 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-F-79-P01-S19
	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 2
	Department/Section:	Dietary Department
	Document Title:	MANAGEMENT OF FOOD WASTAGE

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

PURPOSE:

1. To record the food wastage or plate wastes of patients daily by weighing them every meal.
2. To check whether the food wastage or plate wastes are due to portion-size, palatability of the food or the patient's condition, this includes their appetite and needs.

SCOPE:

Applies to all Dietary Department Staffs

RESPONSIBLE PERSON:


Dietitians, Food Service Worker and Janitor

GENERAL GUIDELINES:

1. All patients' food wastage shall be segregated to edible and non-edible.
 - 1.1. Edible food wastage is uneaten cooked rice, oatmeal, viands, congee, bread & bakery products and vegetables.
 - 1.2. Non-edible food wastage is fruit peels, chicken, pork and fish bones.
2. Records and logs the food wastage of patients.


PROCEDURE:

1. The Food Service Workers segregate the food wastage of the patient to edible and non-edible into separate waste bins.
2. The janitor on duty writes down the edible and non-edible food wastage in kilos by using the weighing scale.
3. The janitor gives the logbook to the dietitian on duty.
4. The dietitian records the food wastage.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-F-79-P01-S19
	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 2
	Department/Section:	Dietary Department
	Document Title:	MANAGEMENT OF FOOD WASTAGE

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	7/1/22
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>Dennis C. Escalona</i>	07/07/2022
Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Engineering and General Services Division Officer	<i>Engr. Noel P. Garbo</i>	2/14/22
	FREDERIC IVAN L. TING, MD OIC - Total Quality Division	<i>Frederic Ivan L. Ting</i>	7/15/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>Genesis Goldi D. Golingan</i>	9/10/22

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-F-79-P01-WI19
	Effective Date:	07-31-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Dietary Department
	Document Title:	MANAGEMENT OF FOOD WASTAGE

KEY TASKS	PERSON RESPONSIBLE
1. Segregates the food waste of the patient to edible and non-edible into separate waste bins.	Food Service Worker
2. Writes down the edible and non-edible food waste in kilos by using the weighing scale.	Janitor-on-duty
3. Gives the logbook to the dietitian on duty.	
4. Records the food waste.	



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-F-79-P01-WI19
Effective Date:	07-31-2022
Document Type:	Work Instruction
Page Number:	2 of 2
Department/Section:	Dietary Department
Document Title:	MANAGEMENT OF FOOD WASTAGE

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	7/7/22
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	07/07/2022
Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Engineering and General Services Division Officer	<i>[Signature]</i>	7/14/2022
	FREDERIC IVAN L. TING, MD OIC - Total Quality Division	<i>[Signature]</i>	7/15/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	9/10/22

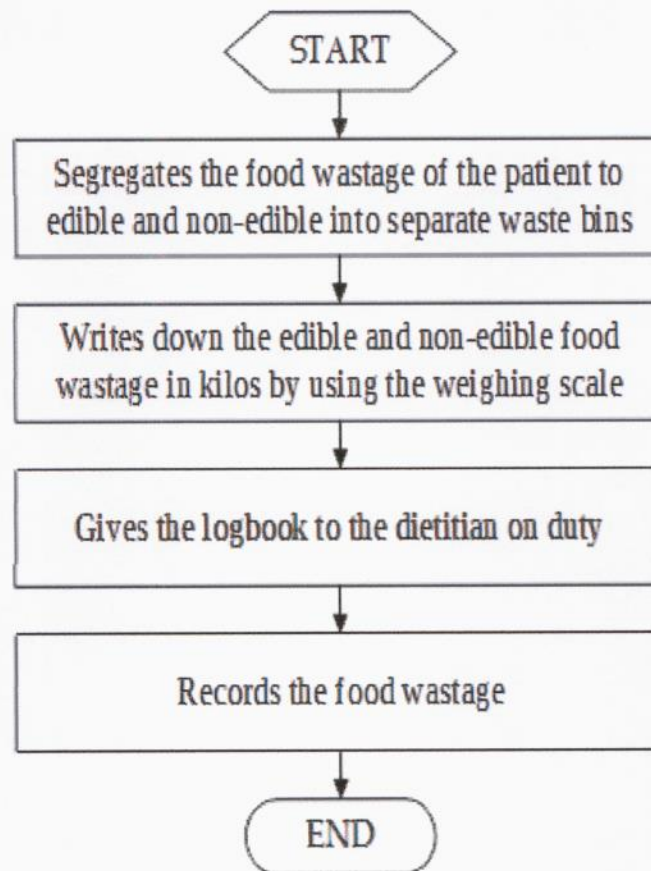



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

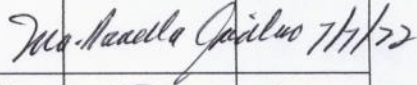



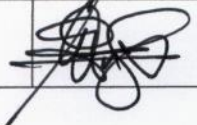
Document Code:	DPOTMH-F-79-P01-FC19
Effective Date:	07-31-2022
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Dietary Department
Document Title:	MANAGEMENT OF FOOD WASTAGE

FLOWCHART



 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	<p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-F-79-P01-FC19
		Effective Date:	07-31-2022
		Document Type:	Flowchart
		Page Number:	2 of 2
		Department/Section:	Dietary Department
		Document Title:	MANAGEMENT OF FOOD WASTAGE

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager		7/7/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		07/07/2022
Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Pharmacy Division Officer		7/14/2022
	FREDERIC IVAN L. TING, MD OIC-Total Quality Division		7/15/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/19/22