



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

05 June 1995

MEMORANDUM CIRCULAR No. 08

F O R : DAR OFFICIALS AND EMPLOYEES


F R O M : ROLANDO LL. QUERUBIN
Assistant Secretary, FMA

SUBJECT : POLICIES AND GUIDELINES ON THE USE
OF THE DAR GUEST HOUSE

The DAR Guest House was appropriated to provide assistance in terms of living accommodations to field officials and employees participating on training held at DARCO or who are on travel to Metro Manila.

All field officials and employees of the Department are qualified as transient guests of the DAR Guest House. A group of more than ten (10) persons requires a reservation with BARIE or with Administrative Service of at least two (2) weeks.

Policy guidelines is hereby attached for your reference and guidance.


ROLANDO LL. QUERUBIN
Assistant Secretary

wp/memo-gh

rick060595

DAR GUEST HOUSE

I. OBJECTIVES

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

II. POLICY GUIDELINES

1. All field officials and employees of the Department are qualified as transient guests of the DAR Guest House.
2. The Administrative Service, in coordination with BARIE, shall take charge of the management of the DAR Guest House.
3. Duration of stay shall be limited in accordance with the purpose of the travel or emergency in existence.
4. There will be a minimal donation to cover the incidental cost of the maintenance of the dormitories. A proper accounting of the fund must be maintained by the representative from the Management Division.
5. All guests must be properly registered and recorded in the registry book.

III. PROCEDURES

1. For conferences, seminar or for big groups, request for reservation is to be filed, at least two (2) weeks in advance, to the BARIE.
2. All guests are required to register in a pre-numbered registration form filed with the Desk Officer / Officer-in-Charge. The pre-numbered registration form shall be accomplished in triplicate and shall be distributed as follows:
 - a. for Management Representative for accounting purposes
 - b. for Officer-in-Charge
 - c. for Registrant
3. Housekeeping functions shall be assigned to three (3) designated utility personnel supervised by authorized representatives. This shall include laundry of linens. Pending procurement of a washing machine, laundering of linens may be offered to a worker on a "pakyaw" system. Use of washing machine/dryer shall be exclusively for the DAR GH's linens and curtains ONLY. Guests are prohibited to use it to avoid over-use/mis-use of the machine.
4. Control of supplies/linens.

The GSD and BARIE shall assign a regular storekeeper to take account of the linens purchased, laundered and/or in use at the dormitory. Subsidiary ledgers for the purpose has to be maintained and reconciled from time to time. All linens purchased must be covered by Memorandum Receipt.

5. Management of Funds.

- a. The registration and accountability form shall serve as a receipt of payment received by the Officer-in-Charge.
- b. Collections for the day shall be deposited to the Bank Account for GH c/o designated signatories.
- c. Withdrawals should be signed by the two (2) designated signatories from the Administrative Services/BARIE and Management Division.

6. Duration of occupancy/stay shall be in accordance with the Travel Order/Training/Seminar/Workshop/Conference. For field employees on travel to Metro Manila and suburbs, but not on official business with the Department, their stay shall be limited to three (3) days.

7. Except during trainings which shall ^{be} handled by BARIE, Officer-in-Charge and alternate may come from the Administrative Services and Management Division alternately on a monthly basis, whose primary duties and responsibilities are the following:

- a. Oversee the operation of the DAR GH including the use and maintenance of its facilities and the guests' comfort and welfare.
- b. Coordinate with BARIE training staff or offices in charged of the conference or training when the conference/training is held in the Guest House and gets a list of the expected participants for control and reconciliation purposes of the registration.
- c. Periodic checking of linens, records and files, facilities like airconditioning units, washing machine, etc., and the sanitation of the whole Guest House.

- d. Facilitate clearance upon departure of guests and supervise preparation for the arriving guests.
- e. Reconcile daily registration number with cash on hand and cause its deposit to the bank.

8. Charges:

- based on salary grades as follows:

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

DAR GUEST HOUSE RULES AND REGULATIONS

- * SUBMIT REQUEST FOR RESERVATION TO THE ADMINISTRATIVE SERVICE, IN COORDINATION WITH BARIE, AT LEAST TWO (2.) WEEKS BEFORE ARRIVAL
- * BEFORE ADMISSION, **ACCOMPLISH DAR GUEST HOUSE FORM**
- * MAXIMUM LIMIT IS **THREE (3) TO FIVE (5) DAYS** EXCEPT WHEN DULY AUTHORIZED
- * STRICTLY **"NO SMOKING"** INSIDE THE ROOM
- * **PROPER USE OF ALL FACILITIES IS REQUESTED**
- * **RETURN USED BEDDINGS PERSONALLY BEFORE DEPARTURE TO THE OFFICER-IN-CHARGE**
- * FOR UPKEEP OF THE HOUSE, **MINIMUM DONATION** IS KINDLY REQUESTED:
 - a. FOR SG 24 and BELOW = P20.00 A DAY
 - b. FOR SG 25 and ABOVE = P30.00 A DAY
- * **ENERCONOMIZE AND SAVE WATER**
- * **DO NOT LEAVE ANY FAUCETS AND SWITCHES OPEN**

REMINDERS

1. OBSERVE CLEANLINESS AND SANITATION.
2. DRINKING OF SPIRITS AND LIQUORS ARE STRICTLY PROHIBITED.
3. STRICTLY "NO SMOKING" INSIDE THE BEDROOMS AND COMFORT ROOMS.
4. VISITORS ARE NOT ALLOWED INSIDE THE ROOM.
5. EATING INSIDE THE ROOM IS NOT ALLOWED.
6. SWITCH OFF LIGHTS AND AIRCONDITIONING UNITS WHEN NOT IN USE. LIGHTS OFF AT 10:00 P.M.
7. RETURN BEDDINGS BEFORE DEPARTURE.

CURFEW HOURS

11:30 PM

GUEST HOUSE CLOSED AT 11:30 PM

Elliptical Road, Diliman, Quezon City

NAME (Print) : _____ NICKNAME : _____
(Family) (Given) (MI)

DESIGNATION : OFFICE ADDRESS:

HOME ADDRESS : _____

PURPOSE OF TRIP :

RESERVATION REQUESTED BY :

Guest No. : _____	Arrival		Departure	
Room No. : _____	Date	Time	Date	Time
Bunk No. : _____				

	Number	Quantity	Remarks
Room Key			
Blanket			
Bedsheet			
Pillow case			
Hanger			
Drinking Glass			

I certify that the above items which belong to the DAR Guest House are under my custody and accountability; I shall personally return the above items to the caretaker and shall pay for damage to any of these items, before checking out.

• Signature of Guest

Amount Donated : _____
Received by : _____
Designation : _____