

## FOOD EVENT APPLICATION FORM

<b>I. EVENT INFORMATION</b>	
ORGANIZING GROUP/ OFFICE/ ORG/ DEPT.	
NAME OF EVENT:	Type of Event: Please check all that applies. <input type="radio"/> Class Project/ Thesis <span style="float: right;"><input type="radio"/> Food Sales: # of stalls: _____</span> <input type="radio"/> Sponsorship/ Sampling # of sponsor: _____ <span style="float: right;"><input type="radio"/> Catering: # of caterer: _____</span> <input type="radio"/> Others, pls. Specify _____
AUTHORIZED REPRESENTATIVE & CONTACT DETAILS	
DATE	
TIME/ DURATION	
VENUE	
EXPECTED # OF CONSUMERS	

<b>II. ATTACHMENTS</b>								
Please attach the necessary requirements based on the type of food provider as indicated on the table below.								
TYPE OF FOOD PROVIDER		REQUIREMENTS						
		R1	R2	R3	R4	R5	R6	R7
<b>A</b>	Food Businesses operated by Ateneo Students	√	√	√	√			√
<b>B</b>	Food Businesses operating inside Ateneo	√		√				√
<b>C</b>	Food Businesses NOT operating inside Ateneo <b>Note:</b> If already recognized, no need to submit the Sanitary Permit.	√	√	√	√			
<b>D</b>	Food Sponsors/Donors / with or without Product Sampling			√		√		√
<b>E</b>	Food Potluck						√	

- LEGEND:**
- R1** Food Provider Details
    - Name of Food Provider
    - Menu list with food description and packaging material
  - R2** List of Food Handlers and Medical Requirements for events lasting for 3 or more days *(These documents are valid for 3 months only)*
    - For Students: Stool Exams with Medical Clearance
    - For Hired Help: Stool and Sputum Exam with Medical Clearance or current year's Health Permit ID
  - R3** GL-SQ-01 Signed OFSQA Food Safety Mandates for Food Business Operators
  - R4** Updated Sanitary Permits
  - R5** Sponsorship Letter
  - R6** Form 8- Food Registration Form
  - R7** Others
    - For products not yet released in the Philippine Market, submit the FDA Certificate of Product Sampling
    - For Ateneo Student owners: Form 4- Product Listing Form

-----Please provide the following information -----

Event Organizer (Org/Office) : _____	Control No: _____
Name of Event : _____	Date : _____
Authorized Representative : _____	Time : _____
Classification : _____	Venue : _____
ID # : _____	

Submitted by:	For FSQA Approval
_____ Name and Signature	The Proposal is:          _____ Name and Signature of FSQA Officer/ Head
Date:	Date: Remarks:

### IMPORTANT REMINDERS

1. All documents needed can be downloaded at: <http://www.ateneo.edu/ofsqa>
2. Only events inside Ateneo with 50 and above consumers will undergo OFSQA assessment and approval.
3. Home cooked meals catering to 50 and above number of guests is not allowed.
4. For an event with 300 and above consumers, event organizers are required to provide product samples for retention purposes in case of any untoward incidences. Samples will be gathered during the event by the OFSQA Officer.
5. Submit complete requirements 3 working days before the event.
6. Event with 7 or more participating food stalls is required to attend the FSQA Food Safety Orientation.
7. The Office for Food Safety and Quality Assurance may impose additional requirements to protect against health hazard related to the conduct of the food events and may prohibit the sale or service of any identified potentially hazardous food. The university has the right to stop a selling/ serving activity and may be removed from the list of OFSQA recognized food businesses due to unsanitary practices, poor management and non- compliance to food safety and quality assurance measures.
8. Ateneo Institute of Sustainability (AIS) Packaging Guidelines
  - Acceptable packaging materials
    - a. ceramic plates
    - b. stainless spoon and fork
    - c. reusable baunans
    - d. tissue papers
    - e. brown paper bags
    - f. parchment papers
    - g. wooden bbq sticks
    - h. chopsticks
    - i. aluminum foil
    - j. reusable and durable packaging
  - Unacceptable packaging materials:
    - a. plastic: plates, boxes, cups, spoon and forks
    - b. paper: plates, boxes, cups, disposables
    - c. biodegradable: plates, boxes, cups, spoon and forks
    - d. wax papers
    - e. microwavable containers
  - **“The point is to throw away less.”**
9. For inquiries please visit OFSQA OFFICE: Faber Hall 202, Email: [fsqa@ateneo.edu](mailto:fsqa@ateneo.edu) . Telephone Numbers: 426-60-01 Loc. 4175 or 4176.
10. **Incomplete requirements will not be accepted**