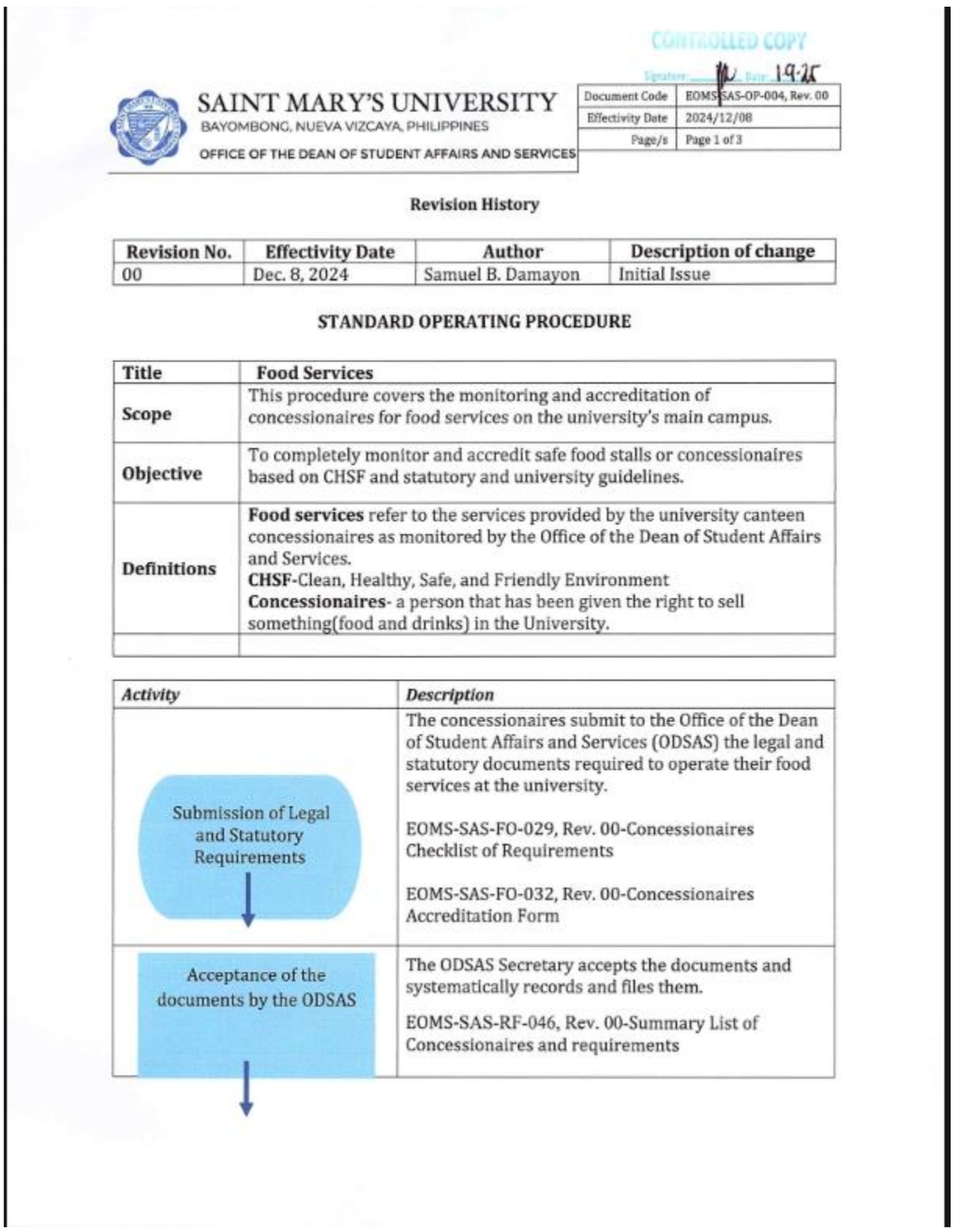
SDG 12.2.7 Disposable Policy - Extensions to Services

EOMS-SAS-OP-004-REV 000 - Standard Operating Procedure on Concessionaries for Food Services



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Signature: _____ Date: 19.25

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
OFFICE OF THE DEAN OF STUDENT AFFAIRS AND SERVICES

Document Code	EOMS-SAS-OP-004, Rev. 00
Effectivity Date	2024/12/08
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Revision History

Revision No.	Effectivity Date	Author	Description of change
00	Dec. 8, 2024	Samuel B. Damayon	Initial Issue

STANDARD OPERATING PROCEDURE

Title	**Food Services**
Scope	This procedure covers the monitoring and accreditation of concessionaires for food services on the university's main campus.
Objective	To completely monitor and accredit safe food stalls or concessionaires based on CHSF and statutory and university guidelines.
Definitions	**Food services** refer to the services provided by the university canteen concessionaires as monitored by the Office of the Dean of Student Affairs and Services. **CHSF**-Clean, Healthy, Safe, and Friendly Environment **Concessionaires**- a person that has been given the right to sell something(food and drinks) in the University.

Activity	*Description*
Submission of Legal and Statutory Requirements	The concessionaires submit to the Office of the Dean of Student Affairs and Services (ODSAS) the legal and statutory documents required to operate their food services at the university. EOMS-SAS-FO-029, Rev. 00-Concessionaires Checklist of Requirements EOMS-SAS-FO-032, Rev. 00-Concessionaires Accreditation Form
Acceptance of the documents by the ODSAS	The ODSAS Secretary accepts the documents and systematically records and files them. EOMS-SAS-RF-046, Rev. 00-Summary List of Concessionaires and requirements

Activity	*Description*
	EOMS-SAS-QR-032, Rev. 00-Accomplished Form - Concessionaires Accreditation Form
Planning for Evaluation and Accreditation	The DSAS calls all involved offices (SCC, ADSAS and UHSO, SPCO) for a meeting and plans the monitoring and accreditation of the concessionaires EOMS-SAS-QR-215, Rev. 00- ODSAS Action Plan EOMS-SAS-QR-256, Rev. 00- Minutes of Meeting (ODSAS) EOMS-SAS-FO-030, Rev. 00- Concessionaires Evaluation Criteria
Summarize Evaluation and Feedback	The ODSAS Secretary summarizes the team's evaluation and submits it to the DSAS for feedback to the concessionaires. The secretary also reports any recommendations to the Treasury and Accounting Office. EOMS-SAS-FO-031, Rev. 00-Concessionaires Compliance Form
Monitoring and Feedback on the results of the evaluation	The summarized feedback/evaluation is forwarded to the Canteen Concessionaires and the TAO for their respective actions. EOMS-SAS – RF-047 – Summary Concessionaires Compliance Form EOMS-SAS-RF-050, Rev. 00-Summary of Concessionaires Evaluation
Continual Improvement	The Dean of Student Affairs and Services office reviews and evaluates the submitted evaluation results to improve the food services.

EOMS-PRO-OP-001-REV 000 - Standard Operating Procedure on Supplier Accreditation

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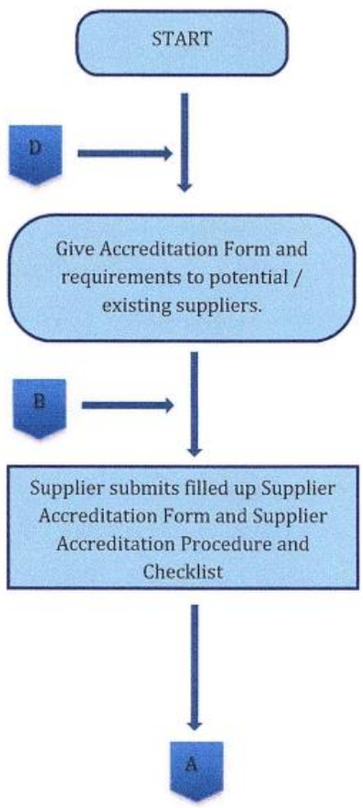
Signature: _____ Date: 12/04/24

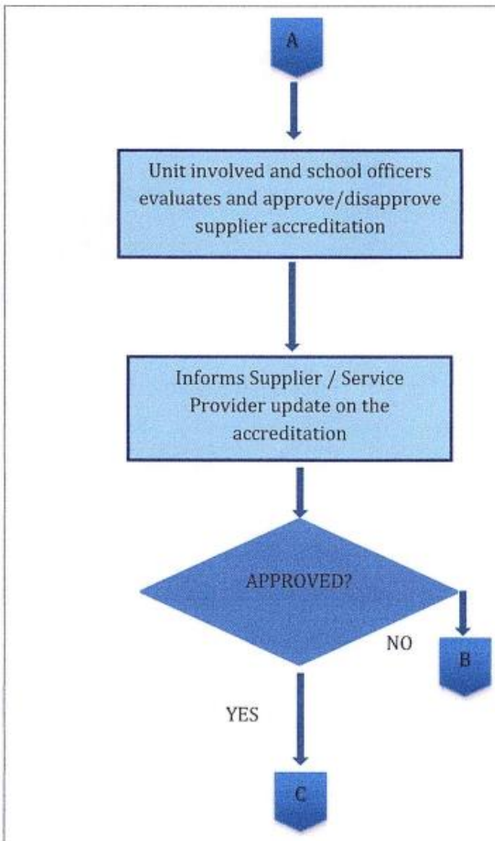
Revision History

Revision No.	Effectivity Date	Author	Description of change
00	Dec. 8, 2024	Marie Grace C. Sadangsal	Initial Issue

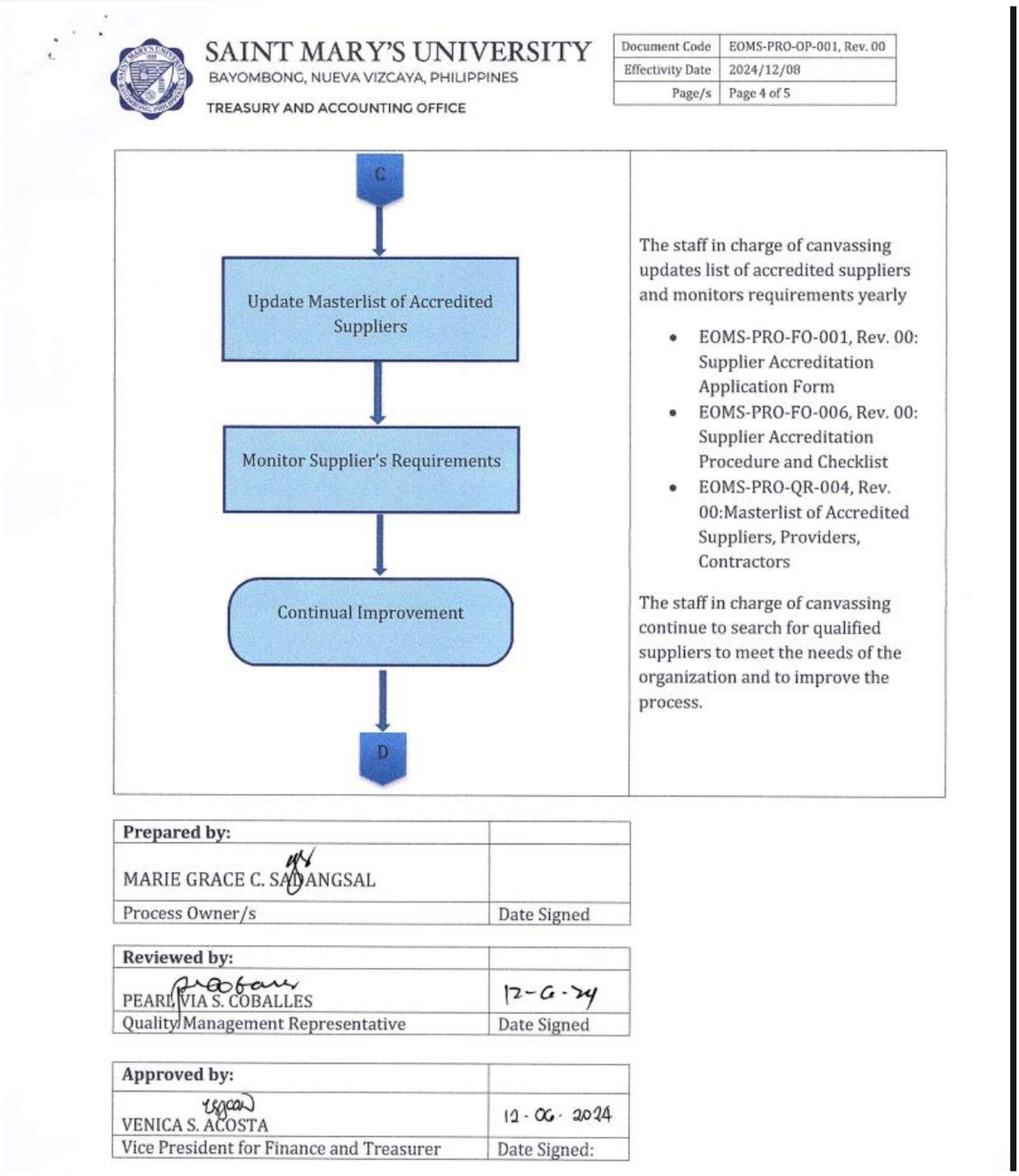
STANDARD OPERATING PROCEDURE

Title	**SUPPLIER ACCREDITATION**
Scope	This covers selection and accreditation of suppliers.
Objective	To ensure suppliers and service providers are accredited.

Activity	*Description*
	The staff in charge of canvassing gives Supplier Accreditation Application Form to potential / existing suppliers. • EOMS-PRO-FO-001, Rev. 00: Supplier Accreditation Application Form • EOMS-PRO-FO-006, Rev. 00: Supplier Accreditation Procedure and Checklist
	The staff in charge of canvassing examines submitted accreditation form and requirements • EOMS-PRO-FO-001, Rev. 00: Supplier Accreditation Application Form • EOMS-PRO-FO-006, Rev. 00: Supplier Accreditation Procedure and Checklist



	The staff in charge of canvassing forwards file to accreditation committee for evaluation and approval • EOMS-PRO-FO-001, Rev. 00: Supplier Accreditation Application Form • EOMS-PRO-FO-006, Rev. 00: Supplier Accreditation Procedure and Checklist
	The staff in charge of canvassing informs supplier/s the status of the accreditation. • EOMS-PRO-FO-001, Rev. 00: Supplier Accreditation Application Form • EOMS-PRO-FO-006, Rev. 00: Supplier Accreditation Procedure and Checklist



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
TREASURY AND ACCOUNTING OFFICE

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Effectivity Date	2024/12/08
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C

Update Masterlist of Accredited Suppliers

Monitor Supplier's Requirements

Continual Improvement

D

The staff in charge of canvassing updates list of accredited suppliers and monitors requirements yearly

- EOMS-PRO-FO-001, Rev. 00: Supplier Accreditation Application Form
- EOMS-PRO-FO-006, Rev. 00: Supplier Accreditation Procedure and Checklist
- EOMS-PRO-QR-004, Rev. 00:Masterlist of Accredited Suppliers, Providers, Contractors

The staff in charge of canvassing continue to search for qualified suppliers to meet the needs of the organization and to improve the process.

Prepared by:	
MARIE GRACE C. SADANGSAL	
Process Owner/s	Date Signed

Reviewed by:	
PEARL VIA S. COBALLES	12-6-24
Quality Management Representative	Date Signed

Approved by:	
VENICA S. ACOSTA	12 - 06 - 2024
Vice President for Finance and Treasurer	Date Signed:

EOMS-CET-GL-003-REV-01-Guidelines for Upgrade and Replenishment of Computer Laboratory

(Page 2, Section III. Selection Criteria for New Equipment: 2. Prioritize energy-efficient and sustainable technology)

EOMS-CET-GL-006-Guidelines for Computer and Electronics Technical Services ICT Hardware Sustainability Plan

Eco-friendly criteria: Energy Star Ratings, EPEAT certifications, and the use of recyclable materials

Sustainable vendors with ISO 14001 certification, with environmental policies, practices, and performance.

Partner with certified e-waste recyclers

Compliant with local, national, and international regulations for e-waste disposal

a. Supplier Audits & Compliance Assessments

EOMS-SAS-FO-030-REV 000 - Concessionaires Evaluation Criteria

Item on Other CHSF Compliance: Single-use plastic bags/straws for soft-drinks are not used, No plastic bottled drinks are displayed or sold)