



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO
NAZARENE VILLE ELEMENTARY SCHOOL
SAN ROQUE, ANTIPOLO CITY

March 13, 2024

SCHOOL OFFICE MEMORANDUM

To :

Kindergarten-Grade 6 Teachers and Learners
School and Homeroom PTA Officers
Non-teaching Personnel
Others Concerned

MONITORING OF WINS, CANTEEN AND SBFP PRACTICES

1. In connection to the update on monitoring of WinS, Canteen, and SBFP practices in school tomorrow, March 14, 2024, by SDO Officials, this office directs everyone about constant compliance to the following:

On Water, Sanitation and Hygiene

- a. Health and safety practices inside and outside the school campus
- b. Manifestation of discipline in the utilization of Comfort Rooms, wash facilities, and proper waste segregation wherein trash cans should also be properly labeled.
- c. Other hygienic practices like toothbrushing and handwashing as well as utilization of hygiene kits.
- d. Ensure general cleanliness and orderliness around the school
- e. Ensure well-managed Material Recovery Facility
- f. Utilize tissue, enough soap and water, and napkins properly.
- g. Other relevant activities found in monitoring tools that support the WinS program must be taken into consideration.

On Canteen Operation and Food Safety

- a. Instruct children not to bring in red-category food items.
As observed now and then, there are wrappers found in trash cans while others litter inside and outside the school campus.
- b. Food items delivered by canteen helpers must be placed outside the classroom.
- c. Helper must use a hairnet, apron, and gloves to ensure food safety.
- d. Guide and let learners fall in line outside and wait for their turn. Those who have already bought theirs may enter their classroom immediately.
- e. After all food items are sold, call/text the helper/s to get the trays/casseroles in case they are not around.



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- f. Safekeep the funds for the meantime and remit to the canteen manager at the end of classes.
- g. Ensure compliance with the Division/Regional Monitoring Tools and memorandum on canteen operations guidelines.

On School-Based Feeding Program practices

- a. Before meals, learners must wash their hands with soap and water properly.
- b. Helpers/TWG members must let learners fall in line and present their meal pass slips.
- c. Before eating, let them say an opening prayer. Guide them to be disciplined and have good food etiquette, too.
- d. For those who refuse, helpers/TWG members may ask for their food containers and let them have their meals with the guidance of their parents/teachers in their classrooms.
- e. If they still refuse not to eat, ask their parents to sign the attendance sheet/s and mark each as “refused.”
- f. After meals, let them say a simple closing prayer of thanks.
- g. Conduct a guided group handwashing and toothbrushing.
- h. Trash cans must be properly labeled and utilized accordingly.
- i. Helpers must use aprons, hairnets, and gloves always.
- j. There should be posted signages and prayers.
- k. Ensure availability of health certificates/sanitary permits.
- l. Ensure general cleanliness, orderliness, and food safety.
- m. Ensure availability of procured/inspected deliveries.
- n. Ensure proper labeling of kitchen utensils/food condiments.
- o. Ensure compliance with other things as per COA and other existing guidelines.

2. For information, dissemination, and compliance.


GEOFFREY T. UNIDA
School Principal I