



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

02 May 2024

DIVISION MEMORANDUM

No. **112** , s. 2024

MONITORING AND EVALUATION TOOLS FOR SCHOOL CANTEEN
OPERATIONS AND OTHER INCOME-GENERATING PROJECTS

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In connection with the implementation of the Department of Education Order (DO) No. 8, s. 2007 titled **Revised Implementing Guidelines on the Operation and Management of School Canteen in Public Elementary and Secondary Schools**, DO 13, s. 2017 titled **Healthy Food and Beverages**, and Division Memorandum No. 154, s. 2023 titled **Division Guidelines for the Management of School Income-Generating Projects**, the Social Mobilization and Networking Section issues the enclosed **Monitoring and Evaluation Tools for School Canteen Operations and Other Income-Generating Projects** for the information and guidance of all concerned.
2. All District Heads, School Heads, Division Monitoring Teams, and Nurses are directed to use the respective monitoring tools as reference for the school canteen and IGP operations and management and for monitoring and evaluation purposes.
3. Attached are the subject monitoring tools for reference.
4. For inquiries, contact Ms. Estylinda Tudayan, Division Head Nurse (0908-810-8005) and Mr. Romeo L. Martin, Division IGP Coordinator (0998-330-2519).
5. Widest dissemination of this Memorandum is desired.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

HEALTH EDUCATION
MONITORING AND EVALUATION
NUTRITION EDUCATION
PROJECTS

RLM/SGOD-SMNS/DM - monitoring and evaluation tools for school canteen operations
and other school income-generating projects
0579/02 May 2024



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
Telephone Nos.: (083) 508-2039
Website: depedsarangani.org
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SCHOOL CANTEEN MONITORING TOOL

Name of School : _____ **District** : _____

Name of School Head : _____ **Date** : _____

Type of School Canteen (Please check the appropriate box)	Number of students/pupils (Please check the appropriate box)	Area/Location (Please check the appropriate box)	
		Urban	Rural
School Managed	500 or more		
	Less than 500		
Teachers' Cooperative Managed	500 or more		
	Less than 500		

INDICATORS	(Please mark the appropriate box)		REMARKS
	YES	NO	
A. Permits/Clearances			
Sanitary Permit			
Health Certificates of Canteen Personnel			
MOA/CDA			
B. Food Safety Standards			
Provides potable drinking water and handwashing facilities			
The cooking and feeding areas are maintained clean, ventilated, and pest-free			
Uses food covers and containers for safekeeping			
Practices hygienic food preparation, cooking display, serving, and storage			
Uses equipment/utensils, facilities, furniture, and other supplies in canteen operations			
Sells root crops, rice, and corn products in native preparations			
Offers fruits and vegetables in seasons			
Provides proper labeling of condiments			
Uses iodized salt			
Regulates the use of flavor enhancers			
Prohibits the selling of foods under the RED category like carbonated drinks, sugar-based synthetic or artificial-flavored foods, chocolates, noodles, junk foods, and others(pls refer to DO 13 S.2017)			
Food is sold at a low cost/ reasonable price			
Practices waste segregation and disposal			
C. Physical Facilities			
Doors and windows are screened			
Lighting and ventilation are adequate			
Informative structuring of nutrition information is up-to-date			



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INDICATORS	(Please mark the appropriate box)		REMARKS
	YES	NO	
Menu Board is available			
D. Canteen Personnel Staff			
Wears clean and proper attire (hairnet, apron, gloves, spit guard/ask, appropriate footwear)			
Wears ID while inside the canteen premises			
Has attended training on proper food handling and preparation			
Does not allow parent volunteers or school staff with ailments to handle food			
E. Reports/Documents			
Book of Accounts is updated daily			
Maintains Cash Receipt Book			
Maintains Cash Disbursement Book			
Maintains Sales Journal/Record of Daily Sales			
Maintains Record of Net Profit for the Day			
Maintains Record of Food Daily Inspection			
F. Transparency and Accountability			
Monthly Financial Statements are posted on the Bulletin Board			
Availability of Schedule of Utilization of School Share of Income Generated from the Canteen Laboratory			
Organizes a School-level Auditing Committee headed by the Mathematics Department Head/Teacher, the Home Economics Department Head/Teacher, and the Faculty President as a member			
The audited Financial Statement is posted on the School Bulletin Board			
G. Sharing of Proceeds			
G.1. Teachers Cooperative-Managed Canteen			
Observes 80-20 percent of sharing			
Utilizes the share of the school on:			
a. Supplemental Feeding Program (35%)			
b. School Clinic Fund (5%)			
c. Faculty and Student Development Fund (15%)			
d. H.E. Instructional Fund (10%)			
e. School Operation Fund (35%)			
G.1. School-Managed Canteen			
Utilizes the income derived from the operations on:			
a. Supplemental Feeding Program (35%)			
b. School Clinic Fund (5%)			
c. Faculty and Student Development Fund (15%)			
d. H.E. Instructional Fund (10%)			
e. School Operation Fund (25%)			
f. Revolving Capital (10%)			



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SUMMARY OF FINDINGS/COMMENTS

OBSERVABLE BEST PRACTICES	AREAS FOR IMPROVEMENT

Name and Signature of School Head

Name and Signature of Monitoring Team Representative

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SCHOOL INCOME GENERATING PROJECTS (IGP) MONITORING TOOL

Name of School : _____ District : _____

Name of School Head : _____ Date : _____

No. of IGPs : _____

Name of IGP 1 : _____

Name of IGP 2 : _____

Name of IGP 3 : _____

Name of IGP 4 : _____

Name of IGP 5 : _____

(Use other sheets, if necessary).

INDICATORS	(Please mark the appropriate box)		REMARKS
	YES	NO	
H. IGP Management			
Designates IGP coordinator/s			
External partners manage IGPs on profit-sharing arrangement			
School manages IGPs			
Pays IGP workers/volunteers			
Observes 70-30 percent sharing scheme in favor of partners			
I. Reports/Documents			
Maintains Book of Accounts			
Maintains Cash Receipt Book			
Maintains Cash Disbursement Book			
Maintains Sales/Revenue Journal			
Maintains Record of Net Profit			
J. Transparency and Accountability			
Financial Statements are posted on the Bulletin Board			
Availability of Schedule of Utilization of School Share from IGP			
Organizes a School-level Auditing Committee headed by the Mathematics Department Head/Teacher, the IGP Coordinator/Teacher, and the Faculty President as a member			
The audited Financial Statement is posted on the School Bulletin Board			
K. Sharing of Proceeds			



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INDICATORS	(Please mark the appropriate box)		REMARKS
	YES	NO	
Utilizes the income derived from the IGPs on:			
f. School Supplemental Feeding for Learners (35%)			
g. School Clinic Fund (10%)			
h. Faculty and Learners Development Fund (10%)			
i. School Operations Fund (20%)			
j. School Brigada Eskwela Fund (10%)			
k. School Revolving Capital (15%)			

SY 2023-2024 IGP FINANCIAL REPORT
 As of _____

(NOTE: IGP Financial reporting is mandated under Division Memorandum 154-2023).

REVENUES/SALES

- IGP 1
- IGP 2
- IGP 3
- IGP 4
- IGP 5

(Use other sheets, if necessary).

TOTAL REVENUES/TOTAL SALES

LESS: COST OF PRODUCTION / COST OF SALES

- IGP 1
- IGP 2
- IGP 3
- IGP 4
- IGP 5

(Use other sheets, if necessary).

TOTAL COST OF PRODUCTION / COST OF SALES

GROSS INCOME

LESS: SHARE OF PARTNERS (if applicable)

NET INCOME

=====

ALLOCATION OF NET INCOME FROM IGPs

- School Supplemental Feeding for Learners (35%)
- School Clinic Fund (10%)
- Faculty and Learners Development Fund (10%)
- School Operations Fund (20%)
- School Brigada Eskwela Fund (10%)
- School Revolving Capital (15%)

BALANCE

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