

	FOOD ENTITY REGISTRATION AND CATERING ACCREDITATION	Document No.: FSQA-F-014
	Unit: Office for Food Safety and Quality Assurance	Rev No: 1
	Section: Food Safety and Quality Assurance Title: Food Entity Registration & Catering Accreditation	Page No: 1 of 2
		Effective Date: October 1, 2023

FOOD ENTITY REGISTRATION & CATERING ACCREDITATION FORM

Fill up the form appropriately. For Food Entity Registration - Accomplish until the mandatory requirements part. For caterers - Mandatory + Additional requirements.

The processing time for registration of food entities and accreditation is 15 days from receipt of the completed application form.

TYPE OF APPLICATION	☐ FOOD ENTITY REGISTRATION ☐ CATERING ACCREDITATION		
NAME OF ENTITY (BUSINESS NAME/FOOD DISTRIBUTOR NAME/ OFFICIAL NAME)			
NAME OF OWNER/OPERATOR/DISTRIBUTOR			
AUTHORIZED REPRESENTATIVE (NAME & DESIGNATION) - IF ANY, PUT N/A IF NONE			
ADDRESS/ LOCATION OF COMMISSARY			
EMAIL ADDRESS		CONTACT NUMBER	
OFFICIAL WEBSITE AND/OR SOCIAL MEDIA PAGE			
LOCATION OF FOOD SELLING/DISTRIBUTION INSIDE CAMPUS			
WHO APPROVED YOUR FOOD SELLING? (BUILDING/AREA ADMINISTRATOR)			

*MANDATORY REQUIREMENTS (Food Entity Registration and Catering Accreditation)	VERIFIED BY FSQA
1. Letter of Intent (LOI) Addressed to OFSQA (Send to fsqa@ateneo.edu)	
2. Valid Sanitary Permit	
3. Valid Health Certificate for All Food Handlers (If scanned: Send front and back copy)	
4. Complete Menu List / Specialty Profile	
5. Packaging List should be compliant to the University Packaging Guidelines	

—END—
BELOW REQUIREMENTS ARE FOR
CATERING ACCREDITATION ONLY

CATERING ACCREDITATION RATING BEING APPLIED FOR:	
☐ B	CAN CATER FOR LESS THAN 100 ATTENDEES
☐ A	CAN CATER FOR LESS THAN 300 ATTENDEES
☐ AA	CAN CATER FOR LESS THAN 1,000 ATTENDEES
☐ AAA	CAN CATER FOR MORE THAN 1,000 ATTENDEES
LEVEL A - ADDITIONAL REQUIREMENTS - <u>FOR FOOD CATERERS ONLY</u> (Catering Capacity: LESS THAN 300 attendees)	
1. Complete Mandatory Requirements	
2. Client List (For Reference use only)	

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FOR FOOD ENTITY REGISTRATION

REGISTERED	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 ONLY within designated venues and approved occasions. Please note however that this is still subject to further permission from the relevant authority.
DECLINED	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.

ONLY FOR CATERERS:

CATERING ACCREDITATION RATING MATRIX

Accreditation Level	B	A	AA	AAA	F
Catering Capacity	For small events Less than 100 attendees	For small events Less than 300 attendees	For medium to big events Less than 1,000 attendees	For big events More than 1,000 attendees	Not allowed to operate inside the University N/A

For the registration and accreditation guidelines you may click this link: [Food Business Registration and Catering Accreditation Guidelines](https://tinyurl.com/FoodBusinessAccreditation) or go to this website: <https://tinyurl.com/FoodBusinessAccreditation>

APPLICATION FORM ATTACHMENT SUMMARY <i>(Input all the requirements to be attached in the application form)</i>
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CHECKED BY: OFSQA Officer	APPROVED BY: OFSQA Head	NOTED BY: University Business Affairs Office (UBAO)
DATE:	DATE:	DATE:

APPROVAL SLIP			
REFERENCE CODE:	REMARKS:	STATUS	ACCREDITATION RATING:
FSQA – AFB – ____	☐ APPROVED ☐ DISAPPROVED ☐ INCOMPLETE REQUIREMENTS	☐ REGISTERED ☐ DECLINED	☐ B ☐ A ☐ A ☐ AAA