



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

Memorandum Circular

No. 02
Series of 2004

**Subject: Rationalizing the Management and Operations of the DAR
Guest House**

I. Rationale:

The DAR Guest House was established by the Department to provide lodging assistance for the field officials and employees who are on official travel in Metro Manila. The need for improvement and development of its facilities and its maintenance is necessary. This is in response to the clamor of the DAR field officials and employees based on a survey dated May 2001 to improve the present condition and operation of the DAR Guest House providing a standard of cleanliness, orderliness and safety.

To provide an effective and efficient operation and maintenance of the building, the DAR Employees Association (DAREA) is hereby directed to take charge in the over-all administration and supervision of the Guest House located at the DARAB Complex and DAR Annex Building.

II. Objective:

To provide lodging assistance to the DAR field officials and employees who are on official travel in Metro Manila.

III. General Policies:

1. The DAR Guest House shall be for the exclusive use of the DAR field officials and employees who are on travel in Metro Manila. Central Office personnel, detailed personnel to the Central Office and non-DAR personnel shall not be allowed to use the DAR Guest House.
2. The administration, operation, supervision and maintenance of the DAR Guest House shall be the responsibility of the DAR Employees Association (DAREA).
3. A donation of 40% from the monthly income of the DAR Guest House shall be given to the Educational Loan Assistance Program of the DAR Employees Association (DAREA). The remaining 60% shall be used for the operating and maintenance expenses of the Dormitory.

4. A minimum fee shall be charged to the DAR employees (per Person per day basis) to cover the maintenance and operating cost of the DAR Guest House.

- a) Salary Grade 18 below - P30.00 / day / person
- b) Salary Grade 19 and above - P60.00 / day / person

III. Operational Conditions:

1. Accommodation shall not exceed one (1) week. However, on meritorious or valid grounds as recommended by DAREA, the stay may be extended to a maximum of fifteen (15) days.
2. Outsiders (i.e. non-DAR personnel, visitors, etc.) shall not be allowed to enter or stay in the sleeping areas.
3. Reservation for lodging accommodation shall be filed at the Office of the DAR Employees Association (DAREA) at least three (3) days prior to the date of arrival. This will ensure the dorm space for traveling field personnel. Reservation for training participants shall be filed in DAREA at least one (1) week before date of actual training in order to give ample time for DAREA to plan space allocation.
4. Field officials and employees are required to register in a pre-numbered registration form in triplicate and shall pay the required fees to the DAR Employees Association (DAREA). Approve Travel Orders must be presented before field personnel can be registered / accommodated.
 - copy for the registrant
 - copy for house keeper
 - copy for the DAREA

The DAR Employees Association shall receive and record the payment in a logbook and shall deposit to LBP in the name of DAR Guest House Fund.

5. There should be at least two (2) housekeepers assigned to do the actual housekeeping functions that will be supervised by the DAR Employees Association. Housekeeping functions shall include laundry of linens and the keeping of orderliness in the dorm. Use of the washing machine / dryer shall be for the DAR Guest House only. Operation of washing machine shall be for the housekeeper only.
6. Supervision / maintenance of the air conditioner and other equipments shall be the responsibility of the DAR Employees Association (DAREA). The cost of repair shall be charged to the funds of the Department.
7. Control of Supplies. The DAR Employees Association (DAREA) serves as the regular storekeeper to take account of all item purchased, laundered

and / or in use in the DAR Guest House. Subsidiary ledgers shall be maintained and reconciled from time to time. Official receipts must cover all linens purchased.

8. All requirements for facilities / equipments shall be charged to the Department (e.g. sofas, cushions, beds) and need the prior approval of the Director of the Administrative Service. The DAR Employees Association (DAREA) shall be in-charge of the purchases.
9. Other expenses incurred for the maintenance (e.g. linens, bed sheets, toiletries, soap and other small items) shall be shouldered by the DAR Guest House funds as recommended by DAR Employees Association (DAREA) and approved by the Director of the Administrative Service.

IV. Management of Funds:

1. The registration form shall serve as the receipt payment received by the designated officer-in-charge of the DAR Employees Association (DAREA).
2. Collection for the day shall be deposited to the bank account of the DAR Guest House with the DAREA President and the Administrative Director as signatories, respectively.
3. Withdrawals for any authorized purchases / donations shall be approved by the Director of the Administrative Service and all checks shall be signed by the DAREA President and the DAREA Treasurer.
4. Monthly report on the financial status of the DAR Guest House prepared by the DAREA Treasurer should be submitted to the Administrative Director on the 5th day of the succeeding month, copy furnished the Undersecretary for FMAO.
5. The monthly audit and cash count of the finances of the DAR Guest House shall be the responsibility of the Chief, Personnel Division.
6. Savings from the operational fund shall be reserved for purchase of facilities and equipment or for the improvement of the dormitory.

V. Effectivity:

All other orders and official issuances are hereby revoked. This Memorandum Circular takes effect this 29th day of December 2003.


ROBERTO M. PAGDANGANAN
Secretary



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

POLICY GUIDELINES ON THE MANAGEMENT AND OPERATIONS OF THE DAR GUEST HOUSE (DGH)

I. OBJECTIVES

To provide lodging assistance to DAR Field Officials and employees who are on official travel in Metro Manila.

II. POLICIES:

1. The DAR Guest House shall be used exclusively by the DAR Field Officials and employees who are on official travel in Metro Manila.
2. The management, operation, supervision and maintenance of the DAR Guest House (DGH) shall be the responsibility of the DAR Employees Association (DAREA).
3. A minimum fee shall be charged to the DAR employee (per person per day basis) to cover the maintenance and operating cost of the DAR Guest House.
 - a) Salary Grade 18 below – P30.00 / day / person
 - b) Salary Grade 19 and above – P60.00 / day / person

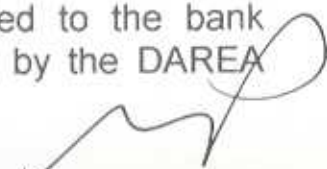
III. ACCOMODATION PROCEDURES:

1. Accommodation shall not exceed one (1) week. However, on meritorious or valid grounds the stay may be extended to a maximum of fifteen (15) days.
2. Reservation for lodging accommodation shall be filed at the Office of the DAR Employees Association (DAREA) at least three (3) days prior to the date of arrival.
3. Field officials and employees are required to register in a pre-numbered registration form in triplicate and shall pay the required fees to the DAREA Office:
 - Copy for the registrant
 - Copy for the house keeper and
 - Copy for DAREA

The DAREA shall receive and record the payment in a logbook and shall deposit it at the Land Bank of the Philippines (LBP), Philcoa Branch, Diliman, Quezon City under the name of the DAR Guest House.

4. There should be at least two (2) house keepers assigned to do the actual housekeeping functions that will be supervised by the DAR Employees Association (DAREA). They shall jointly recommended by DAREA and Administrative Service Director. House keeping functions shall include laundry of linens and keeping of orderliness and cleanliness in the dorm. Use of the washing machine / dryer shall be for the DAR Guest House linens and curtains only. Operation of washing machine should be exclusively by the house keepers.
5. Supervision / maintenance of the air conditioner and other equipments shall be the responsibility of the DAR Employees Association (DAREA). The cost of repair shall be charged to funds of the Department.
6. Control of supplies. The DAR Employees Association (DAREA) serves as the regular storekeeper to take account of all items purchased, laundered and /or use in the DAR Guest House. Subsidiary ledgers for the purpose shall be maintained and reconciled from time to time. Official receipts must cover all linens purchased.
7. All requisitions for supplies / equipments shall be charged to the Department (e.g. purchase of linens, bed covers, bed, etc.). The DAR Employees Association (DAREA) shall be in-charge of purchases.
8. Other expenses incurred for the maintenance of the DAR Guest House (e.g. toiletries, soap and other small items) shall be shouldered by the DAR Guest House Fund approved by the DAREA National President and the Director of the Administrative Service.

IV. MANAGEMENT OF FUNDS:

1. The registration form shall serve as the receipt of payment by the designated officer-in-charge of the DAR Employees Association (DAREA).
 2. Collection for the day shall be deposited to the bank account of the DAR Guest House Fund by the DAREA
- 

National President and the Director of the Administrative Service as signatories.

3. Withdrawals for any authorized purchases shall be approved by the DAREA National President and the Director of the Administrative Service and all checks shall be signed by the DAREA National President and the DAREA Treasurer.
4. Monthly report on the financial status of the DAR Guest House prepared by the DAREA Treasurer should be submitted to the Director for Administration on the 5th day of the succeeding month copy furnished the Undersecretary of FMAO.
5. The audit of finances of the DAR Guest House shall be the responsibility of the Chief, Personnel Division.

V. EFFECTIVITY:

All other orders and official issuances are hereby revoked. This Policy Guidelines takes effect this 29th day of December 2003 in Diliman, Quezon City.


ROBERTO M. PAGDANGANAN
Secretary

