

# Annual HAULER'S Orientation

Physical Distribution Services  
April 2025



# Today's Discussion

Physical Distribution Services  
April 2025

- 01 Company Profile and Background
- 02 Haulers Process
- 03 Haulers Code of Discipline
- 04 Haulers Evaluation



# CDO Foodsphere Inc.

Physical Distribution Services  
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CDO Foodsphere Inc. is a leading Philippine-based company, known for its extensive range of high-quality processed meat and food products. Established in 1975, the company has grown to become one of the respected key players in the food industry, with a strong commitment to quality, innovation, and sustainability.

It is founded by our very own Ms. Corazon D. Ong known as Ma'am CDO and her husband, Jose J. Ong. In a modest home kitchen, the company now operates from dedicated facilities in Valenzuela City, Metro Manila and Malvar, Batangas. CDO Foodsphere has become a trusted and beloved household brand, uniting generations with an extensive range of products, such as tocino, corned meat, hotdogs, ham, seafood and cheese.



# Our Products

## Frozen products

- Chicken Franks
- Funtastyk Tocino
- Holiday Ham
- Idol & Bibbo Hotdogs
- Ulam Burger and many more

## Dairy products

- Bigtime Cheese Block/Slices
- Danes Cheese Block/Slices

## Canned/Bottled products

- Karne Norte
- Luncheon Meat
- San Marino
- Kaong
- Nata de Coco and many more



# Our Customers . . .

A



Delicious



Story of

Success



# About us

**P**hysical **D**istribution **S**ervices

- Responsible for CDO product distribution to its customer by providing good customer service.
- Ensures to meet the standard quality of the product throughout the distribution process.
- Meets customer satisfaction through effective route planning with cost efficiency.





# A Delicious Story of Success

## FSI Mission

**We champion mealtimes and unite families through food that calls them home. We live to bring them the freshness and delight of mom-made cooking that fills their hearts.**

## FSI Vision

**We will be the most trusted food company, loved for how our food creations bring and bond all generations of people together.**



# Food Safety and Quality Policy

Foodsphere, Inc. is committed to provide safe, nutritious, and with the highest quality of food products through implementation of an integrated food safety and quality management system and conformance with applicable legal requirements and with mutually agreed food safety and quality requirements of our customers.

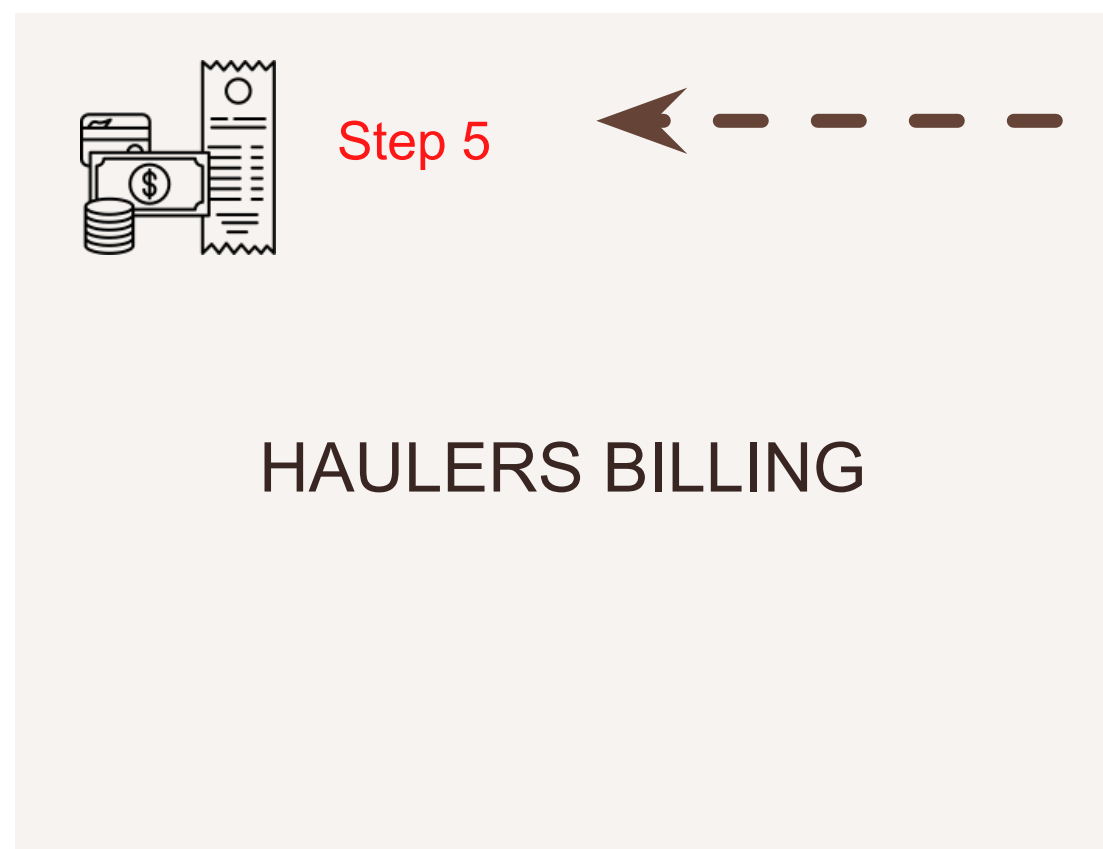
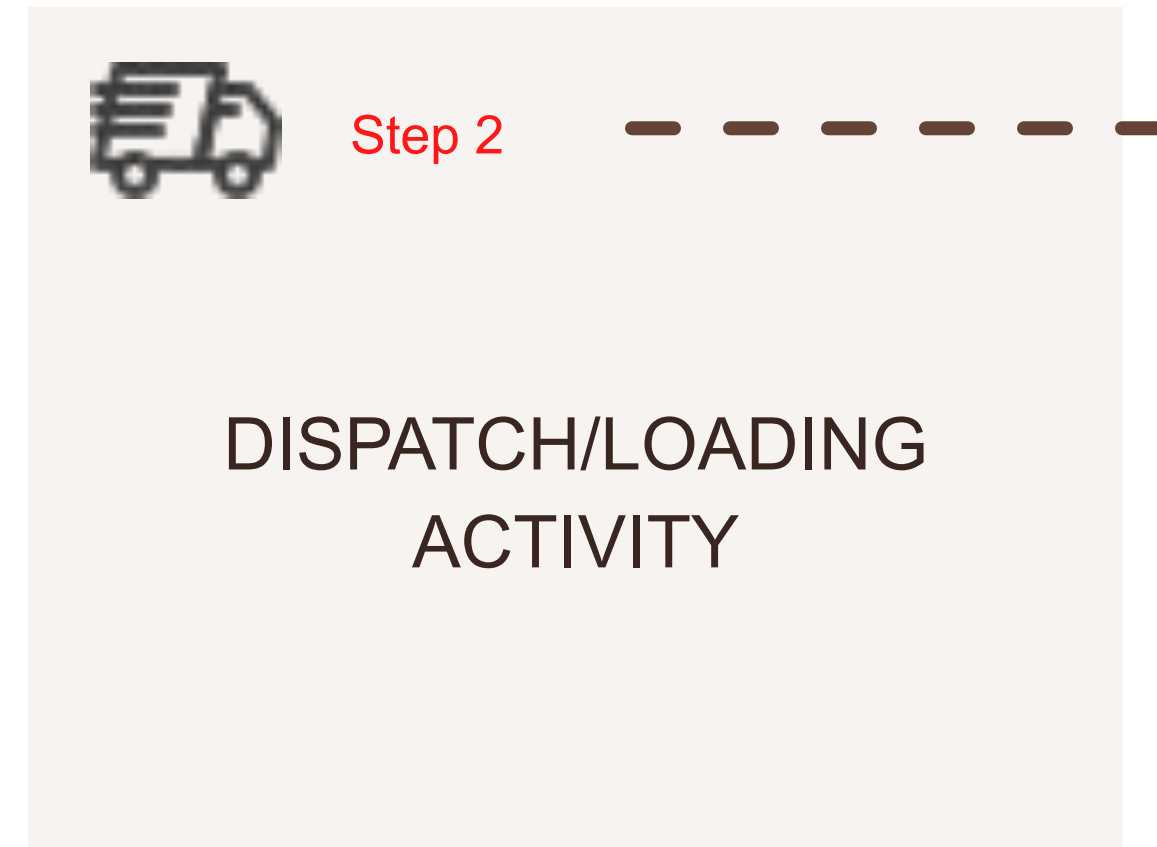
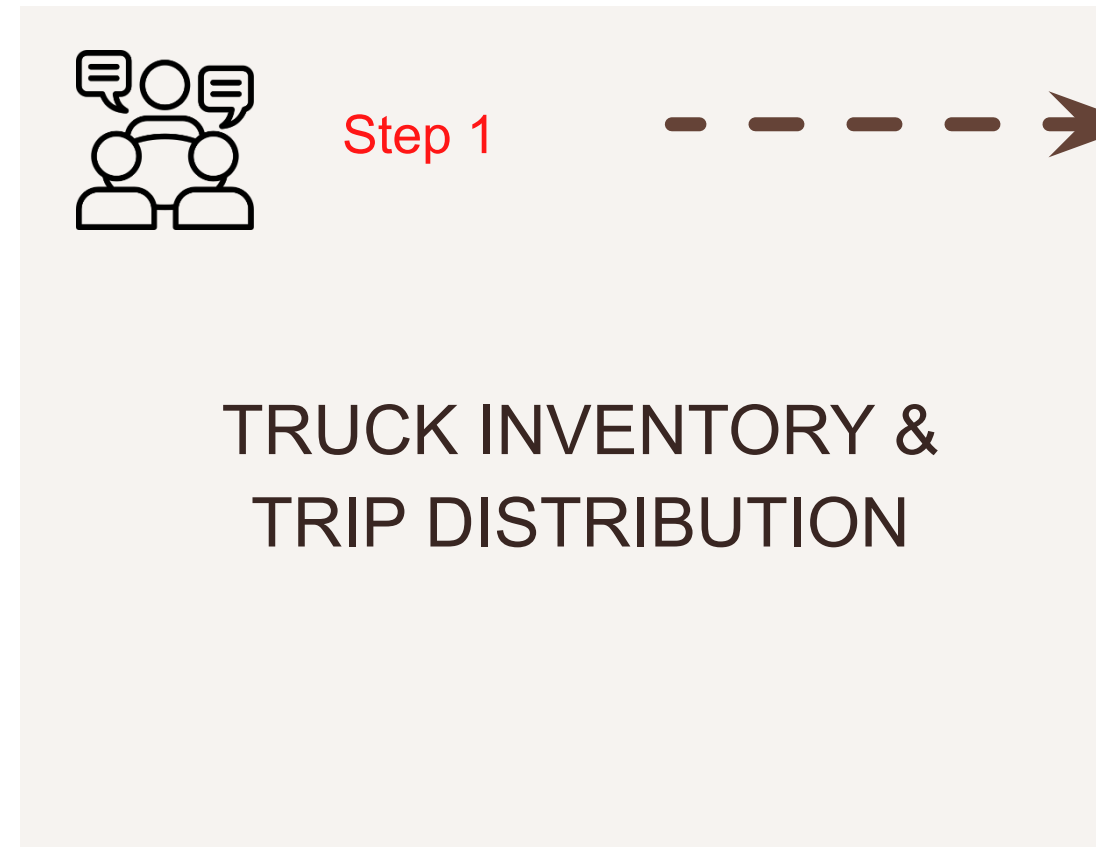
We shall do these by ensuring that food safety and quality standards are embedded in the materials, equipment, work environment, infrastructures, and processes that we employ and executed by employees who are competent, trained and motivated to do their functions.

We shall aspire for continual improvement through constant communication to our employees, customers, suppliers, and other interested parties on matters relation to food safety and quality and regular review of the quality and food safety management system policy and measurable objectives for continuing effectiveness and suitability.



# HAULERS PROCESS

Haulers Process



# DISPATCH/LOADING ACTIVITY

STEP 2



Step 1



Proceed to the plant  
based on the  
assigned call time.



Step 2



Get PTIC & DAR on  
the main entrance



Step 3

If Load is Frozen or  
Dairy (with temp  
requirement), need  
to conduct  
pre-cooling.  
Blue Copy Invoice  
and Shipment #.



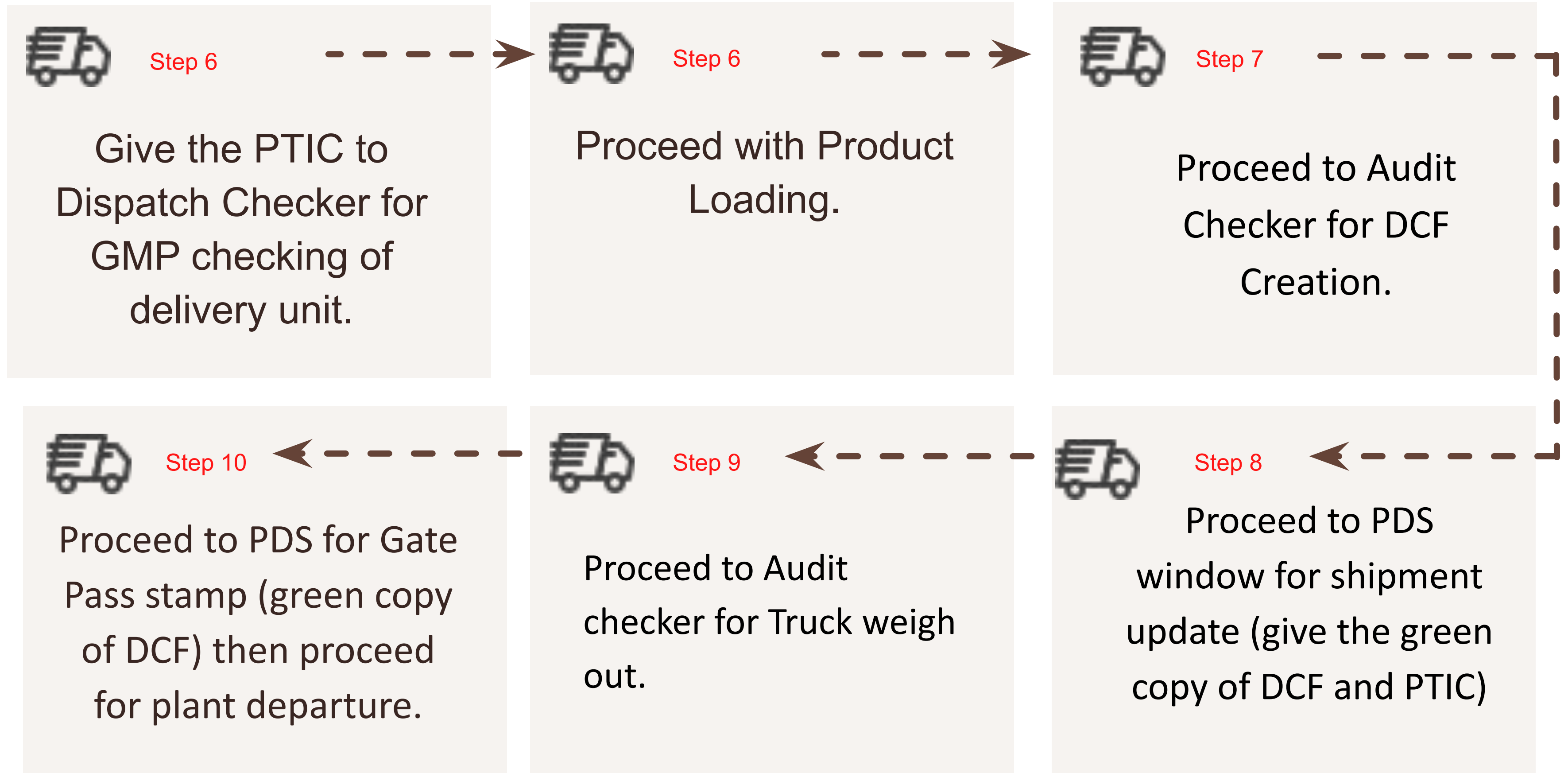
Step 5

Wait for the PDS  
assistant advise on  
the assigned  
WHSE loading bay



Step 4

Proceed to Audit  
checker for Truck weigh  
in.



# Reminder: DISPATCH/LOADING ACTIVITY

- Must bring two valid ID upon entering the plant.
- Completely fill-out the PTIC and DAR form, avoid erasures.
- Follow the instructions given inside the plant.
- Must observe the company protocols and guidelines.
- Make sure that the delivery van follows the GMP protocols.
- Upon loading of products inside the van, handle with extra care (do not throw or sit on the products).
- Check the box condition while loading to avoid any rejection on the delivery accounts.

## 10. Product Loading- Box Condition



## 10. Product Loading-Styro Box Condition



# Carried Documents

Physical Distribution Services  
April 2025

**DELIVERY CHECKLIST FORM**

Shipment Number: 0000223131

Shipment Number: 000069459

Date Prepared: 04/29/2022

Leading Time Started: 4:28:35 am

Leading Time Completed: 5:00:35 am

Route: SL3-D6

Hauler Name: SHEKINAH MOVERS

Plate No: NCK 4702

Gate Pass No.

Customer	DRAR	SI	Status	Delivery Liquidation Remarks
PUREGOLD EXTRA-S ROSA GOLDEN	4200242930	7200208382	<input type="checkbox"/>	
PUREGOLD - STAROSA II	4200243020	7200208120	<input type="checkbox"/>	
PUREGOLD - STAROSA II	4200243023	7200208121	<input type="checkbox"/>	
PUREGOLD - STAROSA II	4200243024	7200208122	<input type="checkbox"/>	
PUREGOLD - STAROSA II	4200243025	7200208123	<input type="checkbox"/>	
PUREGOLD - STAROSA VICTORY MALL	4200243100	7200208165	<input type="checkbox"/>	
PUREGOLD - STAROSA VICTORY MALL	4200243101	7200208166	<input type="checkbox"/>	
PUREGOLD - STAROSA II	4200243129	7200208167	<input type="checkbox"/>	
PUREGOLD - STAROSA II	4200243130	7200208168	<input type="checkbox"/>	
PUREGOLD - STAROSA II	4200243131	7200208169	<input type="checkbox"/>	
PUREGOLD - STAROSA II	4200243132	7200208170	<input type="checkbox"/>	
PUREGOLD - STAROSA II	4200243133	7200208171	<input type="checkbox"/>	
PUREGOLD - STAROSA II	4200243134	7200208172	<input type="checkbox"/>	
PUREGOLD - STAROSA VICTORY MALL	4200244359	7200209593	<input type="checkbox"/>	
PUREGOLD - STAROSA II	4200244442	7200209334	<input type="checkbox"/>	
PUREGOLD - STAROSA II	4200244526	7200209148	<input type="checkbox"/>	
PUREGOLD EXTRA-S ROSA GOLDEN	5300052739		<input type="checkbox"/>	
PUREGOLD - STAROSA	5300052936		<input type="checkbox"/>	

Prepared by: P3 Audit Checker IMC

Audited by: C. Palsay

Signature over Printed Name/Date

Control No: P30000179998

**Delivery Checklist Form (DCF)**

**SALES INVOICE**

Sold To: MARINA SALES, INC. - PS DEV  
6 AKTURBO DRIVE IBCAI COMPOUND BAGOONG BAYAN, TAGUIG CITY  
TIN (Buyer): 000-185-690-000

Item Code: FG-CDO SWEET NATA  
FG-CDO SWEET KANG  
FG-CDO SWEET NATA

Total Qty: 3,000

Net Amount: 3,198.50

Net Amount Payable: 3,198.50

**Invoices**

**DAILY ACTIVITY REPORT**

Shipment No.:  
Delivery Date:  
Hauler:  
Plate Number:  
Route:

Driver's Name:  
Helper's Name 1:  
Helper's Name 2:

Van Type:  
 DRY  
 COMBI  
 REEFER

Customer's Account Name	TIME CONSUMED			Customer's Signature over Printed Name	Remarks / Complaint
	Arrival	Unloading	Departure		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

A. Total Load / Weight (kgs):

For PDS use only

B. MAINTAINING TEMPERATURE: MAX: MIN: AVE:

C. DEMURRAGE: Date & Time Started: Date & Time Finished: Reason: COST CENTER: Reviewed and Endorsed by: Supervisor

Approved by: Section Head

Received and Checked by: Validated by: Admin Assistant Admin Coordinator

Signature over Printed Name/Date Signature over Printed Name/Date

Physical Distribution Section POP-P3-2005 Effective Date: June 11, 2022 Revision #: 02 Series #: P3-2023- 022991

**Daily Activity Report (DAR)**

**STOCK PULL-OUT SLIP**

Customer Name: SMOO LIGHT RESIDENCE

Salesman: ATAN

Item Code: 01 BBO Cdog Jbo IKI  
REG SWEET HANAM 2000  
PREM SWEET HANAM 2000  
REG COOKED HAM 2000  
HOL - BIRCON 2000  
HOL FROSTING 2000  
Lolo cdog Jbo IKI  
Peano Pramo 1000g  
Pabao chub IKI  
Chicken trunks 1kg

Quantity: 1, 2, 2, 2, 1, 1, 1, 1

Reason(s):

Signature: PDS Staff: Verification date:

Requested by: Approved by: Released by Customer

Signature over Printed Name / Date Signature over Printed Name / Date Signature over Printed Name / Date

Form #: 000 August 31, 2007

Control #: 0622754

**SPRS**

**Manual SPS**



# DELIVERY EXECUTION

Step 3



Step 1

Proceed to delivery location assigned.



Step 2

Call or Text Helpdesk Coordinator once arrived on the delivery location.



Step 4

Send final delivery & pullout report to Helpdesk via SMS or email only.



REMINDER:

Do not leave the area if there are problems in the delivery.



Step 3

Report any irregularities and/or pull-out status (if any) and wait for the Helpdesk instruction.

# Reminder: DELIVERY EXECUTION

- **Time line of delivery reporting:**
  - Initial report : **07:00am to 08:00am**
  - Final report : **05:00pm only**
- Follow the guidelines or keywords provided for easy reporting of delivery.
- Follow the format provided on the right for sending the final report.
- **Helpdesk Contact numbers:**
  - Delivery Concern: **0998-961-5825 and 0908-821-3114**
  - Pull-out Concern : **0998-547-0745**
- Email Address: **p3pdsgroup@cdo.com.ph**

Delivery & Pullout Report Format	Sample Report
<p>Delivery Date:</p> <p>Plate # / Trucking Name:</p> <p>Drop Sequence#: Customer Name</p> <p>Arrival Time:</p> <p>Unloading Time:</p> <p>Departure Time:</p> <p>Status of Delivery:</p> <p>Pullout Status:</p> <p>Additional Cost:</p> <p>Next drop:</p> <p>Drop Sequence#: Customer Name</p> <p>Driver's Name:</p> <p>Helper's Name:</p>	<p>April 2, 2022</p> <p>ABC 123 / FSI Trucking</p> <p>1st drop: SVI Lipa, Batangas</p> <p>Arrival Time: 06:00 AM</p> <p>Unloading Time: 06:30 AM</p> <p>Departure Time: 07:00 AM</p> <p>Status of Delivery: With cancel</p> <p style="text-align: right;">SO# 1200123456</p> <p style="text-align: right;">FG Code: 04340</p> <p style="text-align: right;">1 box - loose pack, broken canister</p> <p>Pullout Status: with forced pullout - RTV#12345</p> <p>Additional Cost: Php500.00 passway</p> <p>Next drop:</p> <p>2nd drop: RS Lipa</p> <p>Driver's Name: J. Dela Cruz</p> <p>Helper's Name: J. Rizal</p>

## Step 3: Guidelines & Keywords to use as the status of the deliveries & pullout

Status of Delivery	Pull Out Status	Additional Cost
Complete Delivery	Complete pullout	Mano - Total Headcount, Total Amount
With Cancel - reason, SO or STR#, Item Code, Quantity	No pullout	Parking Fee - Total Amount
-	For unpulled out - reason, SPS#	Passway - Total Amount
-	Disposed - RTV#, disposal date	<b>Others: please specify</b>

**Note: The list of document's liquidation requirement will be emailed.**

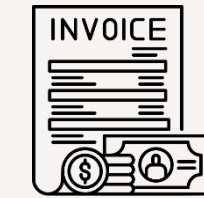
# HAULERS PROOF OF DELIVERY (POD)

Step 4



Step 1

Proceed to Liquidation member to submit required documents.



Step 2

If there are any irregularities in the liquidation process, you may seek help to Admin Coordinator.



Step 3

Process the given instruction to clear the delivery documents.



Step 4

Secure Pink Copy of DCF and Trip Ticket indication that the process is successful

# Reminder: HAULERS PROOF OF DELIVERY

Physical Distribution Services  
April 2025

- **Two type of Invoice:**
  - Delivery Receipt (DR)
  - Sales Invoice (SI)
- **Documents to give to account during delivery:**
  - Blue copy of invoice - all accounts
  - Other copy of invoice - Specific list per customer will be emailed separately.
- **Liquidation Documents Requirements:**
  - Delivery Checklist Form - white & pink
  - Other invoice copy - with specific requirements (included in the list sent per customer)
- **Timeline of submission:**
  - Must not exceed 72 hours upon delivery.
- **Cancelled whole invoice delivery:**
  - Must return all the items and all copy of invoice.
- **Modcon Deliveries:**
  - Must have two stamp on the invoice (Diser and RDU)
- **Pull-out (B.O, Good Stock) :**
  - Report to Helpdesk Team while in customer.
  - Return items to warehouse within 48 hrs or 2 days.
  - For Frozen Items : must return immediately.
- **Forced Pull-out (any account):**
  - Seek approval to Helpdesk Team before receiving the items.



# Step 4: Haulers Proof-of-delivery (POD)

## Reasons of possible charges to Hauler

- Unliquidated invoice / late settlement of invoice (Delivery and pull-out concern)
- Non-reported late delivery (Hauler's non-compliance)
- Service failure - no show of committed truck
- Late arrival on the assigned call time
- Non-compliance on standard temperature requirement of FSI and its customer.
- Product quality issue (Hauler's non-compliance) such as:
  - Thawed out
  - Dented /damaged product
  - Wet carton
- Product quantity issue (Hauler's non-compliance)



# Hauler's Code of Discipline

## Divided into 5 rules:

- Violation against FSI employees, customers, and company properties.
- Violation against company interest.
- Negligence of duty
- Violation against health, cleanliness, security regulations, and other company rules.
- Violation against Sales regulation.

**Note:** Further details of sub-rules are declared to 4.2 of General Procedure and policies of Hauling Service Agreement.

- Written Warning
- 7 days suspension
- 15 days suspension
- 30 days suspension
- Dismissal

**Note:** Sanction refers to the grave and offenses of the Hauler depending on the violation.

# Hauler's Evaluation

- ❖ Evaluates the performance of each haulers based on the following criteria:
  - ❖ Delivery Performance (25%)
  - ❖ Proof of Delivery (POD) (20%)
  - ❖ GMP Compliance (20%)
  - ❖ Truck Inventory (25%)
  - ❖ Punctuality of Haulers (5%)
  - ❖ Other Compliances (5%)

- ✓ Regulars Haulers will be assessed every (6) months through Haulers Evaluation form.
- ✓ Must pass a total grade of **75%**.
- ✓ If failed in evaluation, will be placed in lower priority in awarding of trips.

## Note:

Evaluation will be the basis for the renewal of contract .



**Thank  
You**

