## 2014 Canteen Monitoring Checklist

### School: ____________________________  Principal: ____________________________

**Total School Population:** ____________________________  **Pupil/Student** ____________________________

### 1. SCHOOL-MANAGED CANTEEN

#### A. Existing Number of School-Managed Canteen

<table>
<thead>
<tr>
<th>ITEM</th>
<th>EVIDENT</th>
<th>NOT EVIDENT</th>
<th>REMARKS</th>
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<tbody>
<tr>
<td>1. <strong>FOODS</strong></td>
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<td>Safe food: Nutrient-rich foods</td>
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<td>No Junk foods</td>
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<td>Drinks: BFAD Approved or with Sangkap Pinoy Seal</td>
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<td>No soft drinks/carbonated drinks, sugar-based synthetic or artificially-flavored juices</td>
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<td>Use of iodized salt in cooking foods</td>
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<td>A reasonable mark-up price of all merchandise</td>
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<td>Retail price exceed from the prevailing price in the locality</td>
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#### 2. IN CHARGE OF THE CANTEEN

1. Concessionaires
   - Sub-leasing of the whole or part of the school canteen premises or sub-contracting the operation of the school canteen to concessionaires.

2. Vendors
   - Vendors to bring food items inside the school canteen/premises.

3. Canteen Personnel/Staff
   - Wear clean and proper attire
     - White shirt/polo/blouse, colored pants/skirts, hairnet, appropriate footwear

4. Canteen Personnel/Staff
   - With kind heart and wear smiling faces to all.

5. Canteen Personnel/Staff
   - With complete and continuous training on handling of food and food safety.

6. No Teachers and School personnel sell food items within the School premises.
3. PROCEDURAL GUIDELINES

1. School Canteen has Sanitation Clearance/ Permit from the local Health Department.
2. With Health Permit of the Canteen Personnel/ Staff from the city/municipal health office
3. School Canteen has an authority from the SH/Principal to Operate and Manage the School Canteen
4. The License/Permit displayed in a conspicuous place in the school canteen.

1. REPORTORIAL REQUIREMENTS

Category A-1 (Please ask a copy of the reports for documentation)

Submitted the Following:
1. Statement of Financial Condition
2. Statement of Operation
4. Notes to Interim Financial Statement and Disclosures
5. Summary of Cost of Sales

Category A-2

To be prepared/ maintained/ posted the following on the school’s bulletin board/ transparency board and/or in any conspicuous place within the school premises:
1. Bank Reconciliation
2. Schedule of Cost of Sales
3. Schedule of Operating Expenses
4. Schedule of Utilization of School Share Program Revenue from the Cooperative
5. Schedule of Utilization of Gross Income Generated from the Canteen Laboratory
6. Statement of Receipts and Disbursements
7. Statement of Reports on Cooperatives’ School Program Support
8. Schedule of Capitalization on the Operation of School Entities

5. ACCOUNTING FUNDS (Please ask a copy for documentation)

1. The school head/ Principal organized a school level auditing committee. (Names of the Committee)
2. Canteen fund shall be audited by the school level auditing committee (Schedule)
3. Audited financial statements posted on bulletin boards for information of everybody (on the Transparency board)
Ferris wheel student development fund 15%
Instruction fund 10%
School operation fund 35%
Overlay capital 15%

COMMENTS AND SUGGESTIONS ON OTHER FINDINGS

Reference: DepED Order No. 8, s. 2007
Prepared by: FTA Division

CANTEEN TEACHER
(SIGNATURE OVER PRINTED NAME)

SCHOOL HEAD
(SIGNATURE OVER PRINTED NAME)

MONITORING OFFICIAL
(SIGNATURE OVER PRINTED NAME)