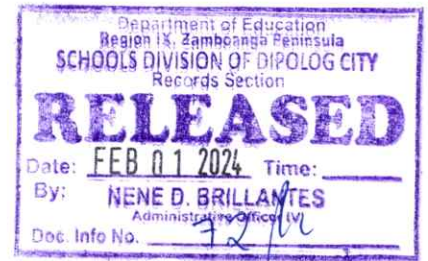




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



February 1, 2024

DIVISION MEMORANDUM

No. 72, s, 2024

School Canteen Monitoring and WinS Validation

To: **All Elementary and Secondary School Heads**
All School Health and Nutrition Personnel
School Management, Monitoring and Evaluation (SMME)
This Division

DepEd Dipolog City Division in coordination with the Local Government Unit (LGU) through the City Nutrition Division will conduct a monitoring of school canteens and validation of Wash in Schools (WinS) implementation on **February 5-6, 2024 and February 19-20, 2023**.

After the scheduled dates of monitoring, the SMME and SHNU personnel shall continue to have an announced and unannounced monitoring of school canteens and the WinS program.

This in compliance to DO no. 8 s. 2007; DM. No. 13, s. 2017; and DO 10 s. 2016.

Kindly accomplished the online WinS Monitoring System through <http://deped-wins.sysdb.site> that will be verified during the scheduled monitoring dates.

Attached are the monitoring tools and assigned monitoring team per district for your information and guidance.

Immediate dissemination of this memorandum is desired.


MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent





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SCHOOLS DIVISION OF DIPOLOG CITY

Monitoring Team

District	Name of Personnel	Position	Schools
Team A	Ronillo S. Yarag	EPSvr	East
	Chris Rey A. Herrera	Nurse	
	Jayrick Balagbagan	Dentist	
	Julie Ann Myla P. Ricafort	Nurse	
	Gina Fe M. Ramos	Nurse	
	Riza Jane B. Zamoras	City Nutrition Action Officer	
Team B	Luisiano Murro Jr.	SEPS	North and West
	Emmanuel Bacaltos	Nurse	
	Cielidel V. Timosa	Nurse	
	Geilou O. Yabres	Nurse	
	Sheila S. Quimpo	Nurse	
	Edna Gale	Nutrition Officer II	
Team C	Neil Nonato F. Sebastian	EPS	South
	Jo ann M. Borbon	Nurse	
	Clees Paul Tabiliran	Dentist	
	Jan Rina N. Bitancor-Uy	Nurse	
	Lane Sorronda	City Nutrition Program Coordinator	



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HEALTHY FOOD AND BEVERAGE CHOICES IN SCHOOLS AND IN DEPED OFFICES

QUESTIONNAIRE FOR THE PROGRESS MONITORING AND EVALUATION

SCHOOL: _____

DISTRICT: _____

DATE: _____

	EVIDENT	NOT EVIDENT	REMARKS
SANITARY PERMIT			
HEALTH CERTIFICATE OF CANTEEN PERSONNEL			
ATTENDS ORIENTATION ON FOOD HANDLING AND D.O 13			
PROVIDES POTABLE DRINKING WATER			
PROVIDES HANDWASHING FACILITIES			
CLEAN, WELL-VENTILATED AND PEST FREE ENVIRONMENT			
USES FOOD COVERS AND CLEAN CONTAINERS			
CANTEEN PERSONNEL WEAR CLEAN AND PROPER ATTIRE			
WASTE SEGREGATION AND DISPOSAL			

	YES	NO	LIST OF FOODS/FRUIT AVAILABLE
SELLS ROOT CROPS, RICE AND CORN PRODUCTS IN NATIVE PREPARATION			
SELLS FRUITS AND VEGETABLES IN SEASON			
PROHIBITS THE SELLING OF CARBONATED DRINKS AND ARTIFICIALLY FLAVORED DRINKS			
PROHIBITS JUNK FOODS			
OTHERS			

Monitored by:

Noted by:

HNS Personnel

School Head



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tayo – Division of Dipolog City



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**SCORE SHEET OF FOOD SAFETY FOR BEST SCHOOL MANAGED CANTEENS (SMC)
 AND TEACHER COOPERATIVE-MANAGED CANTEENS (TCMC) (PER D.O. 13, S. 2017)**

No	NAME OF SCHOOL	Canteen Category		SCORE PER INDICATOR										Total	Rank		
		SM C	TCM C														
Public Elementary Schools																	
<i>East District</i>																	
1	Estaka Central School																
2	Dicayas Elementary School																
3	Gulayon Integrated School																
4	Lugdungan Elementary School																
5	Minaog Elementary School																
6	Turno Elementary School																
7	Upper Dicayas IS																
8	Linabo Elementary School																
9	Sto. Nino Elementary School																
10	St. John Elementary School																
<i>West District</i>																	
11	Galas Elementary School																
12	Magsaysay Elementary School																
13	Miputak East Central School																
14	Sta. Filomena Integrated School																
15	Sta. Isabel Elementary School																
16	Tubod Integrated School																
<i>North District</i>																	
17	Barra Elementary School																
18	Biasong Elementary School																
19	Dipolog Pilot DS																
20	Sicayab Elementary School																
21	SPED Center																
<i>South District</i>																	
22	Cayasan Integrated School																
23	Cogon Elementary School																
24	Diwan Elementary School																
25	Guinsangaan ES																
26	Laoy Elementary School																
27	Linay Elementary School																
28	Olingan Elementary School																
29	Olingan South ES																
30	Pamansalan ES																
31	Punta Central School																
32	San Alfonso ES																



Address: Purok Farmers, Olingan, Dipolog City
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**RUBRICS OF FOOD SAFETY FOR BEST MANAGED SCHOOL CANTEENS
AND TEACHER COOPERATIVE-MANAGED CANTEENS**

INDICATORS

1. Sanitary Permit

- 5 – Latest sanitary permit, framed and hanged on a conspicuous place in the canteen
- 4 – Latest sanitary permit but NOT framed and hanged on a conspicuous place in the canteen
- 3 – Sanitary permit is near expiration date and management is preparing for registration
- 2 – Just expired; Application/renewal in progress
- 1 – Long expired; Renewal not processed
- 0 – Have not applied a sanitary permit since the start of its canteen operation

2. Health Certificates of Canteen Personnel

- 5 – Latest health certificate of canteen personnel, framed and hanged on a conspicuous place in the canteen
- 4 – Latest health certificate of canteen personnel but NOT framed and hanged on a conspicuous place in the canteen
- 3 – Health certificate is near expiration date and management is preparing for registration
- 2 – Just expired; Application/renewal is being processed
- 1 – Did not renew their health certificates after several months from expiration date
- 0 – Have not applied a health certificate since the start of its canteen operation

3. Canteen Personnel Uniform/Attire

- 5 – Wearing of clean, new and complete attire (apron, hairnet, clean gloves)
- 4 – Wearing of clean and complete attire but looks old
- 3 – Wearing of clean, old or new canteen attire but lacking one attire
- 2 – Wearing of untidy, old canteen attire
- 1 – Not wearing canteen attire but looks presentable
- 0 – Not wearing canteen attire and looks untidy

4. Practice Good Grooming and Personal Hygiene

- 5 – Clean-looking, wearing very neat canteen attire, well-kept hair, well-cut nails, no bad breath
- 4 – Clean-looking, wearing neat canteen attire, well-kept hair, well-cut nails, no bad breath
- 3 – Clean-looking, wearing neat canteen attire, good-kept hair, manicured nails, no bad breath
- 2 – Less presentable, untidy canteen attire, hair dangles on face, not well-cut nails, bad breath
- 1 – Less presentable; untidy canteen attire; hair dangles on face; not well-cut nails; with bad breath
- 0 – Untidy; hair dangles on face, with body-odor, nails not cut, with bad breath

5. Hand-washing Facilities

- 5 – Provision of new, clean, NAWASA-based hand-washing facilities with clean hand towel and soap
- 4 – Provision of old, clean, NAWASA-based hand-washing facilities with clean hand towel and soap
- 3 – Provision of old, clean, NAWASA-based hand-washing facilities with old hand towel and soap
- 2 – Provision of old, clean, well-based hand-washing facilities with old hand towel and soap
- 1 – Provision of old, dirty, well-based hand-washing facilities with dirty hand towel and soap
- 0 – No hand-washing facilities available or construction of hand-washing facilities in progress



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

6. Potable Water Supply

- 5 – Provision of purified drinking water and/or new, clean, NAWASA-based water supply with at least 2 faucets inside the canteen
- 4 – Provision of old, clean, NAWASA-based water supply with 2 faucets inside the canteen
- 3 – Provision of old, clean, NAWASA-based water supply with only 1 faucet inside the canteen
- 2 – Provision of old, clean, NAWASA-based water supply with only 1 faucet inside the canteen and leaking
- 1 – Provision of potable water supply is supplied from outside faucets using pails
- 0 – Provision of potable water is not evident

7. Dining Area

- 5 – Very clean, well-lighted and well-ventilated; no flies and other creepers seen inside the dining area
- 4 – Clean, well-lighted and well-ventilated; no flies and other creepers seen inside the dining area
- 3 – Clean, lights and ventilation are sufficient; no flies and other creepers seen inside the dining area
- 2 – Untidy; unkempt used utensils on dining tables; lights and ventilation are provided but not sufficient; flies and other creepers are seen inside the dining area
- 1 – Untidy; unkempt used utensils on dining tables and sink; lights and ventilation are provided but not sufficient; flies and other creepers are seen inside the dining area
- 0 – Dining area does not fit as a dining area

8. Canteen Setting

- 5 – Generally pest-free, odor-free, with screened windows and doors or glass-panelled walls and windows
- 4 – Generally pest-free, odor-free, even without screened windows and doors or glass-panelled walls and windows
- 3 – Pest-free, odor-free, even without screened windows and doors or glass-panelled walls and windows
- 2 – Some flies and creepers are observed, unwanted odor noted no screened windows and doors or glass-panelled walls and windows
- 1 – Generally, the canteen area is littered with flies or other creepers; unwanted odor noted; no screened windows and door
- 0 – Setting is not appropriate as a canteen

9. Care of Feeding Paraphernalia

- 5 – Daily proper sterilization of clean spoons, forks, cups, glasses and other feeding paraphernalia using autoclave
- 4 – Daily sterilization of spoons, forks, cups, glasses and other feeding paraphernalia in boiling water
- 3 – Daily sterilization of spoons, forks, cups, glasses and other feeding paraphernalia by pouring boiling water
- 2 – Daily washing and drying of spoons, forks, cups, glasses and other feeding paraphernalia
- 1 – Washing of spoons, forks, cups, glasses and other feeding paraphernalia ONLY after used and immediately served to the next customers
- 0 – Care of feeding paraphernalia is not evident

10. Storage of food and Kitchen Utensils

- 5 – Provision of clean, new and well-maintained, appropriate storage facilities for food and kitchen utensils
- 4 – Provision of clean, old and well-maintained, appropriate storage facilities for food and kitchen utensils
- 3 – Provision of clean, old, appropriate storage facilities for food and kitchen utensils
- 2 – Provision of new or old but not well-maintained appropriate storage facilities for food and kitchen utensils
- 1 – Provision of new or old but not well-maintained and inappropriate storage facilities for food and kitchen utensils
- 0 – Provision of proper storage facilities for food and kitchen utensils is not evident



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SCHOOLS DIVISION OF DIPOLOG CITY

11. Maintenance of Canteen Premises

- 5 – Daily cleaning, and as the need arises, of canteen premises for dust and litter is evident
- 4 – Daily cleaning of canteen premises for dust and litter is evident
- 3 – Cleaning of canteen premises is done only every other day
- 2 – Cleaning of canteen premises is done only twice a week
- 1 – Cleaning of canteen premises is done only when told to do so
- 0 – Cleaning of canteen premises is not evident or not a priority of the canteen management

12. Garbage Disposal

- 5 – Provision of clean, new, well-covered garbage cans with appropriate labels for garbage segregation
- 4 – Provision of clean, old but well-covered garbage cans with appropriate labels for garbage segregation
- 3 – Provision of new, well-covered garbage cans with appropriate labels for garbage segregation
- 2 – Provision of old or new but uncovered garbage cans with old trash inside; labels for garbage segregation is evident
- 1 – Provision of old or new but uncovered garbage cans with old trash inside; no labels for garbage segregation is evident
- 0 – No provision of garbage cans is evident

13. Food Inspection Recording

- 5 – Record of daily food inspection signed by canteen teacher (for school-managed canteen) or by canteen manager (for teacher cooperative-managed canteen) and noted by the Principal or his/her designate
- 4 – Record of daily food inspection signed by canteen teacher (for school-managed canteen) or by canteen manager (for teacher cooperative-managed canteen) but not noted by the Principal or his/her designate
- 3 – Record of daily food inspection not signed by canteen teacher (for school-managed canteen) or by canteen manager (for teacher cooperative-managed canteen) and not noted by the Principal or his/her designate
- 2 – Record of daily food inspection is delayed by at least a day and not signed by canteen teacher (for school-managed canteen) or by canteen manager (for teacher cooperative-managed canteen) and not noted by the Principal or his/her designate
- 1 – Record of daily food inspection is not up to date, not signed by canteen teacher (for school-managed canteen) or by canteen manager (for teacher cooperative-managed canteen) and not noted by the Principal or his/her designate
- 0 - Record of daily food inspection is not evident.