HOLY CHILD CENTRAL COLLEGES, INC.
Allah Valley Drive, Surallah, South Cotabato
info@hcccl.edu.ph

SAFETY AND POLLUTION CONTROL OFFICE

MEMORANDUM
No. 001 Series of 2025

To: **All Canteen Concessionaires, Faculty, Staff, Students, and Concerned Personnel**
From: **The Office of the School Administration**
Date: **February 12, 2025**
RE: **Continued Implementation and Compliance with the Sustainable Food Choices Policy in the School Canteen**
Warmest Holinian Greetings!

In 2024, Holy Child Central Colleges, Inc. (HCCCI) issued a memorandum implementing sustainable food choices within the school canteen to promote nutritious, environmentally responsible, and culturally sensitive meals. The policy established designated **vegan, vegetarian, and halal food sections** to accommodate the dietary preferences, cultural practices, and faith-based requirements of the campus community.

For 2025, the institution reaffirms the continuation of the same policy and its established guidelines. No change in the policy's core provisions is introduced; instead, this memorandum reinforces compliance procedures to ensure consistent implementation and monitoring.

offerings must comply with applicable halal requirements, with appropriate measures to prevent cross-contact with non-halal food.

II. Specific Compliance Procedures

To ensure the consistent implementation of the policy, the following procedures shall be observed:

1. **Menu Planning and Submission**
   - Canteen concessionaire/s shall prepare and maintain an updated menu identifying vegan, vegetarian, and halal food options.
   - The menu shall be made available to the designated school representative for review upon request.
   - Any changes in food offerings must be reflected in the menu and corresponding labels.
2. **Food Labeling and Section Identification**
   - Each designated section shall have visible signage identifying the type of food offered.
   - Food labels shall accurately state the meal name and relevant dietary classification.
   - Halal claims must be supported by appropriate documentation or verification, where applicable. Food shall not be represented as halal without a reasonable basis for that claim.
3. **Food Preparation and Handling**
   - Canteen personnel shall use appropriate utensils, containers, preparation surfaces, and storage arrangements to prevent cross-contact between food categories.
   - Food shall be stored and prepared at appropriate temperatures and prepared in accordance with applicable food safety and sanitation requirements.
   - Personnel shall observe proper hygiene and sanitation practices throughout food preparation and service.
4. **Local Procurement and Partner Supplier Documentation**
   - Concessionaire/s shall prioritize procuring fish and seafood products from Rali and Nano Fishing Corporation and poultry, pork, and beef products from VF Verfarm, subject to availability and the partners' supply arrangements.
   - Locally available vegetables, fruits, and other agricultural ingredients shall also be prioritized whenever feasible.
   - Purchase receipts, delivery records, invoices, or other relevant supplier documentation shall be maintained to verify the sources of procured ingredients.
   - All ingredients must meet applicable food safety and quality standards before acceptance and use.
5. **Food Waste Reduction**
   - Concessionaire/s shall practice appropriate portioning, inventory management, and food storage to minimize spoilage and unnecessary food waste.

- Leftover food shall be handled and disposed of in accordance with applicable food safety and waste management requirements.
- Practical measures to reduce food waste may be documented for monitoring purposes.

6. Inspection and Monitoring

- The designated school office or authorized personnel shall conduct periodic inspections of the canteen to check the availability of designated food sections, accuracy of labels, food handling practices, and compliance with the policy.
- Inspection findings and identified deficiencies shall be documented.
- Concessionaires shall be informed of any deficiencies and required to undertake corrective action within the timeframe specified by the school administration.

7. Documentation and Reporting

- The designated office shall maintain relevant records, which may include updated menus, photographs of designated food sections, inspection checklists, supplier records, and documentation of corrective actions.
- Compliance findings shall be consolidated periodically or as requested by the school administration to support institutional monitoring and sustainability reporting.

8. Responsibilities and Compliance

All canteen concessionaires are responsible for maintaining the required food sections, sourcing ingredients in accordance with the established guidelines, and complying with the prescribed procedures. The designated school office shall oversee implementation, document monitoring activities, and recommend corrective measures when necessary.

Failure to comply with the policy shall be addressed through the school's applicable administrative procedures and existing concessionaire agreements.

Through the continued implementation of this policy, HCCCI seeks to promote nutritious food choices, reduce environmental impacts, strengthen partnerships with Rali and Nanz Fishing Corporation and IP Vellaris, support local and regional producers, and maintain a campus environment that respects cultural diversity and religious beliefs.

All concerned are hereby directed to sustain the established practices throughout 2026 and cooperate with the school's monitoring and documentation procedures. For information, guidance, and continued compliance.

Respectfully,

[redacted]
Safety and Pollution Control Officer