



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

Division Memorandum
No. 8, s. 2026

CONDUCT OF ANNUAL ONSITE VALIDATION FOR THE SEARCH OF THE MOST NUTRI-FUNCTIONAL SCHOOL CANTEEN AND BEST IN SCHOOL IN A GARDEN

To: Assistant Schools Division Superintendent
Chief Education Supervisor-SGOD
Public Secondary, Elementary and Integrated School Heads
All Others Concerned

1. In reference to the letter dated January 5, 2026 from the Vigan City Office of the City Mayor, the conduct of annual onsite validation for the Search of the Most Nutri-Functional School Canteen and Best in School in a Garden is scheduled on January 8 to 9, 2026.
2. The annual competition of the Local Government Unit (LGU) Vigan City aims to recognize the schools that promote proper nutrition, food safety and sustainable gardening practices among learners.
3. Enclosed is a copy of the letters with the schedule and criteria for judging for reference.
4. Furthermore, the Vigan City Local Government Unit requested the following School Health and Nutrition Personnel to serve as judges:
 - Laurie Angela M. Agati- Division Nurse II
 - Cherry Lyn P. Marcos- Technical Assistant I (COS)
5. This memorandum will serve as **locator slip** for the abovementioned personnel.
6. School Heads are directed to coordinate with *Mr. Jenö Josef Figuracion* from the City Health Office at 09171758401.
7. Immediate dissemination of this memorandum is desired.

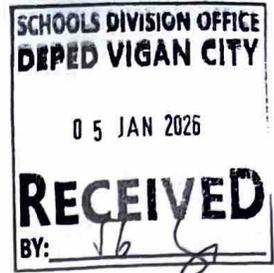
VILMA D. EDA, CESO V
Schools Division Superintendent



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SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
07 JAN 2026
RELEASED
BY: *[Signature]*



January 5, 2025

VILMA D. EDA, CESO V
 Schools Division Superintendent
 Vigan School Division Office
 Barangay IX, Vigan City

Dear **Superintendent Eda:**

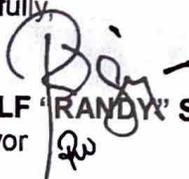
Greetings!

The City of Vigan will once again be conducting its annual onsite validation for the Search for the Most Nutri-Functional School Canteen and Best in School in a Garden on January 8-9, 2026. This is an annual competition of the city that aims to recognize schools that promote proper nutrition, food safety, and sustainable gardening practices among learners.

In connection, may we invite your 21 Public Schools to participate in the said competition. The detailed guidelines, criteria and schedule for evaluation are attached hereto for your reference. Mr. Jeno Josef Figuracion with a contact number of 09171758401 will closely coordinate with you on this matter.

Thank You!

Respectfully,


RANDOLF "RANDY" SINGSON
 City Mayor

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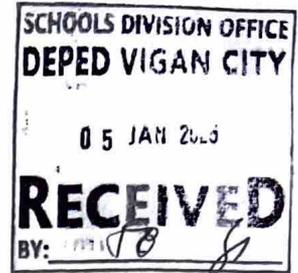
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Republic of the Philippines
Province of Ilocos Sur
CITY OF VIGAN

OFFICE OF THE CITY MAYOR

- 2061 - 159



January 5, 2025

VILMA D. EDA, CESO V
Schools Division Superintendent
Vigan School Division Office
Barangay IX, Vigan City

Dear **Superintendent Eda**:

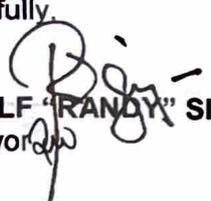
Greetings!

The City of Vigan will once again be conducting its annual onsite validation for the Search for the Most Nutri-Functional School Canteen and Best in School in a Garden on January 8-9, 2026. This is an annual competition of the city that aims to recognize schools that promote proper nutrition, food safety, and sustainable gardening practices among learners.

With this, may we invite Ms. Laurie Ann Agati and Ms. Cherry Lyn Marcos to be our judges in the said competition. Mr. Jeno Josef Figuracion with a contact number of 09171758401 will closely coordinate with you on this matter.

Thank You!

Respectfully,


RANDOLF "RANDY" SINGSON
City Mayor

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CITY HEALTH OFFICE

GUIDELINES FOR THE SEARCH FOR THE MOST NUTRI-FUNCTIONAL SCHOOL CANTEEN

1. The 2026 Search for the Most Nutri-Functional School Canteen and Canteen Teacher shall be in two categories, namely:
 - a. Very Large/Large/Medium School
 - b. Small School
2. The search is open only to all public schools in Vigan City.
3. The Criteria for Judging:

Criteria	Points
A. Operational Requirement (Health Permit of Food Handler)	5%
B. Canteen Personnel	(10%)
<ul style="list-style-type: none"> • HE Major/Minor 	5%
<ul style="list-style-type: none"> • Canteen related food service or Nutrition Training Audit Committee Members (Math Teacher, HE Teacher and President Faculty Club) 	5%
C. Canteen Structure	(35%)
<ul style="list-style-type: none"> • Food Preparation and Cleaning Area 	10%
<ul style="list-style-type: none"> -Presence of Sink 	1%
<ul style="list-style-type: none"> -Working Area/Table 	1%
<ul style="list-style-type: none"> -Storage Facilities/Cabinets 	1%
<ul style="list-style-type: none"> -Kitchen Utensils 	1%
<ul style="list-style-type: none"> -Stove/Gas Range 	1%
<ul style="list-style-type: none"> -Refrigerator/Freezer 	1%
<ul style="list-style-type: none"> -Segregated Garbage Disposal Facilities 	1%
<ul style="list-style-type: none"> -Well Lighted 	1.5%
<ul style="list-style-type: none"> -Well Ventilated 	1.5%
<ul style="list-style-type: none"> • Dining Area 	14%
<ul style="list-style-type: none"> -Presence of Tables and Chairs 	3%
<ul style="list-style-type: none"> -Tables Cover/Clothes 	2%
<ul style="list-style-type: none"> -Electric Fan/ Ceiling Fan 	2%
<ul style="list-style-type: none"> -Drinking Facilities and Availability of Potable Water 	3%
<ul style="list-style-type: none"> -IEC Materials and Daily Menu Bulletin 	2%
<ul style="list-style-type: none"> -Well-maintained and pest-free 	2%
<ul style="list-style-type: none"> • Health Facilities 	8%
<ul style="list-style-type: none"> -Presence of Handwashing Area/Sink 	2%
<ul style="list-style-type: none"> -Comfort Rooms (Separate for M&F and Accessible to Patrons) 	4%
<ul style="list-style-type: none"> -Segregated Garbage Disposal Facilities 	2%
<ul style="list-style-type: none"> • Service Counter 	3%
<ul style="list-style-type: none"> -Goods with tag price / price list 	3%
D. Canteen Operations	(40%)
<ul style="list-style-type: none"> • Food Service 	15%
<ul style="list-style-type: none"> -Availability of Nutrient Rich Foods 	3%
<ul style="list-style-type: none"> -Fortified Foods with Sangkap Pinoy Seal 	3%

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-Milk	3%
-Juices	3%
-Used of Iodized Salt in Cooking	3%
• Schedule of Practicum Activities Posted	5%
• Supplemental Feeding	20%
-Presence of Supplemental Feeding Program (with action plan, schedule of feeding and menu)	5%
-Presence of Parent Volunteers and Feeding Schedule	5%
-% of Rehabilitated Undernourished Children/Adolescent through feeding program	10%
E. Record Keeping	10%
• Records of Daily, Weekly, Monthly Duly Audited Sales	2%
• Records Authorized Shares and Expenditures	2%
• Bank Statement / Presence of Data Bank	2%
• Nutritional Status by Grade Level	2%
• Regular BMI Monitoring for Feeding Program Beneficiaries	2%

4. There will be top 3 Winners in all categories.
5. Schools that are not among the Top 3 but have achieved an 88% overall average shall be awarded a Compliance Award.
6. The judges' decision is final.

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**SCHEDULE OF VALIDATION VISITS
MOST NUTRI-FUNCTIONAL SCHOOL CANTEEN AND SCHOOL IN A GARDEN**

Date	Time	School
January 8, 2026	8:30 AM – 9:10AM 9:10 AM – 9:50 AM 9:50 AM – 10:30 AM 10:30 AM – 11:10 11:10 AM – 11:50 AM 1:30 PM – 2:00 PM 2:00 PM – 2:30 PM 2:30 PM – 3:00 PM 3:00 PM – 3:30 PM 3:30 PM – 4:00 PM 4:00 PM – 4:30 PM	Raois Elementary School Rugsuanan-Puroc Elementary School Nagsangalan Elementary School Vigan National High School East Camangaan Elementary School Cabaroan Cabalangean Elementary School Capangpangan Elementary School San Julian Elementary School Pantay Integrated School Jose Singson Elementary School Burgos Memorial School East
January 9, 2026	8:30 AM – 9:10AM 9:10 AM – 9:50 AM 9:50 AM – 10:30 AM 10:30 AM – 11:10 11:10 AM – 11:50 AM 1:30 PM – 2:00 PM 2:00 PM – 2:30 PM 2:30 PM – 3:00 PM 3:00 PM – 3:30 PM 3:30 PM – 4:00 PM	Governor E. Singson Elementary School Mindoro Elementary School Bulala Paratong Elementary School Vigan National High School West Ayusan Paoa Elementary School Ilocos Sur National High School Burgos Memorial School West Vigan Central School Tamag Elementary School Salindeg Pong-ol Barraca Elementary School

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CITY HEALTH OFFICE

GUIDELINES FOR THE SEARCH FOR BEST SCHOOL IN A GARDEN (SIGA)

1. The 2026 Search for Best School in a Garden and Garden Teacher shall be in two categories, namely:
 - a. Very Large/Large/Medium School
 - b. Small School
2. The search is open only to all public schools in Vigan City.
3. The Criteria for Judging:

Criteria	Points
A. Food Gardening	42% (30%)
<ul style="list-style-type: none"> • Utilization of different strategies/technologies <ul style="list-style-type: none"> -Bio-Intensive Gardening 5% -Organic Fertilizer 5% -Organic Pest Management 5% -Segregation/Recycling 5% -Composting 5% -Use of edible landscape 5% • Record/Data (12%) <ul style="list-style-type: none"> -Volume of production per type/variety (kg) 5% -Volume of production for feeding and other purposes (kg) 5% -Total area utilized /devoted for fruit and vegetable gardening vis-à-vis school land area 2% 	
B. Supplemental Feeding	24% (6%)
<ul style="list-style-type: none"> • Availability of the following: <ul style="list-style-type: none"> -School Feeding Plan/Menu Plan 2% -Crop Plan/ Gantt Chart of target vegetables for production intended for feeding 2% -Planting Calendar 2% • At least 10 varieties of: (8%) <ul style="list-style-type: none"> -Source of protein (legumes such as beans, monggo , peas, etc) 2% -Source of calorie/energy (root crops such as gabi, camote, etc) 2% -Source of Vitamin A and Iron (leafy vegetables such as malunggay, saluyot, pechay, others) 2% -Indigenous fruits and vegetables 2% • Record/Data on the Target SBFP Beneficiaries and Progress Monitoring Report 10% 	
C. Nutrition Education	10%
<ul style="list-style-type: none"> • Integration of nutritional dimensions of food production and related messages in appropriate subject areas I elementary and secondary 3% • Advocacy campaign about the increase in vegetable production and consumption pursued through media like print, broadcast, TV and social media 3% • Awareness campaign through poster-making, slogan writing and cooking contest; celebration of nutrition month 4% 	

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D. Sustainability Mechanism		24%
• Nursery (Seed Bank, Seed beds, seedling of vegetables and fruit-bearing trees with proper labeling)	5%	
• Crop Museum	5%	
• Partnership/PTA involvement (number of parents, community and stakeholders involved in school food production and sustainability of the garden)	10%	
• Inclusion of GPP in the School Improvement Plan	2%	
• Organized garden tools	2%	

4. There will be top 3 Winners in all categories.
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