



**Department of Education  
Region III  
DIVISION OF CITY SCHOOLS**

*Jesus Street, Pulunghulu, Angeles City*  
*Tel. No. (045) 322-5722/Fax Nos. (045) 322-4702; 887-6099*

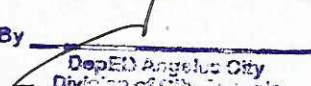


**RELEASED**

January 25, 2017

**Division Memorandum**

No. 37 s. 2017

JAN 26 2017  
By   
DepEd Angeles City  
Division of City Schools

**REQUIRED DOCUMENTS IN THE OPERATION & MANAGEMENT OF SCHOOL  
CANTEEN AND TEACHERS COOPERATIVE CANTEEN**

To: Elementary, Secondary and Integrated School Heads  
School Canteen and Teachers' Cooperative Managers

1. It has been observed that not all schools with School Managed Canteen and Teachers' Cooperative Canteen submitted the documents needed for canteen operation.
2. Based on D.O. No. 8, S. 2007 section seven (7) the following documents should be submitted to the division office on or before January 31, 2017:

**School Managed Canteen and Teachers' Cooperative Canteen:**

- Sanitation Clearance/Permit from the local Health Department
- Health Permit of Canteen Personnel/Staff from the city/municipal health office.

**Teachers' Cooperative Canteen**

- Copy of its registration with the CDA;
- Copy of its Amended Articles of Cooperation and Constitution and By-Laws stating among others, its purpose in engaging in canteen and/or catering services;
- Resolution by the General Membership/Assembly signifying willingness, intention and readiness to operate and manage the school canteen, including canteen development plan;
- Copy of the approved memorandum of agreement between the cooperative and the school head/principal;
- List of full-time management officers and their respective designations and salaries.
- Chart of organization (includes names of officers, functions and responsibilities, and the designations of positions);
- Copy of bonds of accountable officers/employees; and
- Certification by the chairman of the board authorizing the canteen manager to coordinate with the H.E. canteen teacher on the schedule of practicum activities in the teacher on the schedule practicum activities in the teachers' cooperative managed canteen.
- Memorandum of agreement shall be entered into by and between the school head/principal and the chairperson of the teachers' cooperative.




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- Authority from the school head/principal to Operate and Manage the School Canteen (for teachers' cooperative only).
- 3. Operation of canteen without the documents mentioned above is a violation to D.O. No. 8 S. 2007.
- 4. Moreover, there are still schools which do not submit financial statement regularly. Financial Statement is submitted on or before 10<sup>th</sup> day of the month.
- 5. Immediate dissemination and compliance to this memorandum is desired.

  
**LEILANI S. CUNANAN - CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent