



Republic of the Philippines

IFUGAO STATE UNIVERSITY

Nayon, Lamut, Ifugao

File 4

OFFICE ORDER NO. 11 – 2011

SUBJECT: Guidelines in the use of the University Food Services Center

DATE: August 17, 2011

1. This office was informed that officials and employees have the inappropriate practice of just ordering foods and snacks from the University Food Services Center (formerly, Home Technology) personnel for official functions and abandon the responsibility of following up the payment to the personnel thereat. This practice creates so much trouble to the center personnel and delays the payment of orders;
2. To ensure a better and smoother operation of the University Food Services Center in the Main Campus, the following guidelines must be followed, to wit:
 - a. Any official or employee can order for foods and snacks from the University Food Services Center for official or personal visitors to be paid in cash or on credit;
 - b. If it is on credit chargeable against university funds, be it by the administration or any unit of the university, it must be the responsibility of the respective official/employee who coordinated/ordered for the foods or snacks to process the requirements (approved Purchase Request, Purchase Order, List of Attendees, etc.) for the payment of the order and notify the Food Services Center personnel of the readiness of the payment. It must be understood that **it is not and will not** be the duty of the food services center personnel to work/ process the payments of foods/ snacks they have served.
 - c. Immediately after delivering the food/ snacks ordered, the University Food Services Center Project Manager shall issue a billing statement to the requesting official or head of the office who availed of the foods/ snacks services as the basis in the preparation of payment.
 - d. Official Receipts (OR) or Sales Invoice (SI) shall be issued only after the payment was duly received. This is needed to avoid double issuance of Ors or SIs.
 - e. Check payments must be addressed to IFSU-IGP or c/o CORNELLIA ALLAGA;
 - f. The process mentioned above shall also apply to food and snacks served during university/ college affairs. The requesting/ ordering official who must be the Chairperson of the Foods/ Snacks Committee so constituted shall undertake the procurement and liquidation process.
 - g. The University Food Services Center shall serve as the venue for all food services. Identified equipments of the center must be utilized **ONLY** by it. Catering services to other areas maybe allowed subject to mutual agreements by the Project Manager and the requesting party.
3. The University Food Services Center is a duly recognized Income Generating Project of the University, hence, its operation and management must be guided by the IGP Manual.


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University President