



# ATENEO DE MANILA UNIVERSITY

## OFFICE FOR FOOD SAFETY AND QUALITY ASSURANCE

<b>DATE</b>	13 October 2023
<b>TO</b>	The University Community
<b>FROM</b>	Jerome Michael A. Montaner, PFT <i>Head, Office for Food Safety and Quality Assurance (OFSQA)</i>
<b>SUBJECT</b>	Food Entity Registration and Catering Accreditation System

We would like to announce the implementation of the Food Entity Registration and Catering Accreditation System, which will be managed and administered by the Office for Food Safety and Quality Assurance (OFSQA).

The objective of this food safety initiative is to safeguard the well-being of the university community through the implementation of a compulsory registration process. This will promote traceability and ensure the accountability of all food providers inside university premises. Furthermore, food caterers must undergo an accreditation process before being allowed to serve official events with 50 attendees or more.

The OFSQA will begin accepting applications for food entity registration from October 13, 2023 onwards.

Effective December 1, 2023, the following regulations will be strictly implemented: (1) Only registered food entities will be allowed to operate, sell, or distribute food within the university grounds. (2) Only accredited caterers will be permitted to serve events with over 50 participants at any university event.

### Food Entity Registration

<b>REGISTERED</b>	Food entities that meet the requirements will be granted a 'REGISTERED' status. This status allows them to engage in food selling or distribution activities but <b>ONLY</b> within designated venues and approved occasions. Please note however that this is still subject to further permission from the relevant authority.
<b>DECLINED</b>	Applications for food entities that do not meet the required criteria will be classified as "DECLINED" applications. These entities are not permitted to operate or engage in any food selling or distribution activity inside university premises. Reapplication may be done only after 30 days.

You can access the Food Entity Registration Form at <https://www.ateneo.edu/central/fsqa/food-entity-registration-catering-accreditation>

### Catering Accreditation System (For Food Caterers only)

Accreditation Level	B	A	AA	AAA
<b>Catering Capacity</b>	For small events	For small events	For medium to big events	For big events
	Less than 100 attendees	Less than 300 attendees	Less than 1,000 attendees	More than 1,000 attendees



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To register and read about the application guidelines, visit the full Food Entity Registration and Catering Accreditation System policy page: <https://www.ateneo.edu/central/fsqa/food-entity-registration-catering-accreditation>

We are committed to working in partnership with all stakeholders to ensure the successful implementation of this new initiative. Please share this memo with all food entities, businesses, sellers, distributors, and all those interested in providing food catering services to the University.

**Prepared by:**

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**Endorsed by:**

[Sgd.] Mr. Victor S. Claravall  
Director, University Business Affairs Office

**Noted and Approved by:**

[Sgd.] Mr. Rodolfo P. Ang  
Vice President for Administration



## ATENEUM DE MANILA UNIVERSITY OFFICE FOR FOOD SAFETY AND QUALITY ASSURANCE

### Invitation to all Food Business and Food Catering Providers,

You are invited to attend the Food Business Registration and Catering Accreditation cascade that will be conducted by OFSQA (Office for Food Safety and Quality Assurance) on the following dates:

Note: Use your google account to register

Dates: October 16 and October 23, 2023

Mode: Face to Face

Registration Link: <https://go.ateneo.edu/PfOQK4>



Scan me!

Dates: October 13, 20 and 27, 2023 - online via Google Meet

Mode: Online

Registration Link: <https://go.ateneo.edu/gVT04a>



Scan me!

For feedback and suggestions, please feel free to send a message to our office through [fsqa@ateneo.edu](mailto:fsqa@ateneo.edu) or call us at local 4174 to 4176.

Office Location: Room 104, Frank Lynch Hall, Social Development Complex

Office Schedule - Monday to Friday (8 AM to 5 PM), Saturday (8AM to 12PM)