

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Maynila

August 12, 1980

MEC MEMORANDUM
No. 168, s. 1980

IMPLEMENTING GUIDELINES IN CAFETERIA
MANAGEMENT IN SECONDARY SCHOOLS

To: Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
School Administrators

1. Under the Revised Secondary Education Program, as per Department Order No. 20, s. 1973, emphasis is on work-value-profit-oriented activities. Home economics, as an area of the Practical Arts, created new structures and evolved worthwhile programs directed towards skills training for economic self-sufficiency. With the new thrusts on the Job-Creation Program of the national government, focus is on income-generating projects where students are involved as partners in the school enterprise, sharing the profits derived from such activities.

2. In the field of home economics and food service, cafeteria management is one of the most relevant activities in line with income-generating projects as its scope encompasses the business and distributive arts components. Its main objective is to provide training for students in meal-planning, food preparation and food service in order to prepare them for either self-employment or employment elsewhere to enable them to earn a decent livelihood. Corollary to this is the goal to contribute to the promotion of good health and better nutrition.

3. In the management of a cafeteria it is expected that the following objectives shall be accomplished:

a. General

- (1) To provide the school, faculty, and students hot and reasonably-priced meals and food items.

- (2) To train secondary students in food service and cafeteria management so as to promote adequate nutrition of school children and to prepare them for entry-beginning levels of employment.

b. Specific

- (1) To plan, prepare, and serve suitable foods for the cafeteria at reasonable cost.
- (2) To prepare innovative recipes utilizing indigenous ingredients in the locality.
- (3) To practice good management skills.
- (4) To make estimates for quantity cooking.
- (5) To accept job orders and catering services.
- (6) To maintain harmonious working relations.

4. To attain the objectives envisioned the following management practices are suggested:

a. General Management

- (1) In schools where there are no full-time cafeteria managers, the administration and supervision of the food service scheme should follow the line and staff of the school system subject to the supervision of the regional and division home economics supervisors.
- (2) Students in the 3rd and 4th years should be so scheduled as to have them readily available in food preparation and food service.
- (3) School programming should involve the department heads of home economics to insure full participation of the students in the purchase, preparation and serving of food.
- (4) In divisions where there are no pilot schools, each school division is encouraged to put up a pilot school within its jurisdiction such as national, city, provincial, municipal, barangay, private, and comprehensive high schools.
- (5) No private persons or concessionaries shall be allowed to run the secondary food service effective the school year 1980-81.
- (6) The selection and preparation of all food service within the school will be the responsibility of the school cafeteria.

b. Personnel Management

- (1) All personnel of the food service center of a school cafeteria will follow an organizational set-up jointly prepared by all the teachers involved to be duly approved by the school administration.
- (2) The food service manager will be technically qualified and trained. Aside from her scholastic preparation, she must undergo an on-going and on-the-job training program such as what is being offered at the Ministry of Education and Culture Food Service Training Laboratory.
- (3) For secondary schools with one thousand (1000) or more students, one full-time manager will be assigned while those with a lesser population will be managed by a home economics teacher, whose teaching load will be reduced proportionally.
- (4) Cafeteria managers' schedules will be on a rotation-basis every three (3) years to give leadership opportunities for equally qualified teachers.
- (5) All students involved in the food service scheme should follow a student personnel organization jointly prepared by the section advisers and the home economics teachers concerned. Food service managers shall give the equivalent ratings of the services rendered in the food center or similar such activities.
- (6) Active involvement of other home economics teachers should be enjoined in such activities as dish-washing, preparation of snacks during their respective laboratory periods, supplies of which should preferably come from the food service center.

c. Physical Facilities Management

- (1) The food service center, being the show window of the school should be constructed, remodelled or repaired in conformity with the enclosed standard plan duly sanctioned by the food service teacher concerned, the home economics supervisor and the school administration.

- (2) Provisions should be included in the regular school budget specifying the food service facilities and prioritizing on its purchase, proper disposal, and utilization, subject to the acceptability as to quality and quantity.
- (3) Annual inventory of all food service should include the sources of funds used and preferably handled by a custodian. Condemnation of all food service property is subject to the recommendations of the food service manager and approval of authorities concerned.
- (4) Regular checking and maintenance of all the physical facilities, proper storage, safekeeping and disposal should be done, subject to the counter-checking by higher authorities.

d. Financial Management

- (1) Provisions for the funding of the food service scheme should be included in the regular school budget. LCI 1026 and MEC Order No. 26, s. 1980 and Budget Circular No. 304-A, dated January 2, 1980 should be followed in order to have effective operation and implementation of the program.
- (2) Food service funds should be subject to auditing rules and regulations of the Commission on Audit.
- (3) The net profit should accrue to the Revolving fund and should be intelligently utilized for the following food service activities:
 - (a) Food Preparation.
 - (b) Purchase and repair of food services and home economics laboratories, equipment and tools.
 - (c) Repair and maintenance of the food service center including its exterior and interior improvement.
 - (d) Honorarium of the food service manager and/or other personnel for services rendered outside school hours.

e. Records Management

- (1) All records should be accomplished daily, weekly, and monthly as needed, subject to the checking and supervision of all officials concerned. Problems regarding records will be supervised by the auditing committee, the home economics supervisor and the administrator.
- (2) Record checking of all food service activities is a part of the regular duties of the school auditors, and the division accounting personnel.
- (3) The division superintendent shall look into the different food service records as part of his/her administrative and supervisory activities.
- (4) All records should be readily available for checking at any time.
- (5) The financial statement of the cafeteria managers should reach the division office on or before the 5th of every month during the school year.

5. Since the cafeteria will operate as the training laboratory for home economics and food trades students, all students enrolled in food trades should be actively involved in food service activities.

6. The first and second year girls in exploratory classes may be divided into work groups, each group undertaking specific job orders. A sample scheme is shown below.

<u>Activity</u>	<u>First Shift</u>	<u>Second Shift</u>
Sandwiches	I - 1	1 - 4
Fruit Juice	I - 2	I - 5
Native Delicacies	I - 3	I - 6
Short Orders	II - 1	II - 4
Vegetable	II - 2	II - 5
Dessert	II - 3	II - 6

In this manner, all of these classes are kept busy producing food items for the school cafeteria.

7. The third and fourth year students who shall undergo further training will handle the preparation of fancy dishes, catering service, and the bake shop. The classes in baking will supply

the cafeteria with baked products such as ensaymada, pan de sal, pies, cakes, etc. Food preparation and cookery classes will handle the preparation of simple meals, particularly lunch. Classes specializing in food preservation and processing will be trained to accept job orders from the community and derive exposure to canteen management.

8. Each class in turn may be organized into work groups so that only one (1) of two (2) groups should be on-the-job every day. In this way, instruction is not unduly sacrificed.

9. Systematizing work procedures is very essential in order to achieve the desired outputs. Scheduling of activities should take into account the likely effect in the flow of work.

10. Orderly and safety procedures which are concomittant to learning experiences should also be given stress.

11. Students must also be taught to do the simple types of records like market list, menus, catering items, snack items, baked items, etc. This will provide the statistical data needed in evaluating the progress of the program.

12. This integrated approach in cafeteria management will certainly go a long way in developing self-sufficiency among our students, promote good health, improve the quality of human life, and eventually lead students to pursue a life-long career of successful food service for our tourist industry. This will make them more useful citizens of our Republic.

13. It is desired that the contents of this Memorandum be disseminated to all concerned.

(SGD.) ONOFRE D. CORPUZ
Minister of Education and Culture

Incl.:
As stated

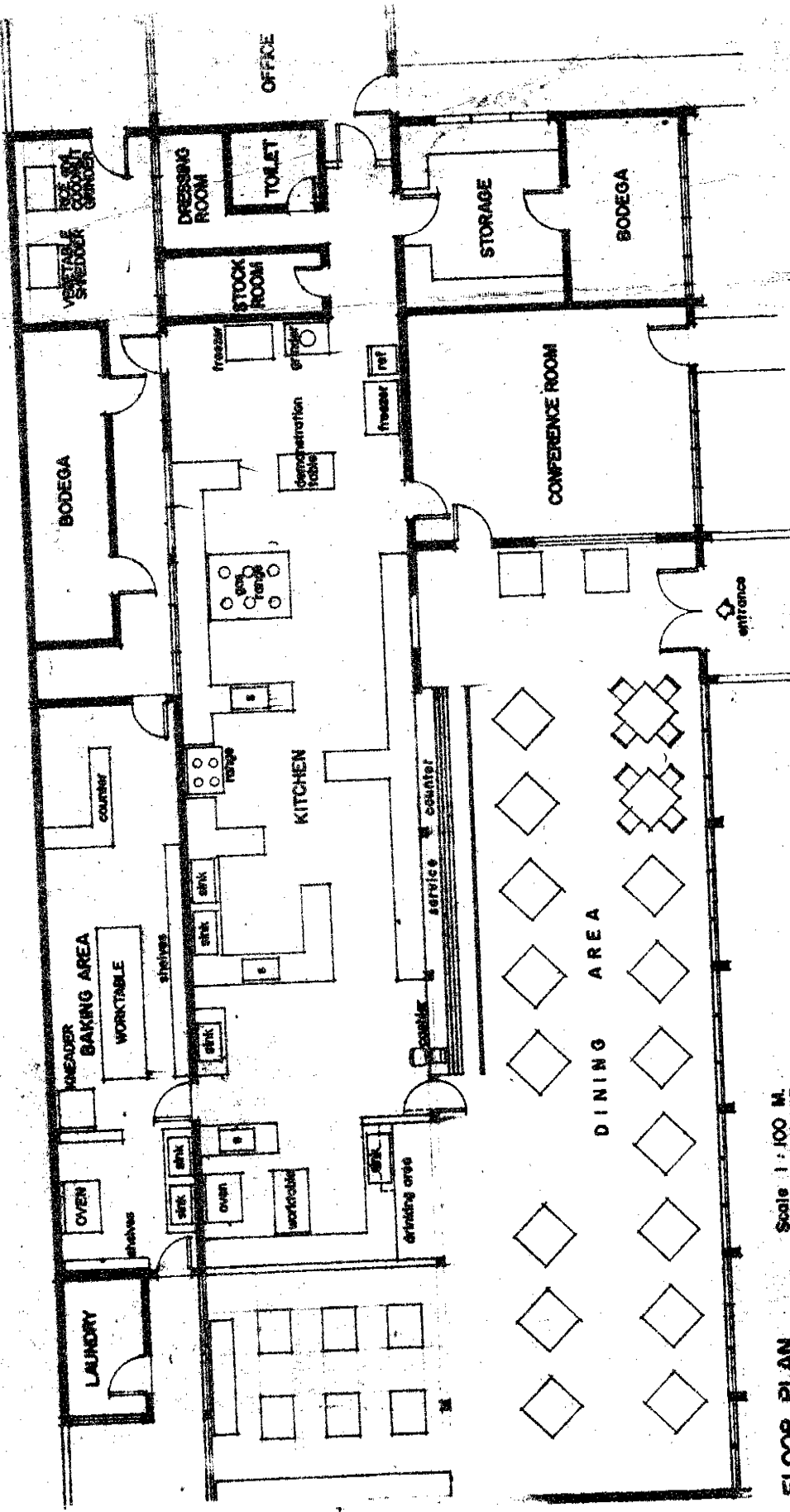
Reference:

None

Allotment: 1-2-3-4 (D.O. 1-76)

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

PROGRAM, SCHOOL	TEACHERS
PROJECTS	VOCATIONAL EDUCATION
STUDENTS	



FLOOR PLAN Scale 1:100 M.
CAFETERIA for 100 Persons
 BUREAU OF SECONDARY EDUCATION, M. E. C.