



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. 002022-10-0014

**CONSTITUTION OF THE DEPARTMENT OF ENERGY (DOE)
CANTEEN COMMITTEE**

The Department of Energy, through the Administrative Services and the DOE-Employee Association (EA), is mandated, among others to formulate and implement policies, activities, and programs (PAPs) for the benefit and welfare of the DOE employees. In this regard, the DOE Canteen Committee is hereby constituted for effective management and supervision, composed of the following:

COMPOSITION:

- Chairperson : Director, Administrative Services
- Vice Chairperson : President, DOE-EA
- Members : Representatives from the Bureaus, Services, and the Executive Office (a Total of 12 Representatives)
- Chief, General Services Division
- Secretariat : Vice President or Representative, DOE-EA
- Chief, Human Resource Management Division (HRMD) with the Personnel Welfare and Performance Management Section (PWPMS) - HRMD

FUNCTIONS AND RESPONSIBILITIES

The Committee shall be responsible for the selection of a Canteen Concessionaire, taking into account the general welfare and interest of the Department and its employees. In addition, the Committee shall also undertake such other functions and tasks necessary for the efficient and effective selection of the Canteen Concessionaire, which include, but are not limited to the following:

1. Handle, supervise, administer, and monitor the conduct of the week/month-long Food-tasting Festival (e.g. food court setting), survey/feedback preparation, terms of reference/criteria for selection, and evaluation of the canteen service providers;
2. Recommend the most qualified and competent Canteen Concessionaire after conduct of full evaluation, e.g., with safety measures (both on food preparation and of the canteen/kitchen staff, etc.), nutrition-based meal preparations, reasonable pricing of food items, ambiance setting, Annual

Meal Plan preparation and the daily menu with price/cost, and related criteria that may be established or as necessary.

3. Act on any formal reports or complaints of employees and any other problems that may arise pertaining to the operation of the Canteen; or any request by the Concessionaire for price increase in the food items; and
4. Supervise, implement, and regularly monitor the DOE Canteen premises, and/or retrofitting of the Canteen, and regularly conduct inspections on the same to ensure a safe and healthy environment within its premises; and
5. Perform other related duties that may arise, as necessary.

TERM OF DUTY

The officers and members of the Committee shall serve for a period of two (2) years reckoned from the date of appointment, subject to renewal at the discretion of the Secretary. In case of resignation, retirement, separation, transfer, re-assignment, or removal from the service, the replacement shall serve only for the unexpired term of the officer or member to be replaced: Provided that in case of leave of absence or suspension, the replacement shall serve only for the duration of such leave of absence or suspension.

OTHER PROVISIONS

The above assigned DOE officers and members shall continue to perform their regular functions in relation to their respective mandates. To ensure effective implementation of the Committee PAPs and related initiatives, the Financial Services shall provide a corresponding budget for meetings, coordination, and related expenses for the purpose, subject to the usual government accounting and auditing rules and regulations.

REPEALING CLAUSE

All Department Orders and other issuances inconsistent with this Department Order are hereby modified or superseded accordingly.

EFFECTIVITY

This Department Order shall take effect immediately.


RAPHAEL P. M. LOTILLA
Secretary

OCT 12 2022