



August 18, 2015

DIVISION MEMORANDUM

No. 128 s, 2015

COMMITTEE ON DEPED CAM SUR DIVISION OFFICE CANTEEN

TO: Assistant Public Schools Division Superintendent
Chief of CID and SGOD
Heads of Public and Elementary Schools

1. In view of the division's thrust of rendering efficient delivery of services and in line with the judicious utilization of government resources, a Committee on the DepEd Cam Sur Division Office Canteen is being organized with the members as follows:

1. Geraldine O. Agravante - Public Schools District Supervisor, CID
Chairman
2. Amancio V. Doblón - Public Schools District Supervisor, CID
Member
3. Myllan B. Toledana - Administrative Officer, OSDS
Member
4. Israel F. Parra, M.D. - Medical Officer, Health & Nutrition Unit, SGOD
Member
5. Rommel V. Malanyaon - Nurse, President NEU, SGOD
Member

2. The committee shall be responsible for:
 - a. Preparation of proposal and terms of reference for establishing the DepEd Cam Sur Division Office Canteen,
 - b. Supervise and monitor the DepEd Cam Sur Division Office Canteen operation,
 - c. Assess quality of services provided by the DepEd Cam Sur Division Office Canteen.
3. The above mentioned committee members shall perform these tasks in addition to their regular work assignment without additional compensation. However, these members may include in their KRA for plus factor.
4. For the information and compliance of all concerned.


ARNULFO M. BALANE
Schools Division Superintendent

ONE Vision and Mission
ONE Camarines Sur Division
ONE Goal: Quality Education

- **ISRAEL F. PARRA, M.D.**

Medical Officer, Health and Nutrition Unit

1. Checks health and sanitation concerns of the office canteen.
2. Monitors food preparation and handling.
3. Monitors the canteen's food on sale and its nutritive value.
4. Leads the Food Safety and Quality Assurance Committee and conduct random inspections of the premises.
5. Checks the health and medical certificates, permit and other related documents.
6. Monitors the proper attire of canteen staff.

- **ROMMEL V. MALANYAON**

Nurse III/NEU President

1. Monitors prices of food and snack items and other related products to maintain reasonable and affordable prices.
2. Sets up Feedback mechanism for canteen operation and clients satisfaction.
3. Leads the Committee on Client Satisfaction Survey and conduct it on a semestral basis.
4. Interprets and reports result of the survey.