



OPISINA NG BISE CHANSELOR PARA SA USAPING PANGKOMUNIDAD

UNIBERSIDAD NG PILIPINAS DILIMAN

Quezon Hall, Diliman, Lungsod ng Quezon

VOIP Trunkline 981-8500 local: 8600, 8601

Direct Line: (632) 981-8600, (632) 981-8601 Fax: (632) 928-2947

4 July 2016

Memorandum No. NTC – 16 - 50

For : Deans/Heads of Units, Faculty, REPS, Administrative Staff,
Students, Alumni, Residents of the UP Community

Subject : UP Community Food Sale

The fires that razed the Alumni Center Cafeteria, CASAA Food Center and the Faculty Center, as well as the closing down of Beach House have inevitably affected the academic community's access to food service. From faculty, staff and students alike, the OVCCA receives various grievances of how difficult it is for them to access healthy, filling and affordable food in campus. Since November 2015 when the OVCCA took charge of the campus business community model, many students, alumni, UP employees, and other community-based entrepreneurs have been writing to the OVCCA to request for permit to vend food in campus.

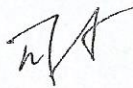
Food service is a critical and basic community service to an academic community. Making available adequate supply of nutritious and affordable food in campus is vital to the University's performance of its academic and administrative duties. The concern would be best addressed with comprehensive policies, plans and programs and through close coordination among the University's units on community affairs, student affairs and business concessions.

As the first semester of AY 2016-2017 fast approaches, the OVCCA plans to implement a temporary measure to help in making food available and accessible to the UP Diliman community. The OVCCA will hold a series of food sale activities on several areas in campus that do not have canteens/cafeterias. The following points will be guidelines for the project:

1. Students, alumni, UP employees and small-scale UP community-based entrepreneurs will be prioritized in the awarding of food sale slots;
2. Applicants will have to submit the following documentary requirements three weeks before the food sale schedule :
 - a. UP ID/ Valid ID
 - b. NBI clearance
 - c. Health Certificate from the University Health Service
 - d. Barangay Clearance

- e. 2x2 ID picture
- f. List of products and prices
- 3. Concessionaires will be selected through draw lots two weeks before the food sale schedule;
- 4. The OVCCA shall issue a special permit to concessionaires. A minimal fee shall be charged which shall be paid in full two-days before the food sale schedule;
- 5. An orientation seminar for the concessionaires on accountabilities, proper food handling, proper waste management and ingress and egress procedures shall be conducted by the OVCCA;
- 6. Concessionaires may set-up a white tent with a maximum size of 10x10 ft. They must provide garbage bags/trash bins for the clients. Gas stove may be used only for reheating food.
- 7. Concessionaires selling rice meals must make available at least one vegetable dish everyday, as well as a complete student meal not exceeding P50.00 per set;
- 8. Food Sale Schedule:
August 16-19, 23-26
September 20-23, 27-30
October 18-21, 25-28
November 8-11, 15-18
- 9. Concessionaires may conduct business activities from 7:00 am to 5:00 pm everyday. All equipment, furniture and supplies must be taken out of the food sale area after business hours everyday. The University will not be liable for any loss or damage to concessionaire's properties;
- 10. A Monitoring Team will check the concessionaires' compliance to University policies. Violation of any may warrant revocation of permit.

You may contact the Office of the Vice Chancellor for Community Affairs at loc. 8601 for further inquiries.



NESTOR T. CASTRO
Vice Chancellor for Community Affairs