


VERSION NO. 3	MANUAL TITLE HUMAN RESOURCE DEPARTMENT MANUAL	DOCUMENT NO. HRM 11.07
	DOCUMENT NAME PROCESSING AND RELEASING OF FOOD ALLOWANCE	REVISION NO. 1
		EFFECTIVITY DATE FEBRUARY 14, 2020
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HRM 11.07 PROCESSING AND RELEASING OF FOOD ALLOWANCE

1. OBJECTIVES

To ensure efficient processing and issuance of food coupons and rice subsidy to permanent employees.

2. SCOPE

This procedure is applicable to all permanent employees during the release of food allowance. Employees who are on approved long vacation/ sick leave, retired, resigned or separated from service at the time of the issuance of food coupons and rice subsidy shall not be entitled to food allowance.

3. REFERENCE

Collective Bargaining Agreement

4. POLICIES

4.1 Food allowance shall be comprised of food coupon in the amount of Php2,500.00 and of rice subsidy in the amount of P500.00 per regular semester.


4.2 Food coupons shall be processed and released by the Human Resource Department at the start of each semester while rice subsidy shall be released by the Accounting Department on the first payday of the current semester to permanent employees.

4.3 Schools/ colleges/ departments/ offices shall be in-charge of the distribution of food coupons to permanent employees through their authorized representative.

4.4 Food coupons shall be valid at the start of the semester until the end of first semester and end of second semester.

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- 4.5 Food coupons shall be non-transferable. Lost food coupons shall not be replaced.
- 4.6 Unused food coupons after the validity date shall not be honored unless approved by the Vice-President for Administration and Accounting.
- 4.7 Faculty members who are on approved long vacation/ sick leave for one (1) semester or one (1) school year shall not be entitled to food allowance.
- 4.8 Non-teaching employees on approved long vacation/ sick leave shall not be entitled to food allowance. In the event that the non-teaching employee submitted a return to work letter in the middle of a semester, he/ she shall be entitled to a pro-rated food allowance.

5. NARRATIVE PROCEDURES

Responsibilities/ Authorities	Activities
HRD Head	1. Requests to the Head, Auxiliary Services Department for the printing of specified number of food coupons.
Head, Auxiliary Services Department	2. Prepares the food coupons and releases it to HRD.
HRD Assistant	3. Stamps the back of the food coupons with the signature of the HRD Head.
	4. Prepares the list of permanent employees entitled to food allowance and print in three (3) copies.
	5. Gives Accounting Department a copy of the list as basis for the release of rice subsidy.
HRD Head	6. Sends memorandum to schools/ colleges/ departments/ offices on the date of release and guidelines on the distribution of food coupons.
Authorized Representative	7. Counts the number of food coupons based on the

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number of faculty members/ non-teaching employees of the school/ college/ department/ office.

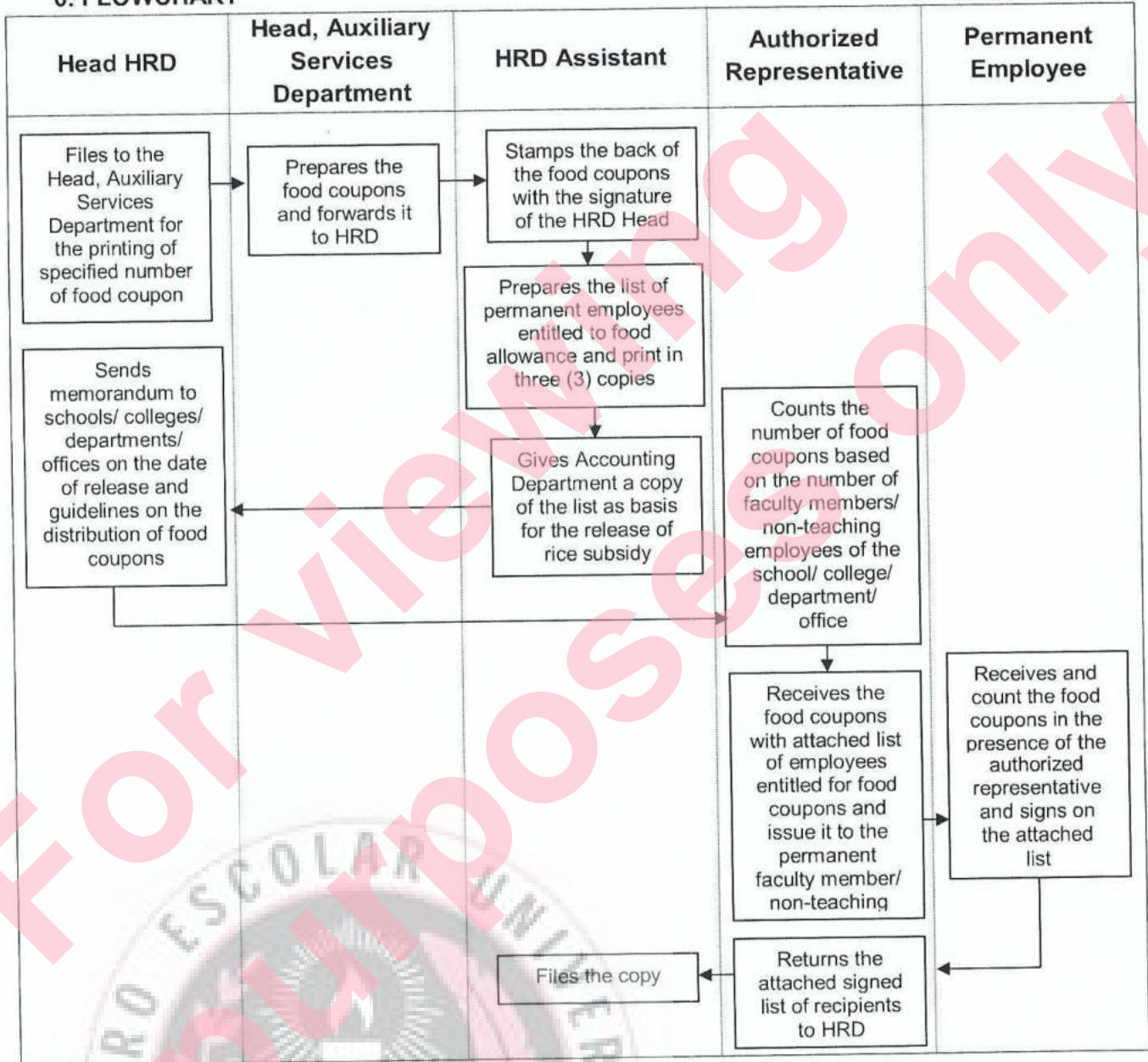
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|---------------------------|---|
| Permanent Employee | 8. Receives the food coupons with attached list of employees entitled to food coupons and issues it to the permanent faculty member/ non-teaching employees with their corresponding stub number. |
| Authorized Representative | 9. Receives and counts the food coupons in the presence of the authorized representative and signs on the attached list. |
| HRD Assistant | 10. Returns the attached list of recipients to HRD. |
| | 11. Files the copy. |

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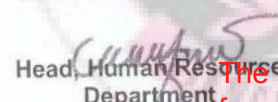
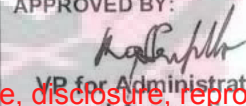
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6. FLOWCHART



7. FORM USED

None

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