



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-597

To : Health and Nutrition Unit  
Public Schools District Administrators  
Senior High School and Junior High School Administrators  
Elementary School Administrators  
School Canteen Coordinators  
All Others Concerned

Subject : **ORIENTATION ON BASIC FOOD SAFETY AND HYGIENE**

Date : September 22, 2025

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1. This has reference to the letter from the City Health Office, dated September 11, 2025 requesting the attendance of all elementary and secondary public School canteen coordinators/In-Charge re: **Orientation on Basic Food Safety and Hygiene** on September 25, 2025 at Fabians Catering Services, Burgos-Corregidor Streets, Barangay Zone III, Digos City.
2. In connection to the above objectives all Elementary and Secondary School Canteen Coordinators are hereby directed to attend the said Orientation.
3. This activity aims to address the following:
  - a. Instill more learning particularly on Food Safety Principles, Personnel Hygiene, and Proper Food Handling.
  - b. To share Best Practices,
  - c. School canteen unhygienic practices and other scenarios observed during the conduct of the school inspections.



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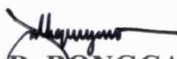
4. The identified participants of the activity are the following:

<b>HNU personnel</b>	<b>Elementary School</b>	<b>Secondary School</b>	<b>Time of Arrival/Registration</b>
3 Medical Officer-1 Division Nurse -1 Food and Safety Focal -1	36 school Canteen Coordinators	13 School Canteen Coordinators (identified by the School Heads/Administrators)	8:00-9:00am

5. Travel expenses shall be charged to Local funds, subject to the usual accounting and auditing rules and regulations

6. For information and strict compliance.

**For and in the absence of the Schools Division Superintendent**

  
**NEIL D. BONGCAYAO, MAED**  
Public Schools District Supervisor  
Officer-In-Charge

9/22/2025



SGOD/HNU/Djps



📍 Roxas Street corner Lopez Jaena Street, Zone II, Digos City (8002)  
☎ (082) 553-8375; (082) 553-8396  
📘 DepEd Digos City  
🌐 depeddigoscity.org



Republic of the Philippines  
Province of Davao del Sur  
City of Digos

**OFFICE OF THE CITY HEALTH OFFICER**



0925070756

September 11, 2025

**MELANIE P. ESTACIO, PhD, CESO VI**

City Schools Division Superintendent  
Department of Education  
This City

Dear Ma'am,

Good Day!

The City Health Office of Digos through the Environmental Health and Sanitation Division is actively working on improving health and sanitation services that can be benefited not only in every household of the community but includes the private and public institutions like schools as well where we all considered it as the second home of our children. It is our quest to ensure that every schools in this City shall have "healthy and safe environment " free from health hazards of acquiring food and waterborne diseases.

To realize this goal, the City Health Office shall hold an orientation on Basic Food Safety and Hygiene comprising all private and public schools in this City. The motive is to instill more learnings particularly on Food Safety Principles, Personnel Hygiene, Proper Food Handling, and Best Practices worth replicating by all food service providers/personnel operating in all schools under your area of jurisdiction.

In this regard, we would like to solicit your assistance by sending us the **School Teacher Canteen In-charge** of all Public Elementary and Secondary Schools under your area of responsibility to participate in the above-mentioned orientation. The activity shall be held on **September 25, 2025** at Fabians Catering Services located along Burgos-Corregidor Streets, Barangay Zone III, this City. Registration shall start at exactly **8:00 to 9:00 o'clock** in the morning to cater those who are coming from the far-flung barangays.

We eagerly anticipate your active support to our program and hopefully this activity helps to address school canteen unhygienic practices and other scenarios observed during the conduct of school inspections. For any inquiries or additional details please reach out to us at this number **09912058501**.

Thank you very much and more power.

Respectfully yours,

  
**ESTELA B. BUTAC, RM**  
Sanitation Inspector III

Noted by:

  
**MILAGROS R. SUNGA, MD.**  
City Health Officer II