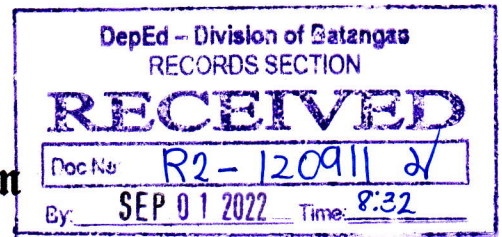




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**



31 August 2022

**DIVISION MEMORANDUM**

No. 272, s. 2022

**SCHOOL CANTEEN MONITORING AND EVALUATION TOOL FOR SY 2022-2023**

**TO:** Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary School Heads  
All Others Concerned

1. Pursuant to DepEd Order No. 34, s. 2022 entitled “**School Calendar and Activities for School Year 2022-2023**” and Regional Memorandum No. 22-528 **RE: School Canteen Operations for School Year 2022-2023**, the Division School Canteen Monitoring and Evaluation Tool is hereby being issued as a guide during the monitoring and evaluation of canteen premises and activities implemented.
2. Attached is the School Canteen Monitoring and Evaluation Tool for your reference and compliance.
3. For inquiries about Safety and Protocols, kindly contact Ms. Karen E. Enriquez, Division Food Safety Compliance Officer/Division School-Based Feeding Program Focal Person through mobile number of 09177785571 or through email at karen.enriquez@deped.gov.ph.
4. Immediate and wide dissemination of this memorandum is desired.

  
**MERTHEL M. EVARDOME, CESO V**  
Schools Division Superintendent ✓

DEPEDBATS-ODS-F-009/R1/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City  
☎ (043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662  
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Attachment A

**SCHOOL CANTEEN MONITORING AND EVALUATION TOOL**

Name of School: \_\_\_\_\_

Date: \_\_\_\_\_

Name of School Head: \_\_\_\_\_

District: \_\_\_\_\_

**Direction:** Please evaluate whether the school as to Programs, Projects & Activities is evidently or not evidently implemented. Put a check mark (/) in the corresponding column and state the significant findings under the remarks as bases for further assessment.

	<b>INDICATOR</b>	<b>EVIDENT</b>	<b>NOT EVIDENT</b>	<b>REMARKS</b>
1.	Designated Area/Room for School Canteen			
2.	The School Canteen is being managed by the teachers.			
3.	Availability of alcohol or hand sanitizers			
4.	Physical distancing through seating arrangement and layout inside the canteen			
5.	Windows with no obstruction for proper ventilation			
6.	Availability of electric fan for ventilation			
7.	Posting of reminders on wearing of facemask when picking up meals/food and when eating			
8.	Posting of reminders on physical distancing when picking up meals/food and when finished eating inside the school canteen			
9.	The School prohibits other vendors to sell their goods within the school's premises since it has its teachers' managed canteen			
10.	The School has Health Permit of Canteen Personnel/Staff from the City/Municipality Health Office.			
11.	The School Canteen displays permanently the updated permits, such as water analysis and sanitary permit, in a conspicuous place in the canteen.			
12.	The Canteen Staff/Personnel observes proper dress code. (white polo/blouse/shirt, colored pants/skirt, hairnet, apron, appropriate footwear)			
13.	The School Canteen has availability of potable drinking water and hand washing facilities.			

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14.	The School Canteen has a well-maintained, clean, well-ventilated and pest-free environment.			
15.	The School Canteen has available food covers and containers for safekeeping.			
16.	The School observes hygienic practices on food preparation, cooling display, serving and storage.			
17.	All Canteen Personnel undergo training on proper and safe handling of foods.			

\_\_\_\_\_  
Name and Signature of School Head

\_\_\_\_\_  
Name and Signature of Monitor

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