



Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

File

OFFICE ORDER NO. 6 - 2011

Subject : *Policy guidelines on the Management and Operation of the University Food Services Center and its equipments and facilities*

Date : **June 28, 2011**

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1. By the authority vested in me as President of the Ifugao State University by R.A. 9720 and R.A. 8292 and in line with the vision of the University for Academic Center of Excellence and in pursuit of the 5th University Development Goal – pursue excellence in administration and governance, a policy guideline is hereby set forth;
 2. Implementing Policy Guidelines
 - 2.1. The project will be generally known as the **IFSU FOOD SERVICE CENTER** to be operated as a university Income Generating Project.
 - 2.2. The food service center shall be operated within the first floor of the Home Technology Building and the adjacent open building situated at its front.
 - 2.3. Utilization of the university food service center:
 - 2.3.1. The food service center shall be utilized primarily as the food service center of the university. It shall cater to the need of visitors, students and the university officials, faculty and employees.
 - 2.3.2. The food service center, including its extension area maybe used for instructional purposes during scheduled classes under the supervision of respective instructors.
 - 2.3.3. All other utilization of the university food service center shall be coursed and coordinated with the project manager for approval by higher authorities.
 - 2.4. Management of the food service center and its equipments and facilities:
 - 2.4.1. The food service center shall be managed by a designated project manager with other administrative personnel so assigned in the project. The project manager so designated shall have the authority to oversee the all activities of the project and the employees assigned therein.

2.4.2. For purposes of accountability, the project manager shall have an evaluation of all existing supplies and equipment and have it be under his/her Memorandum Receipt (MR). He/she may requisition for other needs subject to existing procurement rules and regulations and may cause the printing of Official Receipts (OR) for the project.

2.4.3. When necessary, the project manager shall cause the hiring of laborers/s to help in the operation of the project to be covered by duly accomplished contract agreement. Students may be hired or render on the job training (OJT) in the project in coordination with their respective instructors.


2.4.4. Faculty members under the Department of Home Science and Industry are required to help in the management and preparation of food and the area during institutional occasions as part of their official functions. However, they may help in the food preparation for business purposes during their free time with minimal and proportionate monetary remunerations.

2.5. Management of finances and reporting

2.5.1. The project manager shall manage the finances of the project in coordination with the IGP finance coordinator. He/she shall prepare and submit quarterly financial report and other reports that may be required of him/her and maintain and keep files from such records. He/she shall remit collections that are not used in the operation to the cash collecting officer of the university and get receipts thereof.

2.5.2. For the purpose of ready mobilization and utilization of funds, the project manager shall be bonded during the time of his/her tenure as project manager so as to be allowed to have cash advances.

3. These policy guidelines shall be in effect upon the start of operation of the food service center on July 201¹ and shall be in effect unless rescinded or revised by competent authority. All provisions of previous issuances that are inconsistent to the provisions of these policy guidelines are hereby deemed repealed accordingly. Other issues that are not provided in these policy guidelines shall be referred to the provisions of the IGP Manual.


SERAFIN L. NGOHAYON, Ph. D.
University President

Cc: VP Admin. & Finance, VP for Academic Affairs, VP for RDET, VP Planning & Resource Generation, Chairman – Home Science & Industry, Director – Main Campus, Records, File