



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. **440** , s. 2023

October 2, 2023

**GUIDELINES ON ACCEPTING FOOD DONATION FROM EXTERNAL PARTNERS
AND/OR ORGANIZATION/AGENCY OUTSIDE DEPED**

To: Assistant Schools Division Superintendent
Chiefs, CID, SGOD
Education Program Supervisors
Division Health Personnel
Public Elementary and Secondary School heads
All others Concerned

1. For the information and guidance of all concerned, this Office through the School Governance Operation Division School Health and Nutrition Unit , issues the *Guidelines on Accepting Food Donations from External Partners and /or Organization/Agency Outside DepEd* for food safety reasons.
2. Donation of food has a potential risk of contamination that may cause adverse effect on the health of the consumers. In order to provide food safety guidance for school on food donation, the following measures shall be instituted:
 - a. Schools may accept food donation from local government units (LGUs), government organizations , and civic society organizations (CSOs) provided that food safety principles are applied.
 - b. Schools can only take donated, prepared foods and meals from sources with sanitary permit.
 - c. All food donations received shall be accounted upon receipt and must be released as per purpose stated in the acknowledgement receipt.
 - d. The school head should ensure that only nutritious food products that meet the Daily Recommended Energy and Nutrient Intake as approved by the Food and Drug Administration shall be given to the learners.
 - e. Donors must ensure that the donated food is held at safe food temperatures, transported within the shortest amount of time possible.
 - f. Visually inspect the food to ensure that it is clean and in good condition . Throw away:
 - * Foods with mould, odd smell, discoloured, unusual product separation, and/or signs of insect or rodent infestation.
 - * Food that are in packages with holes or tears; broken seal or tampered resistant tape;



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- * Canned foods that are swollen/bulging, moderately to severely dented, rusty (unless minor can be wiped off), leaking, mouldy and/or with improperly formed/defective seam;
 - * Food in glass or plastic containers that are with bulged, loose or crooked cap, leaks (stained label as a sign), cracks on containers;
 - * Food that is past the expiry date
 - * Food that are not properly labelled with food name, ingredients and expiry date
- g. Food handlers should maintain good personal hygiene. Wear apron, hairnet, clean disposable gloves and use clean utensils to handle cooked/ready- to- eat food.
- h. All donors must secure a signed permit from the principal attesting compliance to the protocol.
3. Immediate dissemination of this Memorandum is directed.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent 

WDB/JAL/SGOD/MCC/LVN



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@depd.gov.ph