



## **ADMINISTRATIVE ORDER**

No. 24

Series of 2022

### **SUBJECT: GUIDELINES ON VOLUME ORDERS OF FOOD PACKS TO AVOID SPOILAGE**

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#### **I. RATIONALE/OBJECTIVE**

In past Department of Agriculture–Central Office (DA-CO) events, there have been several reports of food spoilage. Evidently, bulk orders entail preparation of the food in the very early hours of the day of the delivery. Packaging follows immediately while the food is still warm thereby increasing the chances of spoilage. Thus, in order to minimize if not avoid spoilage when placing orders of food packs of 250 sets or more, please be guided by the following Guidelines below pursuant to R.A. 9184 otherwise known as the “**Government Procurement Reform Act**”.

#### **II. PROCEDURE**

- a. When choosing a menu, it is encouraged to choose food items that do not use ingredients that easily spoil, such as:
  - i. Milk and milk products,
  - ii. Cream,
  - iii. Sauces with butter,
  - iv. Certain fruits and vegetables (tomatoes, lettuce, cabbage, beans), and
  - v. Other highly-perishable ingredients.
- b. The Procuring Entity/End User shall require the food supplier to label the food packs itemizing the contents and the estimated shelf life or “**Best consumed before date and time**”.
- c. The Procuring Entity/End User should coordinate closely with the food supplier to ensure timely delivery and likewise with the Inspection and Acceptance Team (IAT) to ensure immediate inspection upon delivery. For this purpose, the IAT should be available and ready to inspect the delivery fifteen (15) minutes before the scheduled arrival and conclude the inspection not later than thirty (30) minutes upon delivery.

- d. All food packs should be distributed within thirty (30) minutes after completion of the inspection and acceptance.
- e. The Procuring Entity/End user should prepare a Report indicating the time of delivery, number of tranches (if applicable), and the commencement and conclusion of the distribution of the food packs. The Report should also state, among others, incidents of late delivery, inspection and distribution of the food packs as well as spoilage and incomplete items, if any. The Report shall be submitted to the Office of the OIC-Undersecretary for Administration and Finance through the Office of the Director for Administrative Service within the next working day.

This order shall take effect immediately.

Done this 18th day of November 2022.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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