

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG PANGALAYAN AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Manila

November 8, 1979

MEMORANDUM  
No. 278, s. 1979

IN-SERVICE TRAINING OF HOME ECONOMICS SUPERVISORS  
OF SECONDARY EDUCATION ON CAFETERIA MANAGEMENT

To: Bureau Directors  
Regional Directors  
Schools Superintendents

1. The Food Service Training Laboratory of the Bureau of Secondary Education, MeG, Manila, will conduct a series of two weeks duration In-Service Training for Division and Regional Supervisors of Home Economics in the secondary level on Cafeteria Management from November 26, 1979 to February 1, 1980.

2. The objectives of the in-service training program are:

- a. Improve the managerial techniques and practices in the management and operation of school canteen/cafeteria to make it an effective instructional facility of the institution.
- b. Develop the skills in the preparation and services required of different food and materials.
- c. Prepare guidelines to be followed for proper cafeteria management in secondary schools.

3. To attain the objectives set forth in the foregoing the following areas will be taken up for the duration of the two weeks period of training as follows:

- a. Preparation of routine records and forms such as:  
Purchase and storeroom records  
Kitchen and service records  
Accounting records and reports  
Personnel records







- b. Sanitation including cleanliness of personnel, equipment and premises
- c. Food cost control use of standard recipes, uniforms, sizes of serving portions and costs
- d. Financial safeguards and policies
- e. Layout for efficient plan of work
- f. Food service
- g. Skills training in the preparation of different recipes under each in Food service

4. There will be three (3) participants for every region - the regional supervisor of Home Economics in the secondary level and two ranking division supervisors of Home Economics in charge of secondary schools. The tentative schedule is as follows:

<u>GROUP</u>	<u>REGION</u>	<u>DATE</u>
A	II, III, NCR	November 26 to December 7, 1979
B	I, IV, V	December 10 to December 21, 1979
C	VI, VII, VIII	January 7 to January 18, 1980
D	IX, X, XI, XII	January 25 to February 5, 1980

Each participant should take along with her white uniforms or a smock and hair net which she will use in the laboratory.

5. Expenses of participants in connection with their attendance to the in-service training are chargeable against regional/division funds subject to the usual accounting and auditing rules and regulations.

6. It is desired that this Memorandum be disseminated immediately for the information and guidance of all concerned.

(SGD.) BERMEGILDA C. DUYLAC  
Acting Minister  
Ministry of Education and Culture

Reference: None

Allotment: 1-2--(D.O. 1-76)

To be indicated in the Perpetual Index  
under the following subjects:

✓ Course of Study, SECONDARY  
✓ TRAINING PROGRAM

✓ SOCIETY or ASSOCIATIONS





