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|  | Republic of the Philippines<br><b>Department of Education</b><br>Cordillera Administrative Region<br><b>SCHOOLS DIVISION OF BENGUET</b><br>Wangal, La Trinidad, Benguet |  | Document Code:<br>SDO-GQF-QF-CID-OSDS-SDS-003<br>Revision: 00<br>Effectivity date: 09-03-2018 |
|   | <b>DIVISION MEMORANDUM</b>  |  | Name of Office: <b>OSDS</b>   |

No. 09 S. 2019

To: **Schools District Supervisors, Coordinating Principals  
 Heads, Public Elementary and Secondary Schools  
 School and District nurses  
 School Health Personnel  
 All others concerned**

JAN 08 2019

From:   
**MARIE CAROLYN B. VERANO, CESO VI**  
 Schools Division Superintendent

Subject: **Policy Statements and Procedural Guidelines in the Renewal of Business Permits  
 for School Canteens of Benguet Division, CY 2019 (Ref. DepEd Or. No. 8, s. 2007)**

Date: **January 7, 2019**

1. School Canteen (School Managed and Teachers' Cooperative-Managed) shall adhere to professional management, sound business practices as well as to safety and security measures as defined in DepEd Order No. 8, s. 2007.
2. School managed canteen shall be operated and managed by the school under the general supervision of the school head/principal while teachers' cooperative-managed canteen shall be operated and managed by a duly registered teachers' cooperative. (3.1-3.2)
- 3. Sub-leasing the whole or part of the school canteen premises or sub-contracting the operation of the school canteen to concessionaries is prohibited. (4.8)**
4. Vendors shall not be allowed to bring in foods to school canteen/premises. Teachers and school personnel are likewise prohibited from selling food items within the school premises, except through the school canteen and unless authorized and covered by a written agreement between the school head/principal and the teachers' cooperative. (4.9)
5. All school canteens are required to secure the following permits/clearances (5.1):
  - a. Sanitation Clearance/Permit from the Local Health Department
  - b. Health Permit of all Canteen food handlers/personnel/staff from the city/municipal health Department
  - c. Authority from the school head/principal to operate or manage the school canteen (for teachers' cooperative only)
6. Clearances/Permit shall be permanently displayed in conspicuous place in the school canteen. They remain valid for the duration of the year.
7. For immediate dissemination and compliance to all concerned is desired.