



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

October 24, 2022

**DIVISION MEMORANDUM**

No. 555, s. 2022

**ESTABLISHMENT AND COMPOSITION OF THE  
DIVISION CANTEEN OVERSIGHT COMMITTEE**

**To: Officer-In Charge,  
Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Supervisors  
Division Units, Sections and Offices  
All Others Concerned**

1. Pursuant to our commitment to provide a balanced and nutritious food service available to the personnel of this Division Office at a reasonable cost and in order to maintain the prevailing standards of health care in relation to the preparation, supply and service of food at the canteen, this Office announces the establishment and composition of the **Division Canteen Oversight Committee**.
2. The Division Canteen Oversight Committee shall be composed of the following:

<i>Mary Jean D. Arcenio</i>	<i>Nurse II</i>	- Chairperson
<i>Ma. Terry M. Gonzales</i>	<i>AO II</i>	- Vice Chairperson
<i>Helen G. Fabillano</i>	<i>AdAs II</i>	- Member
<i>Chrisa Mae N. Nagrama</i>	<i>AdAs II</i>	- Member
<i>Rommel B. Zante</i>	<i>AdA VI</i>	- Member
3. The oversight committee is tasked to perform the following:
  - a. Formulate, develop and present to the Schools Division Superintendent, for his approval, relevant guidelines and policies to ensure the effective operation of the canteen;
  - b. Ensure that the canteen provides a balanced and nutritious food service at a reasonable cost for Division personnel, taking into consideration at all times the health, safety and welfare of its customers and clients;
  - c. Ensure that the canteen regularly adheres to and complies with the existing policies and guidelines set by this Division Office and other duly-constituted authorities;
  - d. Receive and manage the different issues and concerns relevant to the operation of the canteen in proper coordination with the concerned offices and units of this Division Office;
  - e. Provide regular feedback and report to the Schools Division Superintendent pertaining to the operation and services of the canteen; and
  - f. Conduct search for probable canteen contractor and recommend the qualified applicant to the Schools Division Superintendent.
4. This designation is an addition to the existing functions and responsibilities of the concerned personnel and does not warrant additional compensation.



Poblacion, Numancia, Aklan

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5. Prompt and wide dissemination of this Memorandum is desired.

  
**FELICIANO C. BUENAFE, JR. CESO VI**  
Schools Division Superintendent 

