



Republic of the Philippines

DEPARTMENT of AGRARIAN REFORM

ELLIPTICAL ROAD, DILIMAN, QUEZON CITY TELS. 997-031 TO 39

MEMORANDUM CIRCULAR

NO. 33

Series of 1997

SUBJECT: INTEGRATION OF THE MANAGEMENT OF HRDC DORMITORY WITH THE DAR GUEST HOUSE

I. RATIONALE

The management/supervision of the HRDC Dormitory which was created pursuant to MC No. 11, series of 1995 is hereby integrated with the DAR Guest House. The DAR Guest House which was established by the Department in its effort to extend lodging assistance to field officials and employees who are on travel to Metro Manila will now have two buildings. The two buildings provided are located at the annexes with the DARAB Offices as DGH-1 and another with the HRD Training Center as DGH-2.

Relative to this, the two Guest House Buildings shall separately accommodate personnel based on the following purpose:

The DGH-1 shall accommodate transient(Field Employees) who are on travel to Metro Manila with official functions, while

The DGH-2 are for participants of conferences, seminars, training, etc.

The overall administration and supervision of the two houses is entrusted to the DAR Guest House Management Committee (DAR-GHMC) which is composed of representative from Administrative and Management Division.

I. OBJECTIVE

To provide assistance in terms of living accommodations to field officials and employees of the Department on travel in Metro Manila.



"Tulong-tulong sa pagsulong



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II. POLICIES

1. *All field officials and employees of the Department are qualified as transient guests of the DAR Guest House.*
2. *A minimal donation shall be charged to cover the maintenance and other operating cost of the DAR Guest House.*
3. *Duration of stay shall be limited in accordance with the purpose of the travel, seminars or emergency in existence.*

III. PROCEDURES

A. ACCOMMODATION

- A.1. *Upon arrival/check-in, the transients/participants are required to present their DAR Identification/Recommendation by DAR Officials to be recognized and shall accomplish pre-numbered registration form in triplicate and are required to register in the registry book maintained by each designated guard on duty at the DAR Guest House Buildings.*

The pre-numbered registration form shall be presented to the Hired Desk Officer for issuance of a corresponding beddings to be received/acknowledged by the guest/s and said registration form shall be distributed as follows:

*one copy - for the Registrant/Transient
one copy - for the Desk Officer
one copy - guard on duty*

- A.2. *The Hired Desk Officer shall file and maintain a separate record of registration form indicating therein the inclusive dates (number/duration) of stay and the corresponding beddings issued to the transients.*
- A.3. *The designated guard on duty for each houses shall accept the donation fee from the transients.*

- A.4 *Upon termination of the duration of stay, transients/participants shall settle their accountabilities and surrender all issued beddings to the Desk Officer/Guard on duty for issuance of a corresponding gate pass before leaving the DAR GH premises.*

B. RESERVATION

- B.1 *Request for lodging accommodation of participants for conferences, seminars or big groups at DGH-2 shall be filed with BARIE at least two (2) weeks in advance for control and record purposes. While for transient guests, request shall be filed with DAR GHMC.*

However, in case of need for extra guests, DAR GHMC shall coordinate with BARIE or vice versa for accommodation.

- B.2 *The duration of occupancy/stay of transients/participants shall be in accordance with the approved travel order, training/seminar/workshop/conference or emergency in existence. (All transients on travel to Metro Manila and suburbs who are not on official business to the Department shall be limited to three (3) days.*

C. Control of Supplies/Linens

- C.1 *The Hired Desk Officer shall log/record the number of linens, pillows, etc. immediately after its issuance to the transients.*
- C.2 *The Desk Officer/Guard on Duty shall acknowledge/receive all the beddings surrendered by the transients.*
- C.3 *Surrendered beddings shall be recorded by the Guard on Duty at the pre-numbered registration form he/she keeps before forwarding for laundry.*

D. Management of Funds

D.1 The registration and accountability form shall serve as a receipt of payment received by the Desk Officer/Guard on Duty. Charges shall be based on the following salary grade of employees:


SG 24 and below	-----	P20.00 a day
SG 25 and above	-----	P30.00 a day

D.2 The DAR-GHMC shall collect from the Guard on Duty the donation fee paid by the transients. All collection shall be properly recorded and deposited to the designated bank for the account of the DAR-guest House.

D.3 Cash/Bank withdrawals shall be supported by duly approved vouchers. However, withdrawals from the bank shall be signed by two designated signatories from the DAR-GHMC.

IV. **EFFECTIVITY**

All other orders and official issuances are hereby revoked. This 26th day of November 1997, Diliman, Quezon City.


ROLANDO LL. QUERUBIN
Undersecretary, FMAO