



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

16 September 2025

DIVISION MEMORANDUM
No. 648 s. 2025

**REITERATION ON THE COMPLIANCE TO DEPED ORDER NO. 08, S. 2007 AND
DEPED ORDER NO. 52, S. 2008 AND DEPED ORDER NO. 13, S. 2017**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to **DepEd Order No. 8, s. 2007** titled the **Revised Implementing Guidelines on the Operation & Management of School Canteens in Public Elementary and Secondary Schools**, **DepEd Order No. 52, s. 2008** titled **Compliance with DepEd Policies on Food Safety in Schools**, and **DepEd Order No. 13, s. 2017** titled the **Policy and Guidelines on Healthy Food and Beverage Choices in Schools and DepEd Offices**, this Office reiterates compliance on the above DepEd Orders.

2. The following procedural guidelines are hereby given emphasis on canteen operation:

a. All canteen shall secure sanitary permit and health permit for all canteen personnel.

b. All canteen personnel/staff are required to wear clean and proper attire at all times. They shall also wear their identification cards with photo when inside the premises of the canteen.

c. Sub-leasing the whole or part of the school canteen premises is strictly prohibited.

d. If canteen is supplied on consignment basis, the following shall be instituted:

d.1 There shall be a written agreement between the concessionaire and school head;

d.2 School head should ensure that the food supplier has a business permit and sanitary permit;

d.3 The school head/canteen teacher should require a health certificate for the food handlers;

d.4 Inspection of the consigned foods shall be made before serving/vending them at the canteen.

e. School canteen shall prepare a reportorial requirement. Financial statement shall be posted on the school's transparency board.

f. The canteen book of accounts should be kept up-to-date and made available for inspection at any appropriate time by the school level auditing committee.

g. Canteen funds shall be audited by the school level auditing committee.

h. Net income derived from the operation shall be utilized for, but not limited to the following:

Supplementary feeding program for undernourished pupils/students	35%
School clinic fund	5%
Faculty and student development fund	15%
H.E instructional fund	10%
School operations fund	25%
Revolving capital	10%
Total	100%

i. Earnings and cash received from canteen operations shall be deposited in the nearest government depository bank.

j. Food safety standards shall be strictly enforce and adhered to by complying with the following: Availability of potable drinking water and hand washing facilities; Well-maintained, clean, well-ventilated and pest-free environment; Availability of food covers and containers for safekeeping; Hygienic practices on food preparation, cooking display, serving and storage; Food products with nutrition facts shall be evaluated using the cut-off points for three categories- GREEN category should always be available in the canteens, YELLOW category may be served once or twice a week, and RED category should not be served in school canteens.

3. As part of monitoring and basis of technical assistance, schools shall submit their monthly financial report to this link <https://tinyurl.com/canteenmonthly25> every 10th of the following month.


4. For further queries and clarification, you may contact **Maria Corazon A. Borbon** at 09175071780 or maria.borbon@deped.gov.ph and **Mariles F Contreras** at mariles.ferro@deped.gov.ph.

5. Immediate dissemination and strict compliance of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


IMELDA C. RAYMUNDO
Chief Education Supervisor-SGOD
Officer-in-Charge

Encl.: As stated

Reference: DepEd Order No. 8, s. 2007, DepEd Order No. 52, s. 2008, and DepEd Order No. 13, s. 2017

To be indicated in the Perpetual Index
under the following subjects:

POLICY
CANTEEN OPERATION

SGOD- reiteration on the compliance to deped order no. 08, s. 2007 and deped order no. 52, s. 2008 and deped order no. 13, s. 2017
SCHJLER3-001116/September 16, 2025