



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104
(+632) 8461 2800 and (+632) 8461 2900 • r4d@bar.gov.ph

Ref. No. 2024- 87
02 May 2024

MEMORANDUM FROM THE DIRECTOR

TO : ALL CONCERNED BAR STAFF

THRU : MELODY T. MEMITA
Head, BMSGUSU *MeM*

SUBJECT : AVAILMENT OF ER PONCE HALL AS TEMPORARY
EVACUATION-SLEEPING" AREA DURING WAVES OF
EXCEPTIONALLY HOT WEATHER AND POWER OUTAGES IN
METRO MANILA

To provide temporary refuge of all BAR staff who are potentially at risk or in danger of taking a toll on one's health and well-being due to extreme heatwaves affecting the Metropolis, this office hereby offers the use of ER Ponce Hall as a temporary "Evacuation Area" (Night-Time Only).

To all who needs to avail please find attached its Terms and Conditions.

For your guidance and information.

J. Soriano
JUNEL B. SORIANO, PhD
Director *J. Soriano*





Department of Agriculture
Bureau of Agricultural Research
RDMIC Bldg., Elliptical Rd. Cor. Visayas Ave., Diliman, Q.C. 1104
Phone Nos.: (632) 928-8624 & 928-8505 □ Fax: (632) 927-5691
Email: rd@bar.gov.ph □ Website: <http://www.bar.gov.ph>

REQUEST FOR TEMPORARY ACCOMMODATION

Date Received: _____ Ref.No.: _____

Division/Section: _____

Reason/Purpose: _____

Duration of Stay: _____

Requested by: _____

(Signature Over Printed Name)

Recommending Approval:

Noted by:

MELODY T. MEMITA

Head, BMSGUSU

JUDE RAY P. LAGUNA

Head, AFD

Approved by:

JUNEL B. SORIANO, PhD

Director

Use of the ER Ponce Hall as Temporary Evacuation-Sleeping Area Terms and Conditions

To maintain order and discipline on the use of ER Ponce Hall as temporary shelter of DA-BAR staff who are affected of power outages due to the strain placed on power grid amid heatwave index with an Orange Danger Level Heat Index especially at the National Capital Region, the following terms and conditions shall apply:

1. Fill-out and submit Request Form for Accommodation (<https://bit.ly/3UwOGwB>)
2. Sign-in to the Accommodation Control Logbook upon checking-in.
3. Check-in time is 6PM until 8PM.
4. Sign-in the logbook upon check-in and check-out.
5. Bring your own beddings (blanket, bedspread, bedsheet, pillows, etc.).
6. Present for inspection to the security guard any baggage you bring to the ER Ponce Hall. Likewise, the security guards reserve the right to inspect the facility whenever necessary.
7. There shall be a designated place for males and females. Ms. Jesabel V. Gayod will give guide on proper positioning.
8. To maintain cleanliness and orderliness, eating and dining in the sleeping area is strictly prohibited.
9. Tidying-up of all beddings shall be finished by 6:30am the following morning.
10. Use of aircondition units is allowed from 6pm to 6am only. It is the responsibility of the guests/users to turn-on/turn-off airconditioners.
11. Use of the ER Ponce as evacuation-sleeping facility shall be until the sweltering weather persists and power supply on the areas affected are back to its normal operation.

Your cooperation and strict adherence to the above terms and conditions is a must.


JUNEL B. SORIANO, PhD
Director

