted NFP feeding for FY 2021.			
10	The School has conducted Milk feeding for FY 2021.			
11	The School has conducted NFP feeding for FY 2022.			
12	The School has conducted Milk feeding for FY 2022.			
13	The School has rehabilitated to normal status the identified beneficiaries for feeding (specify rehabilitation rate).			
Bio-intensive School Gardens (Gulayan sa Paaralan)				
14	The School has established Bio-intensive School Garden.			
15	A technical working group for nutrition (TWG) consisting of the school administrator, agriculture teacher, feeding center teacher, and other stakeholders is established. This working group identifies and utilizes opportunities for promoting school-level nutrition.			
16	The bio-intensive garden functions as a demonstration of climate and nutrition smart agriculture.			



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17	The bio-intensive garden functions as source of nutrient-rich products for feeding program such as Alugbati, Kulitis, Malunggay, Saluyot, Talong, Upo, etc.			
18	The bio-intensive garden functions as an environmental science learning venue for school children and their parents.			
19	The bio-intensive garden is producing safe and healthy foods.			
20	The bio-intensive garden is laid out in 100 sq. meter blocks to ensure good micro-climates.			
21	Garden plans (cropping pattern and garden lay-out) are prepared on an annual-basis taking into consideration water/ climate and feeding center needs.			
22	Garden size is adequate (200-300 sq. m). Specify % of school area used.			
23	The bio-intensive garden receives direct sunlight for at least 4-6 hours.			
24	The bio-intensive garden has a good water source and drainage system.			
25	Diversity within the garden is maintained taking into consideration season, feeding center and school canteen requirements. Diversity in school gardens means that there are ten to twelve different crops and fruit trees at a given time with 70 % indigenous and 30 % exotic.			
The School practices crop integration:				
26	▪ Fruit vegetables			
27	▪ Leafy vegetables			
28	▪ Root vegetables			
29	▪ Indigenous Plants			
30	▪ Indigenous herbal plants			
31	Drought tolerant and nutritionally dense leafy vegetables (e.g. amaranth, longfruited jute, etc.) are grown for the feeding program and school canteens.			
32	Root crops such as sweet potato, cassava, taro, yams, etc. are grown as energy source.			
33	Legumes such as mungbean, cowpea, rice bean, hyacinth bean, lima bean, winged bean and pigeon pea, etc. are grown to serve as protein and fibre sources.			
34	School garden practices soil and water conservation technique such as:			
35	Deep dug (1 ft deep) and raised bed. These bed store more water, encourage roots to grow deep, and prevents loss of topsoil during rainy season.			
36	Regular use of natural green leaf gliricidia and compost fertilizers to improve soil quality and to keep the soil moist and enriches biological life.			
37	Use of mulch (dried grass/ leaves) to cover garden beds to help reduce evaporation to lower soil temperature and weed growth.			
38	Rain-water is stored and recycled (roof top or pond collection) and used in gardens.			
39	Alternate-day watering is practiced: good heavy watering only 2-3 times a week only in order to			



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	encourage roots to penetrate deep relying on soil moisture.			
40	Trees that will serve as source of fertilizers are planted within the school garden for easy access of green manure, to improve garden microclimate, and as a windbreak. Fast growing leguminous trees (kakawate 70 % and Calliandra 30 %) are grown all around the boundaries of gardens. Trees are planted 1 meter apart on the boundaries of the garden or within the school vicinity or between every two rows of garden plots			
41	Composting of leaves and plant remains is practiced all year round. (Other locally available materials such as animal manure, eggshells, and wood ash may be incorporated to improve soil quality and fertility.)			
42	Rotation is practiced in every plot every season to reduce over extraction of the same nutrients.			
43	Organic matter is regularly applied to beds to encourage earthworms, nitrogen-fixing bacteria and mychorriza fungi (whitish fungus that helps roots access nutrients in the soil).			
44	Liquid fertilizer (green leaves e.g. kakawate soaked in water-liquid extract is used) is applied on weekly basis (to all seedlings less than a month old) to boost root growth and plant health.			
45	Minimum tillage is practiced to reduced soil erosion and soil moisture loss (so infrequent digging) is always ensuring there is always mulch on the soil/surface.			
46	During long and dry summer, school gardens practice cover cropping (ground cover during school vacation). Drought-tolerant cover crops are planted on garden beds to protect the soil from drying out, rebuild fertility and suppress weed growth. Cowpea, pigeon pea and rice bean are preferred dry season to heat tolerant crop.			
47	School gardens are free of chemical pesticides. Botanical insecticides are used only when needed. Flowering plants such as marigold to attract beneficial insects.			
48	Crop rotation within beds and intercropping is being practiced.			
49	The bio-intensive garden is self-reliant in seeds/ planting materials. Seed saving is practiced.			
50	The school has established a functional nursery/ seed bank for the propagation of vegetable seedlings, fruit-bearing, and forest tree seedlings to sustain the seedling requirements of the school for the whole year.			
51	The School has conducted seed exchanges with other schools in their district.			
52	The School has conducted seed exchanges with other schools in other districts.			
53	The School uses container vegetable and artistry.			
54	60% of the harvested product from the school garden was utilized in the school feeding program.			



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55	40% of the harvested product from the school garden was sold in the community/market as part of the income generating project of school.			
The income from the harvested product was utilized for the provision of:				
56	▪ Ingredients for school feeding			
57	▪ Gardening tools			
58	▪ Seeds			
59	▪ Other materials to sustain the bio-intensive garden.			
Nutrition Education				
60	The School conducted advocacy activities on the integration of bio-intensive gardens, school feeding, and nutrition education. Specify how many activities were conducted successfully for the past three years.			
61	The school reproduce or reprint any nutrition education materials such as pamphlet, booklet, posters, etc.			
62	The school utilizes different media or platforms for nutrition education.			

TOTAL NO. OF EVIDENT INDICATORS	
TOTAL NO. OF NOT EVIDENT INDICATORS	
PERCENTAGE	

Monitored by:

Signature over printed name

Conforme:

Signature over printed name of
School ISNM Focal

Signature over printed name of
School Head



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ON-SITE MONITORING TOOL
OPERATION AND MANAGEMENT OF SCHOOL CANTEEN

SDO		DATE	
SCHOOL NAME		SCHOOL HEAD	
NAME OF CANTEEN- IN-CHARGE		POSITION	
TYPE OF SCHOOL		CURRICULAR OFFERING	
NO. OF ENROLLMENT		TYPE OF CANTEEN	

Please check (✓) the box that best describes the current state of the operation and management of school canteen being monitored. Indicators are based on **D.O. 8, s. 2007**.

NO.	INDICATORS	EVIDENT	NOT EVIDENT	N/A	REMARKS
Selling of Food Items					
1	The School Canteen sold only nutrient-rich foods such as root crops, fruits, vegetables, fortified food products labelled rich in protein, vitamins and minerals.				
2	Fruits and vegetables in season, and fortified food products labeled rich in protein, energy, vitamins, and minerals are sold in the school canteen.				
3	Beverages such as milk, shakes and juices prepared from fruits and vegetables in season are sold in the school canteen.				
4	The sale of carbonated drinks, sugar-based synthetic or artificially flavored juices, junk foods and any food products that may be detrimental to the child's health has been prohibited.				
5	The School prohibits the teachers and school personnel from selling food items within the school premises, except through the school canteen and with written agreement (MOA).				
6	Vendors were not allowed to bring in food items inside the school canteen/premises unless authorized and covered by a written agreement with the School Head and/or Teachers' Cooperative.				
Permits and Clearances					
7	Sanitation Clearance/Permit from the Local Health Department				
8	Health Permit of Canteen Personnel/Staff from the City/Municipal Health Office				
9	Clearances/Permits are permanently displayed in a conspicuous place in the school canteen and shall remain valid for the duration of the school year.				
Canteen Personnel/ Staff					
10	Canteen Personnel/Staff are well-groomed and wearing clean and proper attire at all times:				
11	▪ white shirt/polo/blouse				



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12	▪ colored pants/skirt				
13	▪ hairnet				
14	▪ apron				
15	▪ appropriate footwear				
16	▪ food-grade gloves				
17	▪ Plastic mask				
18	Canteen Personnel / Staff are wearing identification cards with photo when inside the premises of the canteen.				
Adherence to Food Safety (D.O. 13, s. 2017)					
Food Standard					
19	Developed own healthy menu to ensure compliant and nutritious food and drinks.				
20	Sells only Green and Yellow (TTh only) categories food in the canteen following the cut-off points.				
21	No Red Category food is sold/served.				
22	Yellow category is less prominent than Green in the canteen menu.				
23	Utilizes iodized salt (RA 8172) in canteen-cooked foods.				
24	Absence of artificially flavored foods.				
Availability and Accessibility of Health and Safe Foods					
25	Availability of potable and free drinking water.				
26	Condiments are served only upon request.				
27	No unhealthy foods and beverages are brought in school (e.g. absence of junk food wrappers in the school grounds).				
28	Conduct of school initiatives that promotes the consumption of healthy foods				
Adherence to DO 10, s. 2016 (with 6 indicators):					
29	▪ Availability of clean, safe drinking water.				
30	▪ Provided facilities for hand washing.				
31	▪ Ensured proper and safe handling of foods.				
32	▪ Provided clean plates, glasses, and eating utensils.				
33	▪ Practiced proper waste segregation and disposal.				
34	▪ Provided conducive, well-ventilated, well-lighted, safe, and clean environment for feeding.				
35	Posted signages that only healthy food and drinks are served in the school canteen premises.				
36	Well-maintained, clean, well-ventilated, and pest-free environment.				
37	Food covers and containers for safekeeping are available.				
38	Hygienic practices on food preparation, cooling display, serving and storage are observed.				
39	All Canteen Personnel, including practicum students, undergo training on proper and safe handling of foods.				
Regulation of Sale and Marketing of Unhealthy Foods					
40	Absence of advertising in any form (typical advertisement of sugary drinks in schools through branded vending machines, branded refrigerators and ice boxes, signage in school canteens, corridors,				



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	and sports facilities, and on sun umbrella and tents).				
41	Absence of sponsorships to fund school activities/projects (advertisement, promotion, and sponsorships as an alternative way to gather resources to fund activities).				
42	Absence of any form of promotion (promotion of sugary drinks and other empty-calorie snack foods through the use of cartoon characters, branding, free samples and celebrity endorsements)				
Reports/ Documents					
43	Record of daily food inspection (foods from suppliers).				
44	Record of daily income				
45	Record of expenses and receipts/transactions				
Category A-1: To be submitted to the Schools Division Office whether Teachers' Cooperative Managed Canteen or School-Managed Canteen. (Quarterly submission)					
46	Statement of Financial Condition				
47	Statement of Operations				
48	Statement of Cash Flows				
49	Notes to Interim Financial Statement and other Disclosures				
50	Summary of Cost of Sales				
Category A-2: To be prepared and maintained at all times and posted on the school's bulletin board and/or in any conspicuous place within the school premises. (Monthly with deadline date of every 10th of the following month).					
51	Bank Reconciliation				
52	Schedule of Cost of Sales				
53	Schedule of Operating Expenses				
Accounting of Funds					
54	A Book of Accounts and Statement of Sales and Disbursements are maintained for recording daily transactions related to the operations of the canteen.				
55	A School Level Auditing Committee has been organized to look into the Books of Accounts at least once a month and posted on the school's bulletin board.				
56	Canteen Funds are audited by the school level Auditing Committee on a quarterly basis and by the Division COA Resident Auditor or his/her authorized representative twice a year. Audited financial statements are posted in the bulletin board for information of everybody.				
57	Earnings and cash received from canteen operations are deposited daily in the nearest government depository bank or in the nearest reputable commercial bank.				
58	The School Head has prepared an Annual Budget and submitted to and approved by the SDS or his/her representative at the start of every school year.				
59	The disbursement of canteen funds is in accordance with the approved budget and existing accounting and auditing rules and regulations.				
60	Teachers and Canteen Personnel has been required to secure clearance from money and property				



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	accountabilities in relation to their involvement in the operation and management of the canteen before they are allowed to retire/or resign or transfer to other post.				
Nutritional Status of Learners					
61	Identified Pupils/ Students for supplementary feeding (specify number of beneficiaries identified).				
62	Conducted supplementary feeding to identified beneficiaries (specify number of feeding days and feeding period).				
63	Rehabilitated to normal status the identified beneficiaries for feeding (specify rehabilitation rate).				
Management of School Canteen					
64	The School Canteen is being managed by the teachers.				
65	The School prohibits other vendors to sell their goods within the school's premises since it has its teachers' managed canteen.				
66	The School Canteen serves as laboratory for EPP pupils/ TLE Students.				
67	A reasonable mark-up price for all merchandises in the canteen is being observed (selling retail price does not exceed the prevailing price in the locality).				
68	The School disallows the sub-leasing of the whole or part of the School Canteen or sub-contracting the operation to concessionaires.				
For School-Managed Canteens only					
69	The school head issues a written designation to a Home Economics teacher who shall be the Canteen Teacher.				
70	The Canteen Teacher supervises canteen operations for a period not exceeding three (3) hours per day.				
71	The Canteen Teacher is assisted by all H.E. Teachers on rotation basis.				
72	Indigent pupils/students who wish to work in the canteen is duly and reasonably compensated and with the written consent of their parents.				
73	The Canteen Teacher is responsible in the preparation and submission of reports, and the books of accounts and statement of sales and disbursements required and enumerated in Procedural Guidelines.				
Utilization of Canteen's Net Income					
74	▪ 35% for the supplementary feeding program for undernourished pupils/students				
75	▪ 5% for school clinic fund				
76	▪ 15% for faculty and student development fund				
77	▪ 10% for H.E. instructional fund				
78	▪ 25% for school operations fund				
79	▪ 10% for revolving capital				
80	The School-Managed Canteen has Financial Statements using the pro-forma copies of the Monthly Statement of Operations and Financial Statements.				



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81	A school-Managed Canteen has bank account "in trust for" the name of the school, whereby the School Head and the Canteen In-Charge are joint signatories.				
For Teachers' Cooperative-Managed Canteens only					
82	It is duly registered with the Cooperative Development Authority (CDA).				
83	It has Articles of Cooperation and Constitution and By-Laws.				
84	It has been in existence for at least two (2) years at the time that is signified interest to manage the school canteen.				
85	It has the necessary equipment/ utensils, facilities, furniture and other supplies such as forms and stationary that will be used in canteen operations.				
86	It ensures the complete and continuous training for canteen personnel/staff on handling of food and food safety.				
87	It is able to secure and present a certification from the CDA, or the federation where it is affiliated to, of its ability to hire qualified full-time manager and staff who are not holding civil service positions.				
88	Its membership is composed of more than fifty percent (50%) of the teachers and non-teaching personnel of the school.				
89	The withdrawal of membership by members of the cooperative shall be made individually and in writing.				
90	Authorized by school head to operate and manage the School Canteen				
91	Signed and Approved Memorandum of Agreement				
92	The share of the school from the gross margin of the canteen is not less than twenty percent (20%).				
Utilization of the share of the school:					
93	▪ 35% for the supplementary feeding program for undernourished pupils/students				
94	▪ 5% for school clinic fund				
95	▪ 15% for faculty and student development fund				
96	▪ 10% for H.E. instructional fund				
97	▪ 35% for school operations fund				
98	The Teachers' Cooperative-Managed Canteen followed the Standard Chart of Accounts for Consumers' Cooperatives prescribed by CDA.				
99	Statement of Receipts and Disbursements indicating the share it received from the Teachers' Cooperative-Managed Canteen is posted by the School Head in the School's Bulletin Board.				
100	The teachers' cooperative does not allow any of its officers and members to use his/her/their official time in attending to and supervising the activities, operations and management of the school canteen.				
101	The teachers' cooperative has an assigned canteen manager to coordinate with the school.				
REPORTS: Category A-2: To be prepared and maintained at all times and posted on the school's bulletin board and/or in any conspicuous place within the school premises. (Monthly with deadline date of every 10th of the following month).					



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102	Schedule of Utilization of School Share Program Received from the Cooperative				
103	Statement of Receipts and Disbursements				
104	Statement of Reports on Cooperatives' School Program Support				
105	Statement of Reports on Cooperatives' School Program Support				
106	Schedule of Capitalization on the Operation of School Canteen				
107	Schedule of Capitalization on the Operation of School Canteen				
108	The school has Laboratory Canteen where students are trained as part of H.E. classes.				
109	It is supervised by the designated H.E. canteen teacher				
110	Schedule of service of the practicum students with the approval of H.E. Department Head or the School Head is posted on a bulletin board within the school canteen premises.				
111	Full participation of pupils/students in the planning, purchasing, handling, storage, preparation, serving and sale of safe and nutritious foods/meals.				
Income derived from the laboratory canteen shall be utilized as follows:					
112	▪ 40% for supplementary feeding program for undernourished pupils/students				
113	▪ 30% for student development fund (laboratory subsidy, skills training, contests)				
114	▪ 30% for H.E. development fund				

TOTAL NO. OF EVIDENT INDICATORS	
TOTAL NO. OF NOT EVIDENT INDICATORS	
PERCENTAGE	

Monitored by:

Signature over printed name

Conforme:

Signature over printed name of
School Canteen Teacher/Focal

Signature over printed name of
School Head