

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

Merced Avenue, Pasig City

OFFICE OF THE SECRETARY

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DECS O R D E R
No. 55, s. 1996

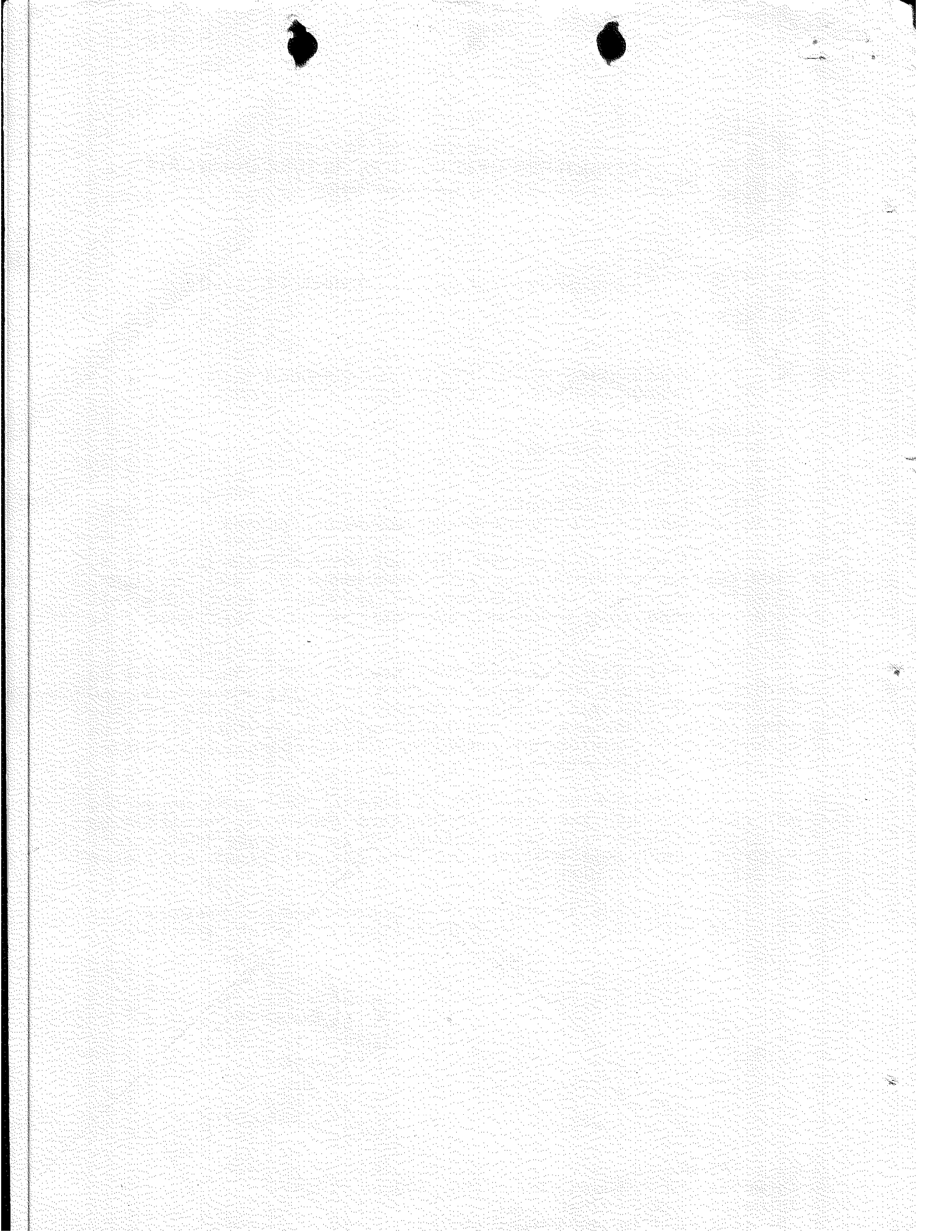
IMPLEMENTING GUIDELINES ON THE CONVERSION OF
SCHOOL CANTEENS INTO TEACHERS COOPERATIVES

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Superintendents
Vocational School Superintendents/Administrators

1. It has been observed that not many schools have implemented certain provisions of DECS Memorandum No. 408, s. 1995. Particular reference is made on the provision converting all school canteens into teachers cooperatives effective January 1, 1996.
2. All officials concerned are therefore encouraged to immediately convert the canteens in all public elementary and secondary schools into teachers cooperatives. Inclosed are the implementing guidelines related to governance, registration with the Cooperative Development Authority (CDA), operational management, recording and reporting.
3. A report on the list of schools that have converted their canteens into teachers cooperatives should be submitted to the Office of Undersecretary Alejandro W.D. Clemente (Attention: The Chief, Employees Welfare and Benefits Division) not later than September 23, 1996.
4. All DECS issuances or any provision of previous issuances inconsistent with these guidelines are hereby rescinded.


RICARDO T. GLORIA
Secretary

Incl.: As stated
Reference: DECS Memorandum: (No. 408, s. 1995)
Allotment: 1-2-3--(M.O. 1-87)
To be indicated in the Perpetual Index



(Inclosure to DECS Order No. 55, s. 1996)

GUIDELINES ON THE CONVERSION OF SCHOOL CANTEENS INTO TEACHERS' COOPERATIVES

Pursuant to DECS Memorandum No. 408, s. 1995, the following are the guidelines for the effective implementation of the conversion of school canteens into teachers' cooperatives:

I. Governance

1. In schools where there are teachers' cooperatives registered with the Cooperative Development Authority (CDA), management of school canteens shall be turned over to the officials of the cooperative upon the issuance of these guidelines. In the case of schools without cooperatives, their school canteens shall continue to operate under the old set-up until such time that CDA-registered teachers' cooperatives are available to take over their management.

2. The administration and management of a teachers' cooperative shall be entrusted to a Board of Directors whose membership shall come from among the members duly elected in a general assembly.

3. In no case shall school administrators be allowed to become members of the Board of Directors of teachers' cooperatives. They only serve as advisers or consultants of the cooperative.

II. Membership and Registration with the Cooperative Development Authority (CDA)

1. Membership in the teachers' cooperatives shall not be limited to teachers only. The non-teaching staff such as the janitors and clerks of the school are eligible to become members also.

2. Schools without registered teachers cooperatives are given until the end of December 1996 to organize, train their members, and register their cooperatives with the CDA. Thus, by January 1997, school canteens in all public elementary and secondary schools shall be managed by teachers' cooperatives.

3. Officers or members of the Board of Directors of existing teachers' cooperatives within the school district or division shall assist schools without cooperatives in the organization, training of members, and registration of their cooperatives with the CDA. The assistance of local CDA officials may be requested in conducting these activities.

III. Operational Management

1. The capital for the operation of the canteen shall come from the members of the cooperatives in accordance with its By-Laws. The members shall decide, through a board resolution, how much of the existing assets, excluding current canteen funds, shall be allotted as capital for the canteen.

2. A teachers' cooperative shall be managed by the members. However, teachers and employees shall not use their official time in attending to the activities of the canteen and the cooperative. Hence, a cooperative shall hire individuals to do the work in the canteen under the supervision of the designated teacher-member who is the H.E. canteen teacher. The canteen teacher shall see to it that T.H.E. students continue to serve in the canteen as part of their hands-on experience in Home Economics and Entrepreneurship. They shall be given ratings which shall be part of the T.H.E. marks in the card.

3. The canteen shall continue as laboratory for Food Service Management/Culinary Arts and Home Economics for secondary and elementary classes, respectively. These classes may supply the canteen with the products of their laboratory work such as snacks and meals.

4. Schools with existing canteen funds prior to the conversion of their canteens into teachers' cooperatives shall retain the said funds with the Home Economics. The fund shall be used for the operation of the food laboratory classes.

5. A lease contract of a school canteen to outsiders shall be terminated immediately and the teachers' cooperative shall take over the management of the canteen in accordance with the guidelines set.

6. The teachers' cooperative shall be allowed to use the existing facilities of the canteen for its operations

7. The school canteen should provide cheap, sanitary and nutritious food for the students/pupils such as milk, fresh fruits and fruit drinks, boiled root crops, high calorie indigenous recipes and the like. Members of the cooperative and parents may serve as suppliers of food items in the canteen, provided such items are clean, nutritious and affordable to the students/pupils.

8. Snacks, lunch supplements and school lunch for sale should be limited to foods that can be easily prepared and will best supplement the children's home diet. However, sale in school canteens of certain convenient empty calorie foods such as kropecks, chips, curls and other air-filled "sitsiryas", candies, carbonated/synthetic juice drinks/beverages, and artificially colored water/sugar-based ice candies is strictly prohibited.

9. People handling food in the canteen should be required to undergo training for food handlers and obtain a certificate of good health from the local/provincial/city/municipal health office/department.

10. Water and electric bills and other expenses incurred relative to the repair and maintenance of the facilities and building of the canteen shall be paid from the income of the cooperative.

11. All properties acquired by the cooperative for the canteen shall be considered properties of the school once the cooperative ceases to operate.

12. The net income shall be divided between the cooperative and the school on a 60-40 basis: sixty percent (60%) shall go to the cooperative and be shared by the members as dividends pursuant to the provisions of its By-Laws; and forty percent (40%) for the share of the school. Fifty percent (50%) of the share of the school shall be used to finance the supplementary feeding program and the remaining share shall be utilized for meeting the other needs of the school.

IV. Recording and Reporting

1. All teachers' cooperatives must keep a book of accounts where the financial status of the canteen are recorded accurately to facilitate audit.

2. Records of purchases, sales and expenses shall be done daily and consolidated weekly and monthly for effective internal audit.

3. School cooperatives shall submit quarterly audited financial reports to the Division Office Supervisor in-charge of Teachers' Cooperatives (a T.H.E. supervisor for the secondary level and a H.E.L.E. supervisor in the elementary level) and to the Regional Office, Chief of the Secondary Education Division for secondary schools, and the Chief of the Elementary Education Division for elementary schools.

4. A copy of the annual financial report submitted to the CDA shall also be submitted to the aforementioned offices.

5. The Regional Office and the CDA shall be notified officially in case the teachers' cooperative shall stop its operations. In such an event, management of the school's canteen shall be turned over to the school.

