



Reference No. 2023-29-74
September 20, 2023

MEMORANDUM FROM THE DIRECTOR

TO : ALL CONCERNED
SUBJECT : GUIDELINES ON THE USE OF DA-BAR DORMITORY FACILITIES

I. RATIONALE

As part of DA-BAR's commitment to provide better dormitory services to all clientele and partners, the following guidelines are hereby prescribed on the use of dormitory services:

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:

Mr. Jodan Araullo, Administrative Assistant V
0905 254 8077

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; BAR officials may endorse the letter but should not be the one to make/sign the request on behalf of the guest/s;
2. Upon receipt of request, Building Maintenance, Security and General Utility Services Unit (BMSGUSU) staff shall check the availability of requested room;
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. BMSGUSU staff or guard on duty shall assist the guest/s upon arrival and require guest/s to fill-out the Registration Form and Dormitory Registry Book for payment purposes;
2. Guest/s shall present 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;
4. BMSGUSU staff shall prepare the billing statement, to be forwarded to the Cash Unit for processing;
5. The Accounting Unit shall prepare the order of payment;
6. Cash Unit shall issue an Official Receipt (OR) to the guest/s; and,
7. Dormitory services' standard check-in time is 2:00 PM and check-out time is 12:00 noon. Check-in time may be adjusted at an earlier time, subject to availability of room/s.

III. ROOM RATES

A. DORMITORY ROOMS

1. Rate (per day): Php 300.00/head
2. Amenities: Air-conditioned, 8 double-decker beds, common CR with hot & cold bath, and provision of Wi-Fi

B. PARTITIONED ROOMS

1. Rate (per day): Php 500.00/head
2. Amenities: Air-conditioned, single bed, working table, common CR with hot & cold bath, and provision of Wi-Fi

C. SINGLE ROOM

1. Rate (per day): Php 1,500.00/room
2. Amenities: Air-conditioned, ~~double~~-size bed, with TV and refrigerator, sofa set, working table, private CR with hot & cold bath and provision of Wi-Fi

D. SHARED ROOM - DRIVERS' QUARTER (*BAR Clients' Drivers and BAR Drivers*)

1. Rate (per day): Free of charge for BAR Drivers (based on existing policy); P150.00 per day for Non-BAR Drivers
2. Amenities: Electric Fan, 3 double decks, common CR with hot & cold bath, and provision of Wi-Fi.



IV. HOUSEKEEPING RULES

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 a 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. Harmful objects (firearms, knife, flammable and explosives) and prohibited drugs or substances are not allowed inside the dormitory facilities. Firearms shall be surrendered to the guard on duty for proper safekeeping. Guest/s may claim it upon check-out;
8. Smoking, consumption of alcohol, use of drugs and other addictive substances including any form of gambling are not allowed in all BAR premises;
9. 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 receiving area. Ensure that faucets are closed when leaving the comfort rooms. Kindly observe silence after 10:00 PM in respect to other guests;
10. BAR reserves the right to inspect the dormitory room and facilities occupied by the guests. Prior to check-out and issuance of Clearance, a BMSGUSU staff shall inspect the facilities. Any loss or damages found in the dormitory shall be charged to the guest occupant and must be paid before the issuance of Clearance. The BMSGUSU staff/ guard on duty shall issue the clearance form to the guest/s in exchange for their deposited IDs. The said clearance shall be presented and checked by the guard on duty before the guest/s can leave the BAR premises;
11. For food and shopping needs, there are stores and restaurants along Visayas Avenue, the ATI Canteen, and nearby malls;
12. 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.



