

VISION

A globally-recognized institution of higher learning that develops competent and morally upright citizens who are active participants in nation building and responsive to the challenges of 21st century.

MISSION

Batangas State University is committed to the holistic development of productive citizens by providing a conducive learning environment for the generation, dissemination and utilization of knowledge through, innovative education, multidisciplinary research collaborations, and community partnerships that would nurture the spirit of nationhood and help fuel national economy for sustainable development.

CORE VALUES

Faith
Patriotism
Human Dignity
Integrity
Mutual Respect
Excellence



Produced by the
Office of Student Affairs & Services
2017

BATANGAS STATE UNIVERSITY



Institutional Student
Programs and Services

FOOD SERVICES MANUAL

2017 EDITION

*Leading Innovations,
Transforming Lives*

The Office of Student Affairs and Services Programs are aligned to the Vision, Mission of the Institution, goals and objectives in accordance with the **CMO No. 09 series of 2013**

General Functions of the Office of Student Affairs and Services (OSAS)

The OSAS operates within the context of the Mission, Vision, and Core Values of the University. It is directly under the authority of the Office of Vice-president for Academic Affairs, it provides non-academic services that support academic instruction. The OSAS are the services and programs in the university that are concerned with academic support experiences of students to attain holistic student development. The purpose is to facilitate holistic student growth for active participation in the collective efforts to develop the community and build a progressive nation. These non-academic services are student-centered and three-pronged: student welfare services, student development programs and services and institutional student programs and services.

Student Welfare Services are the basic services and programs needed to ensure and promote the well-being of students. **Student Development Services** are services and programs designed for the exploration, enhancement and development of the student's full potential for personal development, leadership and social responsibility through various institutional and/or student-initiated activities. **Institutional Student Programs and Services** are services and programs designed to proactively respond to the basic health, food, shelter and safety concerns including student with special needs and disabilities and the school. These are programs and activities to facilitate the delivery of essential services to the students. The **Food Services** is under the **Institutional Student Program and Services**.

The Policies and Procedures of the Office of Guidance and Counseling was approved under Resolution No. 555, Series of 2016 during the Fifty-Second (52nd) Regular Meeting of the Batangas State University Board of Regents held at CHED Executive Lounge, HEDC Building, C.P. Garcia Avenue, U.P. Diliman, Quezon City on December 28, 2016.

Food Services
food.housing@gmail.com

BatStateU Pablo Borbon Main 1 0998-535-4990 980-0385 loc. 1248 / 1134	BatStateU Lipa City 312-2822 loc. 3104
Pablo Borbon Main II 425-0139 loc. 2147	BatStateU Lobo 417-3396
BatStateU JPLPC Malvar 778-2170 ; 778-6633	BatStateU San Juan 575-5192
BatStateU Balayan 417-6394	BatStateU Lemery 411-0944
BatStateU ARASOF Nasugbu 741-0029 ; 416-0350 ; 706-3487	BatStateU Rosario 321-0861 loc. 4204

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**POLICIES AND PROCEDURES
FOR FOOD SERVICES
BATANGAS STATE UNIVERSITY**

In accordance with CHED Memorandum Order No. 09, s. 2013 (Enhanced Policies and Guidelines on Student Affairs and Services) and DEPED Order No.: 8 Series 2007 (Revised Implementing Guidelines On The Operation And Management Of School Canteens In Public Elementary And Secondary Schools), the following guidelines for the Food Services in Batangas State University are hereby adopted for the information, guidance and compliance of all concerned.

**ARTICLE I
POLICY STATEMENT**

Section 1. Pursuant to Sec. 26 of Article IX of the Enhanced Policy and Guidelines on Student Affairs and Services of the Commission on Higher Education (CHED), all Higher Education Institution shall facilitate the delivery of essential services to students including **food services**. Its function is to ensure available, adequate, safe and healthful food within the campus and immediate vicinity in accordance with the food safety and sanitary guidelines of the Department of Health.

**ARTICLE II
SCOPE AND COVERAGE**

Section 2. The policy on food services includes safety and sanitary conditions and food choices of food outlets within the compound of the institution.

**ARTICLE III
DEFINITION OF TERMS**

Section 3. The following terms were defined for better understanding of the policy.

Food – something that is edible or potable used as food, drink, confectionery and condiments offered to students by food business operators within the university.

Food Safety – one of the criteria that is checked to ensure that food served is safe to eat or drink and will not cause any disease or will not pose any hazard to students.

Food Tasting / Evaluation for the new applicant Canteen Tenant



Quarterly Surprise Inspection in University Canteen



Food Services –refer to the ensurance of available, adequate, safe and healthful food within the campus and immediate vicinity in accordance with the food safety and sanitary guidelines of the Department of Health through the collaborative effort of responsible officials or personnel in the university.

Healthful food – something edible or potable for good health of the students that that must be offered in the university

Potentially Hazardous Foods - foods that require time and temperature control in order to prevent bacteria growth

Raw Animal Food – Uncooked animal foods such as eggs, fish, meat, poultry and other foods containing these raw animal foods

Sanitary Permit - a document required before a food outlet could operate in the university

Sanitation – procedure or practices involved in protecting food from risk of contamination done by the staff of any food business in accordance to the policies of the university which is anchored from the Code of Sanitation for Food Establishments of Department of Health .

ARTICLE IV RESPONSIBLE OFFICIALS/PERSONNEL

Section 4. The Vice President for Administration and Finance, Director of Student Affairs and Services, Director of Auxiliary Services, Assistant Director of Food Services, Director of Medical & Health Services Unit and other members of Canteen Evaluation Committee, head of each campus and food service coordinator/in-charge are responsible for the implementation of the Policies and Procedures.

Duties and Responsibilities

Vice President for Administration and Finance

- a. Takes part in establishing/ reviewing existing policies and procedures, recommending changes or new policies as maybe deemed necessary to improve the services and operations of food outlets.
- b. Takes part in setting the criteria for safety and sanitary conditions and food choices of the food outlets within the compound of the institution.

- c. Chairs the canteen evaluation committee.
- d. Ensures that the prescribed policies and procedures are carried out accordingly through proper coordination and communication with the Director for Auxiliary Services.

Director for Auxiliary Services

- a. Takes part in establishing/ reviewing existing policies and procedures, recommending changes or new policies as maybe deemed necessary to improve the services and operations of food outlets.
- b. Takes part in setting the criteria for safety and sanitary conditions and food choices of the food outlets within the compound of the institution.
- c. Ensures that all control policies and procedures are strictly observed by the food business operators.
- d. Orients food business operators about the policies and procedures on food safety, hygiene and sanitation of the university.
- e. Selects food businesses accordingly and with corresponding permits required for a business to operate.
- f. Takes appropriate actions to any infractions of food business operations.

Director of Office of Student Affairs and Services (OSAS)

- a. Ensures that the service from the Office of the Food Services is carried out in accordance with prescribed policies and procedures through the monitoring and evaluation facilitated by the Assistant Director of Food Services.

Assistant Director of Food Services

- a. Takes part in establishing/ reviewing existing policies and procedures, recommending changes or new policies as maybe deemed necessary to improve the services and operations of food outlets.

RED
Foods and drinks that NOT RECOMMENDED IN THE CANTEEN MENU

FOODS	EXAMPLES
Drinks	Soft drinks, alcoholic drinks, sports water, sports drinks, flavoured mineral water, energy drinks, sweetened water, powdered juice drinks
Energy-Giving (Go)	Any jelly, ice crushes, and slushies / Any ice cream / Ice drops / Ice candies Cakes and slices, donuts, sweet biscuits and pastries, and other sweet bakery products / All types including chocolates, hard/chewy candies, chewing gums, marshmallows, lollipops, yema, etc., French fries, bicho-bicho, etc., / Instant noodles / All types of heavily salted snacks such as chips or <i>chichiria</i>
Body-building (Grow)	Chicharon, Chicken skin, Bacon, Deep-fried foods including fishballs, kikiams, etc.
Body Regulating (Glow)	Fruits canned in heavy syrup / Sweetened fruits or vegetables or deep fried



Energy-Giving (Go)



Body-regulating



Body-building (Grow)

YELLOW

Foods and drinks that should be SERVED CAREFULLY.

FOODS	EXAMPLES
Drinks	100% Fresh Fruits
Energy-Giving (Go)	Fried rice, Bread (using white refined sugar), Biscuits, Banana cue, Camote cue, Turon, Maruya, Pancakes, Waffles, Champorado, Pancit, Arroz caldo, Sandwiches (cheese, egg, chicken filling, etc.), Butter, Margarine, Mayonnaise (use sparingly)
Body-building (Grow)	Processed foods such as meats/fish, hotdogs, sausage, burger patties, chicken nuggets, tocino, tapa, etc. (still subject to evaluation of saturated or trans fat and sodium as reflected in their Nutrition Facts)
Body Regulating (Glow)	Stir-fried vegetables



Drinks



Body-building (Grow)



Energy-Giving (Go)



Body-regulating (Glow)

- Takes part in setting the criteria for safety and sanitary conditions and food choices of the food outlets within the compound of the institution.
- Spearheads the monitoring of the food safety, hygiene and sanitation of all food business operations in the campus, makes spot checks and calls the attention of the staff for noted deviations from the policies and procedures of the university.
- Closely coordinates and reports to the Auxiliary Services Office the monitoring and evaluation conducted in different food outlets in the university including its extension campuses.
- Coordinates with the local government for the safety of food service outside the school premises.
- Checks and keeps the submitted documents of food service coordinator or in-charge in each respective campus.

Director, Medical and Health Services Unit

- Takes part in setting the criteria for safety and sanitary conditions and food choices of the food outlets within the compound of the institution.
- Provides technical assistance in monitoring and checking food business operations for health and safety.
- Takes part in establishing / reviewing existing policies and procedures, recommending changes or new policies as maybe deemed necessary to improve the services and operations of food outlets.

Head of Each Campus

- Ensures that all policies and procedures on food safety, sanitation and hygiene are strictly implemented.
- Assigns food service coordinator/in-charge to regularly monitor and evaluate the compliance of food business operations on food safety, sanitation and hygiene in the campus.

Food Service Coordinator/In-Charge

- Monitors the food safety, hygiene and sanitation of all food business operations in the respective campus, makes spot checks and calls the attention of the staff for noted deviations from the policies and procedures of the university.

- a. Closely coordinates and reports to the Auxiliary Services Office of the respective campus the monitoring and evaluation conducted.
- b. Prepares and submits necessary documents or reports to the Assistant Director of Food Services.
- c. Coordinates with the local government for the safety of food service outside the school premises.

Canteen Evaluation Committee

- a. Sets the criteria for safety and sanitary conditions and food choices of the food outlets within the compound of the institution.
- b. Takes part in establishing/ reviewing existing policies and procedures, recommending changes or new policies as maybe deemed necessary to improve the services and operations of food outlets.
- c. Evaluates the applicants based on the set criteria and submits the committee’s recommendation to the University President for the approval.
- d. Participates in monitoring the food safety, hygiene and sanitation of all food business operations in the University, makes spot checks and calls the attention of the staff for noted deviations from the policies and procedures of the university.

**ARTICLE V
POLICIES AND PROCEDURES**

Section 5. The Institution/University

5.1 The Batangas State University through its responsible officials / personnel shall set the criteria for safety and sanitary conditions of all food choices of food outlets within the compound of the institution.

5.2 A clean comfortable place for serving meals must be provided to students.

DepEd Order No. 13, s. 2017
Policy and Guidelines on Healthy Food and Beverages Choices in Schools and in DepEd Offices

Food List Classification under the
GREEN, YELLOW and **RED** category.

GREEN	
Foods and drinks that should ALWAYS AVAILABLE IN THE CANTEEN	
FOODS	EXAMPLES
Drinks	Milk (Unsweetened), Safe and Clean Water (nothing added), Fresh Buko Water (Unsweetened)
Energy-Giving (Go)	Milled rice, Brown rice or Iron-fortified rice, Corn, Oat-meal, Whole wheat bread, Cassava (kamoteng kahoy), Boiled Sweet potato (kamote), Boiled Saging na saba, Corn (Binatog), Boiled peanuts, Suman, Puto
Body-building (Grow)	Fishes, Shellfish, Small shrimps, Lean meats, Chicken without skin, Nuts, Egg
Body Regulating (Glow)	Fresh fruits, preferably those in season Green, leafy, and yellow vegetables



Drinks



Energy-Giving (Go)



Body-building (Grow)



Body Regulating (Glow)

Forms

COMPLIANCE OF FOOD BUSINESS/SERVICE OPERATIONS
A.Y. 20__ - 20__

Food Outlet/Food Stall	Date	Date	Date	Date	Date

Date, Year

Legends:

“*” = food stall/s/compliance infraction “√” = complied
 “■” = corrective action

Remarks:

Prepared by:
Asst. Director / Head / Coordinator

Reviewed by:
Director, Auxiliary Services

References:

- DOH Implementing Rules and Regulation of Chapter III / Food Establishments of the Code on Sanitation of the Philippines (P.D. 856)
- DepEd Order No. 13, s. 2017 Policy and Guidelines on Healthy Food and Beverages Choices in Schools and in DepEd Offices
- CHED Memo No. 09, s. 2013 Enhanced Policies and Guidelines on Student Affairs and Services
- Quality Manual
- Control of Documents and Records
- Res. No. 555, S. 2016 Policies and Procedures Food Services
- Canteen Food Services Monitoring Form
- Compliance of Food Business/Service Operations

Section 6. Food Outlet Owner/Tenants

6.1 There should be a Contract of Lease between the tenant and the University.

6.2 Owners of Food Outlet shall secure the necessary documents before they could operate.

- Mayor’s Permit
- Sanitary Permit
- Health Certificate of food handlers or workers
- Environmental Compliance Permit

6.3 All important documents regarding its operation must be displayed in a very conspicuous place in the food outlet

6.4 Adhere to Food Safety

6.4.1 Food safety standard shall be strongly enforced and adhered to all times by complying the following:

- Keep the menu simple and keep potentially hazardous foods to a minimum.
- Be careful to protect food and food products at all times from contamination by keeping them covered or packaged above ground or off the floor. Eliminate unnecessary food handling and protect all foods from physical contamination such as sneezing, coughing, touching dirty surfaces or containers.
- Foods that are prepared at home and transported to the canteen in the campus must be kept well covered and adequate temperature controls provided.
- Foods must be protected from cross-contamination by separating raw animal foods from ready to eat food during storage, preparation, holding and display. Equipment and utensils must be thoroughly cleaned and sanitized after being used for raw animal foods and before being used for ready-to-eat food.
- Hot water must be used in sanitizing eating utensils at least every four hours.
- Food personnel must maintain a high degree of personal cleanliness and must conform to good hygienic practices during all work periods. They must have clean outer garments and wear effective hair restraints. Smoking,

chewing gum, eating and drinking are not allowed to food personnel in the food preparation and service areas. All non-working unauthorized persons must be restricted from the food preparation and service areas.

- g. Food personnel may not contact exposed ready-to-eat food with their bare hands. Suitable utensils must be used.
- h. Food personnel must wash their hands and exposed portions of the arms, especially before they begin work and after performing any of these activities: using the toilet, handling raw food, coughing or sneezing, smoking, handling soiled items, disposing the garbage and all other activities that contaminate the hands. In hand washing, food personnel must pay particular attention to the areas underneath the fingernails and between fingers.
- i. All equipment and utensils coming into contact with foods must be washed, rinse and sanitized. Manual washing requires three basins that are large enough for immersion of utensils, a potable water supply, hot even; waste water must be disposed properly through a sewage disposal system available.
- j. Wet wiping cloths that are used for wiping food spills from food contact and nonfood contact surfaces of equipment shall be stored in a clean sanitizing solution at an appropriate concentration. Dry wiping cloths may be used to wipe food spills from tableware and carryout containers. All wiping cloths shall be free of food debris and visible soil, and must be used for no other purpose.
- k. Garbage and refuse must be kept in durable, easily cleanable, insect and rodent-proof containers that do not leak and do not absorb liquids.

Section 7. Foods and Drinks to be sold

7.1 Nutrient-rich food such as root crops, noodles, rice and corn products in natural preparation, fruits and vegetables in season, fortified food products labeled rich in protein, energy, vitamins and minerals shall be available in the canteen/food outlet.

7.2 Beverages shall include milk, shake and juices prepared from fruits in season.

Forms

Canteen Food Services Monitoring Form		
Date:		
Name of Food Outlet:		
Campus:		
A. Food	Good	Needs Work
New choices of food are available (LB)		
Selection and variety of food		
Appearance of food		
Temperature of hot food		
Temperature of cold food		
Availability of healthy food choices		
Consistency of food quality		
Value for money		
B. Service		
Friendliness of servers/cashiers		
Speed of service		
Convenience of hours		
Attentiveness of servers/cashiers		
C. Physical Environment		
Atmosphere of the dining area		
Posting of menu information		
Posting of permit to operate and other requirements		
D. Personal Hygiene and Practices of Personnel		
Health Condition of Personnel		
Wearing of health certificate ID		
Wearing of acceptable and clean uniform		
Wearing of clean apron (apron is not used in going to restroom or outside the canteen)		
Wearing of hairnet or clean cap with hairnet		
Nails (No Nail Polish/No Nail Arts/Nails should not be long/No artificial nails)		
Clean closed shoes (No shoe accessories)		
Light Make up for women (Not too heavy make-up, no false eyelashes, no contact lenses)		
No jewelry (Only Wedding band will be allowed which must be maintained clean at all times)		
No hair accessories (Plain headbands will be allowed, Accessories should be without Beads/Stones/Pins)		
No facial hair for men (beard, moustache, goatee)		
Washing hands, arms and fingernails before working and as often as necessary		
Eating, smoking and drinking in food preparation and service areas are not practiced		
Combing hair inside the food preparation and service area is not practiced		
Handling food with appropriate utensils		
Putting foods in clean utensils/container		
Using appropriate and clean wiping cloths		
Sanitizing eating utensils		
Garbage and refuse are managed well		
Remarks:		

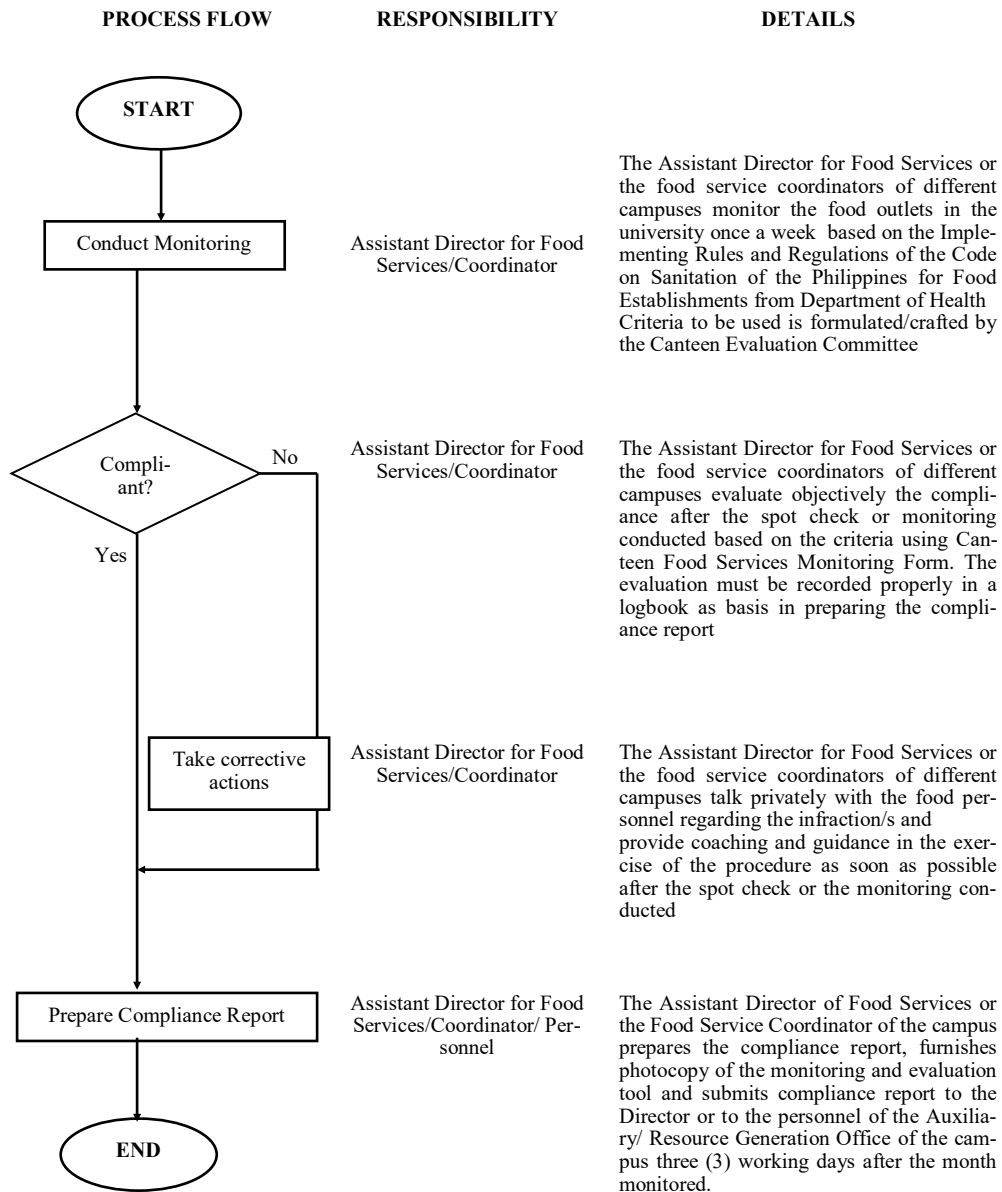
*LB – Lutong Bahay

Prepared by:
Asst. Director/Head/Coordinator, Food Services

Reviewed by:
Director, Auxiliary Services

Work Instruction

Checking the Compliance of Food Outlets in Providing Adequate, Safe and Healthful Food in the University



7.3 Carbonated drinks, sugar-based synthetic or artificial flavored juice and junk foods shall not be sold to integrated school pupils/students

7.4 Any food product that do not bear Sangkap Pinoy Seal and did not pass BFAD approval is prohibited

7.5 Iodized salt shall be used in the preparation of food to ensure that the iodine requirements of children shall be met to eliminate iodine deficiency.

7.6 Nutritious and well balanced diet/meals should be served to students every day.

Provisions to the Terms of Reference for the Canteen Tenants approved by the University President as per Administrative Council decision shall be strictly followed. Tenants are responsible for all content and expected to adhere to the rules and policies within.

In the event that a food-borne illness occurs, including food poisoning, the University shall conduct an investigation with proper authorities which would focus on the adherence and non-adherence to the above guidelines, among others. The Auxiliary Services *Office Canteen Policy and Guidelines* shall be implemented for any infraction or violation of the canteen tenant.

Section 8. Monitoring and Evaluation

8.1 The Office of Food Services or the Canteen Evaluation Committee monitors the food safety, hygiene and sanitation of all food business operations in the campus, makes spot checks and calls the attention of the staff for noted deviations from the policies and procedures of the university.

8.2 The Office of Food Services or Canteen Evaluation Committee shall coordinate and report to the Auxiliary Services Office the monitoring and evaluation conducted in different food outlets in the university including its extension campuses.

8.3 A food service coordinator in an extension campus shall be assigned to conduct the regular monitoring of different food business operations within the campus and shall directly report to the Office of Food Services.

8.4 The Office of Food Services shall coordinate with the local government for the safety of food service outside the school premises.

MANDATORY EVALUATION AND REVIEW

Section 9. By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

EFFECTIVITY

Section 10. These guidelines shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.

Food Services
Organizational Chart

