



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

11 Aug 2026

DIVISION MEMORANDUM

No. , s. 2026

**DIVISION SEMINAR – WORKSHOP ON THE REINFORCEMENT OF SCHOOL
CANTEEN MANAGEMENT AND OPERATIONS FOR SCHOOL HEADS,
CANTEEN MANAGERS, AND CONCERNED NON- TEACHING PERSONNEL**

To: Assistant Schools Division Superintendents
Chief EPS, Curriculum Implementation Division (CID)
OIC - Chief EPS, School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Concerned DepEd Personnel

1. Effective management of school canteens requires not only compliance with government regulations but also sound practices in food safety, sanitation, financial management, inventory control, procurement, customer service, and implementation of healthy food choices. It plays a vital role in supporting the health, nutrition, and overall well-being of learners.
2. As stipulated in **Department of Education (DepEd) Order No. 8, s. 2007 (Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools)** and **DepEd Order No. 13, s. 2017 (Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices)**, school canteens are established primarily as service-oriented facilities that promote proper nutrition, healthy eating habits, and practical learning experiences in Home Economics and related areas. Profit generation remains secondary to the welfare and health of learners.
3. In response to the increasing need for efficient, transparent, and nutrition-sensitive canteen operations, the SDO Batangas Province shall conduct a **live-out Seminar-Workshop on the Reinforcement of School Canteen Management and Operations for School Heads, Canteen Managers, and Concerned Non-Teaching Personnel**. It is designed to strengthen the capacity of school heads, TLE Department Heads, Canteen Managers, and other non-teaching personnel in ensuring that school canteens are managed efficiently, ethically, and in accordance with DepEd policies. Hence, school heads and non-teaching personnel directly involved in canteen management must be equipped with up-to-date knowledge, skills, and competencies regarding the policies, standards, and best practices governing school canteen operations



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4. Through this seminar, participants will gain a deeper understanding of their roles and responsibilities in maintaining a safe, nutritious, learner-centered, and financially accountable canteen operation. It will also provide a venue for sharing experiences, addressing operational challenges, and developing action plans that will further improve canteen services in schools.
5. Moreover, this initiative aims to **promote a culture of accountability, transparency, and excellence in school canteen management**, thereby contributing to the realization of DepEd's commitment to fostering healthy learning environments and supporting the holistic development of every learner.
6. Specifically, the participants shall be able to:
 - a. **Revisit** the provisions of DepEd Order No. 8, s. 2007 and DepEd Order No. 13, s. 2017 and their implications for school canteen operations.
 - b. **Reaffirm** the roles, responsibilities, and accountability of school heads, TLE department heads, canteen managers, and non-teaching personnel in managing school canteens.
 - c. **Apply** proper food safety, sanitation, and hygiene practices to ensure the delivery of safe and nutritious food and beverages to learners.
 - d. **Promote** healthy food and beverage choices that support learner health, nutrition, and academic performance.
 - e. **Demonstrate** effective practices in canteen financial management, including budgeting, bookkeeping, inventory management, procurement, and preparation of required financial reports.
 - f. **Strengthen** transparency and accountability mechanisms in the management and utilization of canteen funds and resources.
 - g. **Address** common operational challenges and develop practical solutions based on best practices and policy guidelines.
 - h. **Develop** a school-based action plan to improve canteen operations, ensure policy compliance, and enhance service delivery within their respective schools.
 - i. **Foster** collaboration among school administrators and non-teaching personnel in creating a healthy, safe, and learner-centered school canteen environment.



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j . Establish monitoring and evaluation strategies to sustain quality canteen services and continuous improvement in school canteen management.

7. The Seminar-Workshop shall be conducted in five (5) batches. The corresponding schedule, venue, and participants for each batch are indicated below:

BATCH	DATE	VENUE	NO. OF PAX	PARTICIPANTS
I	3-4 September 2026	To be Announced	702	All Canteen Managers, Select Assistant Canteen Managers
II	15-16 September 2026	To be Announced	440	All JHS and Secondary School Heads, Secondary Non-Teaching Personnel & HT/ Canteen Auditor
III	29-30 September 2026	To be Announced	359	All CD 1 Elementary School Heads and Non-Teaching Personnel, Tingloy and San Luis Sub Office SHs and Non-Teaching Personnel, Select TLE Dept. Heads & All CD 1 Nurse-in-Charge/s by sub-office
IV	6-7 October , 2026	To be Announced	345	All CD 3 Elementary School Heads and Non-Teaching Personnel, Bauan East, Bauan West and Lobo Sub Offices SHs and Non-Teaching Personnel, Select TLE Dept. Heads, & All CD 2 & 3 Nurse-in-Charge/s by sub-office
V	15- 16 October , 2026	To be Announced	363	All CD 4 Elementary School Heads and Non-Teaching Personnel, Mabini and San Pascual Sub Offices SHs and Non-Teaching Personnel, Select TLE Dept. Heads, & All CD 4 Nurse-in-Charge/s by sub-office



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8. All participants are required to bring the following materials and equipment to ensure their active participation in the seminar-workshop:

- a. Laptop computer with charger
- b. Extension cord
- c. Mobile internet device or pocket Wi-Fi
- d. Notebook and ballpen
- e. Samples of products being sold in the school canteen (snacks & drinks)
- f. School canteen financial record (January – August 2026)

9. The Division Program Management Team and the List of Participants by Batch are attached as Attachments 1 and 2, respectively:

Attachment 1 - Division Program Management Team
Attachment 2 – List of Participants by Batch

10. This Memorandum shall serve as the Travel Order of all concerned from this Schools Division.

11. Expenses for the venue and meals of the participants shall be charged to the PSP 2025-SBFP Fund. Meanwhile, travel and other related expenses shall be charged against local funds, School Maintenance and Other Operating Expenses (MOOE), or canteen funds, subject to existing accounting and auditing rules and regulations

12. For guidance and strict compliance.


MARITES A. IBÁÑEZ, CESO V
Schools Division Superintendent

Encl. As stated

Reference: DepEd Order No. 008, s. 2007
DepEd Order No. 13, s. 2017

To be indicated in the Perpetual Index under the following subject:
Issuances- Division Memorandum

MCCC /Division Seminar – Workshop on the Reinforcement of School Canteen Management and Operations for School Heads, Canteen Managers, and Concerned Non- Teaching Personnel/R2-154842/08/11/2026



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Attachment 1

DIVISION PROGRAM MANAGEMENT TEAM

A. Executive Committee

Schools Division Superintendent	Marites A. Ibanez, CESO V
Asst. Schools Division Superintendent	Rhina O Ilagan, CESE
	Jofit P. Dayoc, CESE
Chief EPS- Curriculum Implementation Division	David M. Nuay, PhD
Chief EPS- School Governance and Operation Division	Mario B. Maramot, PhD
Medical Officer	Khareen M Cadano, MD

B. PROGRAM PROPONENTS

Education Program Supervisor – EPP/ TLE/ SPTVE/ TECHPRO	Macaria Carina C. Carandang
Nurse II / SBFP Focal Person	Karen Enriquez, RN
Accountant III	Eduarda U. Alon

C. RESOURCE SPEAKERS (Batch 1 - Batch 5)

Education Program Supervisor – EPP/ TLE/ SPTVE/ TECHPRO	Macaria Carina C. Carandang
Nurse II / SBFP Focal Person	Karen E. Enriquez, RN
Accountant III	Eduarda U. Alon
Administrative Officer V	Lou C. Panaligan
Head, Cash Section	Remelyn N. Manumbale
Procurement Officer	Ma. Bella M. Flores
Head, Property Section	Cheryl M. Baril
Administrative Assistant III	Clarissa T. Uy
Administrative Assistant III	Donnalyn M. Dimaano
Administrative Assistant III	Ellen C. Duay

D. TECHNICAL WORKING GROUP MEMBERS

BATCH 1 (SEPTEMBER 3-4, 2026)

COMMITTEE	NAME	POSITION	SCHOOL
Training Facilitator/ Class Manager	Deserie A. Atienza Andreelyn H. Abare	Administrative Assistant III	SDO Batangas
Program	Bienvenido Paolo S. Galigao	Senior HS Teacher	Talisay SHS, Talisay
Technical	Lester Alvin M. Malay	Teacher VI	Munlawin ES, San Nicolas
Registration and Meal Checklist In-charge	Kimverly N. Macapuno Irish Janelle C. Soriano Anna Carmela B. Mendoza	Administrative Support II Technical Assistant I Technical Assistant I	SDO Batangas



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QAME	Edmund Evangelista	Principal I	Banyaga NHS, Agoncillo
Documentation	Norberto Butiong Jr. Edilberta U. Villadolid	Teacher III Master Teacher	Balayan NHS/Balayan East

BATCH 2 (SEPTEMBER 15 - 16, 2026)

COMMITTEE	NAME	POSITION	SCHOOL
Training Facilitator/ Class Manager	Eureka Shane Alpha P. Bool Mary Joy Ilagan	Administrative Assistant III	SDO Batangas
Program	Cedric Harina	TLE Department Head	Pansol INHS, Padre Garcia
Technical	Hector Capua	TLE Department Head	DMPMSA, Talisay
Registration and Meal Checklist In-charge	Kimverly N. Macapuno Irish Janelle C. Soriano Anna Carmela B. Mendoza	Administrative Support II Technical Assistant I Technical Assistant I	SDO Batangas
QAME	Glen Pagkaliwagan	Head Teacher I	Bayawang IS, Rosario West
Documentation	Jay-Ann A. Mendoza Reapril T. Santos	P-2 HT -I	Balas ES Dona Maria Laurel Platon School of Agriculture

BATCH 3 (SEPTEMBER 29 - 30, 2026)

COMMITTEE	NAME	POSITION	SCHOOL
Training Facilitator/ Class Manager	Maria Avegail M. Isla Marisol G. Concepcion	Administrative Assistant III	SDO Batangas
Program	Jaena Natanauan	Principal I	Talisay SHS , Talisay
Technical	Hector Capua	TLE Department Head	DMPMSA, Talisay
Registration and Meal Checklist In-charge	Kimverly N. Macapuno Irish Janelle C. Soriano Anna Carmela B. Mendoza	Administrative Support II Technical Assistant I Technical Assistant I	SDO Batangas



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QAME	Edmund Evangelista	Principal I	Banyaga NHS. Agoncillo
Documentation	Jay-Ann A. Mendoza Reapril T. Santos	P-2 HT -I	Balas ES Dona Maria Laurel Platon School of Agriculture

BATCH 4 (OCTOBER 6-7, 2026)

COMMITTEE	NAME	POSITION	SCHOOL
Training Facilitator/ Class Manager	Mary Grace S. Lontoc Hezle D. De Torres	Administrative Assistant III	SDO Batangas
Program	Cedric Harina	TLE Department Head	Pansol INHS, Padre Garcia
Technical	Hector Capua	TLE Department Head	DMPMSA, Talisay
Registration and Meal Checklist In-charge	Kimverly N. Macapuno Irish Janelle C. Soriano Anna Carmela B. Mendoza	Administrative Support II Technical Assistant I Technical Assistant I	SDO Batangas
QAME	Glen Pagkaliwagan	Head Teacher I	Bayawang IS, Rosario East
Documentation	Jay-Ann A. Mendoza Reapril T. Santos	P-2 HT -I	Balas ES Dona Maria Laurel Platon School of Agriculture

BATCH 5 (OCTOBER 15- 16, 2026)

COMMITTEE	NAME	POSITION	SCHOOL
Training Facilitator/ Class Manager	Jay Irving J. Pascua Dolores A. Abrenica	Administrative Assistant III	SDO Batangas
Program	Jaena Natanauan	Principal I	Talisay SHS, Talisay
Technical	Hector Capua	TLE Department Head	DMPMSA, Talisay
Registration and Meal Checklist In-charge	Kimverly N. Macapuno Irish Janelle C. Soriano Anna Carmela B. Mendoza	Administrative Support II Technical Assistant I Technical Assistant I	SDO Batangas
QAME	Edmund Evangelista	Principal I	Banyaga NHS, Agoncillo



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Documentation	Jay-Ann A. Mendoza Reapril T. Santos	P-2 HT -I	Balas ES Dona Maria Laurel Platon School of Agriculture
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Prepared by:

MACARIA CARINA C. CARANDANG
EPS – EPP /TLE/ SPTVE/ TECHPRO