



Matsiyang Agrikultura,  
Mabuhay na Ekonomiya

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
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Reference No. 2024- 196  
September 19, 2024

## MEMORANDUM FROM THE DIRECTOR

**TO :** ALL DA-BAR STAFF AND DA-BAR CLIENTS

**SUBJECT :** REVISED GUIDELINES ON THE USE OF DA-BAR DORMITORY FACILITIES

### I. RATIONALE

As part of the DA-BAR's commitment to provide quality dormitory services to all its clientele and partners, the following guidelines on the use of the Dormitory facilities are hereby prescribed.

### II. BAR DORMITORY SERVICES

#### A. CLIENTS

BAR Clientele from DA Bureaus and Attached Agencies including DA Central Office, DA-Regional Field Offices, State Colleges and Universities, Local Government Units, Other Government Agencies, and Non-Government Organizations

#### B. SCHEDULE OF AVAILABILITY OF SERVICE

**Monday to Friday, 8:00am to 5:00pm**

For accommodation and payment beyond office hours you may contact:

**Ms. Jesabell V. Gayod**  
Dorm Manager  
0975 5895530

#### C. APPROVAL OF REQUEST FOR DORMITORY SERVICES

1. Guest/s shall submit a request letter addressed to the Director, which shall include the list of name/s of agency staff availing the services, duration, and purpose of stay;
2. Upon receipt of request, Building Maintenance, Security and General Utility Services Unit (BMSGUSU) staff shall check availability of requested room;

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3. If available, BMSGUSU staff shall confirm details of request and secure approval from the BAR Director thru the BMSGUSU Head; and,
4. If not available, BMSGUSU Staff shall immediately notify the requesting guest.

#### D. ARRIVAL AND CHECK-OUT PROCEDURES

1. A BMSGUSU staff or any guard on duty shall assist the guest/s upon arrival and shall require guest/s to fill-out the **Registration Form** and **Dormitory Registry Book** for payment purposes;
2. Guest/s shall present **one (1) valid ID** in exchange for the BAR dormitory guest ID;
3. BMSGUSU staff shall coordinate with the requesting party if there are any additional requests; and,
4. BMSGUSU staff shall prepare the billing statement, to be forwarded to the Cash Unit for processing;

### III. ROOM RATES

ROOM TYPE	RATE (per day)	AMENITIES
Dormitory Rooms	Php 300/head	Air-conditioned 8 double-decker beds Common Restroom <i>(with hot &amp; cold bath)</i> Wi-Fi
Partitioned Room	Php 500/day	Air-conditioned Single bed Working table Common Restroom <i>(with hot &amp; cold bath)</i> Wi-Fi
VIP Room	Php 1,500/day	Air-conditioned Queen-sized bed TV and Refrigerator Sofa set Working table Private Restroom <i>(with hot &amp; cold bath)</i> Wi-Fi
Shared Room (Drivers' Quarter) <i>*for BAR Clients' Drivers</i>	<b>For BAR Drivers:</b> free of charge <i>(based on existing policy)</i>  <b>For Non-BAR Drivers:</b> Php 150/head	Electric Fan Three (3) double decks Common Restroom <i>(with hot &amp; cold bath)</i> Wi-Fi

#### IV. ON HOUSEKEEPING AND RESERVATION CANCELLATION

##### A. HOUSEKEEPING RULES AND REGULATIONS

The following housekeeping rules and regulations shall be enforced to ensure a clean and safe environment for all guests:

1. The DA-BAR dormitory facilities shall be used mainly for BAR/DA related activities such as meetings, workshops, and trainings or other BAR/DA-related purposes/transactions;
2. Only guests with approved request letter shall be allowed to use the dormitory facilities;
3. All approved guests shall fill-out the guest registration form at the lobby guard and dormitory registry book at the BAR Multipurpose Building and submit valid ID upon check-in which will be returned upon check-out;
4. Payment shall be made at the Cashier's Office before check-in;
5. All equipment, furniture and items found inside the dormitory facilities shall not be removed from its designated places. Any loss or damage to such, shall be charged to the client/guest occupant;
6. The DA-BAR shall not be held liable for any loss or damage to personal belongings of the client/guest while inside the dormitory facilities;
7. Smoking and consumption of alcoholic liquors, are not allowed in all BAR premises; guests who will be found violating these rules are obliged to charge the penalty of Php 5,000.00;
8. Use of drugs and other addictive substances, including any form of gambling are strictly prohibited. Guests who will be found violating these rules shall be automatically banned for dorm accommodation;
9. Possession of explosives and any inflammable materials or other dangerous chemical is strictly prohibited. Firearms, knives and other harmful objects shall be surrendered to the guard on duty for proper safekeeping. Guest/s may claim it upon check-out;
10. Disturbing other guests is prohibited. Dorm Management reserves the right to refuse further accommodations to any guest who disrupts others or violates House Rules;
11. Observe cleanliness and keep the dorm facilities and equipment in order. Consumption of food inside the dormitory rooms is strictly prohibited as dining tables for guests are provided in the common area. Ensure that faucets are closed when leaving the comfort rooms;
12. BAR reserves the right to inspect the dormitory room and facilities occupied by guests. Before check-out and the issuance of Clearance, a BMSGUSU staff member will conduct an inspection. Any loss or damage identified in the dormitory will be charged to the guest occupant and must be settled before Clearance is issued. The BMSGUSU staff or guard on duty will provide the Clearance form in exchange for the guests' deposited IDs. This Clearance must be presented and verified by the guard on duty before guests can leave the BAR premises;

13. For food and shopping, guests can find a variety of stores and restaurants along Visayas Avenue, as well as various Canteens within the DA compound (*i.e. DA-ATI, DA-BFAR, DA NADAMCO etc*) and nearby malls;
14. BAR partner clients and guests who shall avail the use of dormitory facilities, whether paying, non-paying, or with discount are subject for approval by the BAR Director or authorized BAR officials.

## **B. RESERVATION CANCELLATION POLICY**

The following reservation policy will be implemented to ensure a smooth and efficient booking process for all guests:

### **1. Dorm Cancellation of Reservation**

Guests have the option to cancel their bookings **at least three (3) days** before check-in. Once this date has passed, there will be a charge for cancellation fee, which is 50% of the full amount for the total booking.

### **2. Non-Refundable**

A non-refundable cancellation policy shall take place and require full payment from the guest/s, when the guest/s decides to cancel **24 hours before check in**.

### **3. Partially Refundable**

A partial refund of 50% of the total reservation shall be collected if the guest/s decide to cancel **within two (2) the days** before check-in.

### **4. One-night**

Should any guest/s decide to cut their stay short, they shall be charged for the first night of their cancelled stay.

### **5. No-show**

Should any guest/s fail to submit a formal cancellation request and not show-up on their scheduled stay, they shall be charged 50% of their scheduled total stay (*i.e. one night, or a set cancellation/no-show fee*).

### **6. Group Cancellation**

The Dormitory management shall implement a stricter policy for groups, e.g. a non-refundable policy that stretches seven (7) days before check-in.

## 7. Force Majeure

Dormitory management will often be more lenient when the cancellation is out of the guest's hands. Force majeure policies cover cancellations due to natural disasters or government restrictions. Force majeure cancellations are generally free.

## V. NON-PAYING GUESTS AND DISCOUNTED RATES

### A. Non-Paying Guests

1. All DA Central Office Officials, DA Regional Executive Directors and DA Regional Technical Directors;
2. All guest/s with official business with BAR; and,
3. Driver of guest/s who are classified as non-paying

### B. Discounted rates at 20%:

1. All DA Central Office and RFO Division Chiefs
2. All Heads and Assistant Heads of DA Bureaus, Attached Agencies, Attached Corporations

## VI. EMERGENCY CONCERNS

In case of emergency, please report and coordinate with the Dormitory Management or:

1. **MS. JESABELL V. GAYOD**  
Dorm Manager  
09755895530
2. **QUEZON CITY HELPLINE**  
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This Memorandum shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda and other issuances inconsistent herewith are deemed revoked.

  
**JUNEL B. SORIANO, PhD**  
Director

*Handwritten initials and mark*

