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ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX		Page No. 1 of 1
Policy Title: NUTRITION AND DIETETICS SERVICE POLICY ON FOOD SUPPLIER		Section / Department: NUTRITION AND DIETETICS SERVICE
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OBJECTIVES:

This policy ensures good quality food items in minimum possible cost purchased in a systematic and transparent way.

COVERAGE:

This policy covers this section and SUPPLIER.

POLICY:

1. Chief dietitian shall choose the reliable supplier from Pamilihang Bayan ng Paranaque with the help of dietary personnel.
2. There should be at least three (3) possible suppliers for meats, vegetables and dry goods.
3. Payment to supplier shall be done every week.
4. Chief Dietitian and dietitian on duty shall be responsible to arrange the payment to supplier.
5. Payment list of the supplier shall match the list delivered to dietary.
6. Any order/s that did not reach the specification shall be return to the supplier.
7. In case of the increase number of in-patients, supplier shall accept additional orders to meet the required amount.
8. Chief dietitian can change the supplier immediately if does not comply in deliveries (time, specification and pricing).

SCHEDULE FOR POLICY REVIEW: This policy shall be reviewed when deemed necessary.