



**Republic of the Philippines**  
**Department of Social Welfare and Development**

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126

Telephone Nos. (632)931-8101 to 07; Telefax (632)931-8191

e-mail: [osec@dswd.gov.ph](mailto:osec@dswd.gov.ph)

Website: <http://www.dswd.gov.ph/>

**ADMINISTRATIVE ORDER**

No. 9  
Series of 2008

**Subject: GUIDELINES ON THE USE OF THE DSWD-CAR TRAINING CENTER AND DORMITORY**

**I. RATIONALE**

The Department of Social Welfare and Development (DSWD), in line with its steering function, provides technical assistance and other capability-building activities through training, seminar, fora, conferences, among others, primarily to enable the direct implementers in the delivery of social welfare and development services.

In support to this mandate, the Department through the DSWD-Cordillera Administrative Region (DSWD-CAR) operates and maintains the DSWD Training Center and Dormitory facilities located in Baguio City to serve the training and capability-building needs of the Department's officials and employees, as well as its stakeholders.

The Training Center has sufficient space that can accommodate training for up to one hundred (100) participants in each of the conference halls depending on the seating arrangements. The two conference halls may accommodate a lecture-style instruction or encourage interaction in the form of roundtable discussions or workshops. There is also a separate area for food preparation, ensuring that training participants are not distracted by catering services.

The Dormitory has two rooms that can each accommodate up to 6 persons.

To ensure maintenance of the facilities, the Department is authorized to charge fees specifically on the use of the Training Center and Dormitory following existing laws, rules and regulations. Hence, it is imperative to adopt a mechanism on the utilization of the proceeds from fees collected, as well as rules and procedures on the use of its training facilities.

**II. LEGAL BASIS**

Section 10 of the General Provisions of Republic Act No. 9401, the General Appropriations Act, CY 2007 provides that:

“Department, bureaus, offices or agencies which conduct training programs in relation to their mandated functions are authorized to collect seminar and conferences fees from government and private agency participants, at such standard rates as the Department of Budget and Management (DBM) and the Civil Service Commission (CSC) shall deemed appropriate. The proceeds from such seminars or conferences may be made available to the conduct of such seminars and conferences, and for defraying the cost of training facilities, subject to pertinent budget, accounting and auditing rules and regulations: PROVIDED, that upon the conclusion of the seminar or conferences, the office authorized to conduct the same shall submit to the DBM a report of the fees collected and of the expenses incurred: PROVIDED, FURTHER, that any excess therefrom shall be remitted to the National Treasury and shall accrue to the General Fund pursuant to Section 44, Chapter 5, Book VI of E.O. No. 292.”

### **III. OBJECTIVES**

#### **A. General Objective**

To establish a mechanism that will govern the use and maintenance of the DSWD Training Center and Dormitory in Baguio City as well as the collection of fees and utilization of funds generated.

#### **B. Specific Objectives**

1. To effectively and efficiently manage the use of the facilities;
2. To ensure that the physical infrastructure, furniture, equipment and other fixtures within the facilities are well maintained and protected; and
3. To provide guidelines on the collection of fees and utilization of proceeds from trainings, seminars, conferences and other capability-building activities for the maintenance and improvement of the Training Center and Dormitory.

### **IV. GENERAL GUIDELINES**

- A. The fees collected for trainings, seminars, conferences and other capability-building activities as well as use of the dormitory shall accrue to the Training Fund under Trust Account of the Department.
- B. The Training Fund under Trust Account shall be managed by DSWD Cordillera Administrative Region (DSWD-CAR). All training-related activities shall be coordinated and monitored by the Chief, Management Services Division of the Field Office.



- C. The Training Fund under Trust Account shall be used for the expenses related to the operation and maintenance, including improvement, of the Training Center/Dormitory and the adjacent Secretary's Cottage subject to standard accounting and auditing rules and regulations.
- D. A semi-annual audit, inventory and inspection shall be conducted by the General Administration and Support Services Group (GASSG) Team, together with DSWD-CAR.
- E. Priority is given to DSWD officials and employees with official business over persons or entities outside official business. The policy of "first-come, first-serve" shall be adopted regardless of rank of official.

## **V. OPERATING PROCEDURES ON THE USE OF FACILITIES**

### **A. TRAINING CENTER**

1. Reservation for the use of the Training Center must be done at least fifteen (15) calendar days before the conduct of activity.
2. Approval of the Director of DSWD-CAR must be obtained prior to the start of the activity.
  - 2.1. Requests for the use of the Training Center using prescribed form (Annex "A") shall be coursed to the Office of the Director, DSWD-CAR or its duly authorized representative.
  - 2.2. For non-DSWD activity, a contract shall be signed by and between the organizers and the DSWD-CAR prior to the use of the facility (Annex "B")
3. The General Services Unit (GSU) through the Facility Manager shall confirm the availability of the facility. The confirmation may be oral or written, but binding upon confirmation of the organizer one week or seven (7) calendar days before the activity and payment of 50% deposit (a provisionary receipt shall be issued for the deposit).
4. Cancellation of reservation or activities must be coordinated in a written form with the GSU and the Facility Manager no less than five (5) days before date of activity. Failure to do so will mean forfeiture of the deposit paid.

### **B. DORMITORY**

1. Reservation for the use of the dormitory whether for official or personal business must be done at least fifteen (15) calendar days using prescribed form (Annex "A") before billeting.

2. Approval from the Office of the Secretary and/or Office of the Director, DSWD-CAR must be obtained prior to check-in to the dormitory. The Office of the Secretary shall be furnished a copy of reservations made at the regional office for synchronization of accommodation schedule.
3. DSWD personnel and their families may stay at the dormitory in their private capacity subject to the availability of venue for a fee.
4. The Facility Manager shall issue a Billet Form (Annex "C") to be filled-up and signed by the lodger/guest upon entry to the facility. The Facility Manager shall keep the Billet Form which shall be the basis of the computation of the amount to be paid by the responsible person.
5. Cancellation of reservation or activities must be coordinated in a written form with the GSU and the Facility Manager no less than five (5) days before date of activity.

**C. PAYMENT FOR THE USE OF FACILITIES**

1. Pursuant to Administrative Order (AO) No. 12 series of 2005 amending AO No. 170, series of 2002, the following fees shall be charged for the use of facilities:

2.1. Training Center	Php3,000 per day for eight (8) hours or Php375 per hour for DSWD officials and employees.  An additional Php400 shall be charged for an hour extension for the use of center and an additional P450 per hour for more than nine-hour use of the center.
	Php4,000 per day for eight (8) hours or Php500 per hour for non-DSWD  An additional Php550 shall be charged for an hour extension for the use of center and an additional P600 per hour for more than nine-hour use of the center.
2.2. Dormitory	Php300 per person per day for DSWD officials and employees
	Php400 per person per day for non-DSWD occupants

\*Fees are subject to change without prior notice



2. Room key with corresponding number shall be issued to occupant/s of dormitory upon check-in. A deposit of P50.00 per key shall be collected from the occupant/s, which will be refunded upon surrender of key to the caretaker at check-out.
3. All accounts, including damages incurred, shall be settled before leaving the Center/Dormitory. Linen and other items must be accounted for by the occupant/s of the dormitory. A clearance shall be issued by the Facility Manager, (Annex "D").
4. The Facility Manager shall issue a pre-numbered provisional receipt in triplicate (original copy to payor, 2<sup>nd</sup> copy for Financial Control Unit, 3<sup>rd</sup> copy for Facility Manager) to be witnessed by the Guard on Duty upon payment of the bills by the occupant/s. The Contract/Billet Form shall be attached to the provisional receipts.
5. The Facility Manager shall remit immediately to the Financial Control Unit, Management Service Division all collections for issuance of official receipt.
6. The Secretary may allow a discount or free use of the facilities on a discretionary basis.

#### **D. RULES AND REGULATIONS**

1. Responsibility of the Sponsoring/Organizing Agency/DSWD OBSU
  - 1.1. The proper use of the function rooms at the Training Center and of the Dormitory is the responsibility of the person in-charge of the training/activity.
  - 1.2. The provision of food and lodging for the activity shall be the responsibility of the sponsoring/organizing Agency or DSWD Office/Bureau/Service/Unit (OBSU) concerned. However, the FO could provide food arrangements/lodging accommodations subject to negotiations with the FO.
  - 1.3. No caterer shall be allowed to stay overnight in the facilities. Caterer shall not be allowed to cook in the facilities.
  - 1.4. The sponsoring/organizing agency if not the person in-charge of the training/activity shall be accountable for any damages, breakages or losses inside the venue during the training/activity.
  - 1.5. Strict implementation of the house rules (Annex "E-1/E-2") must be observed by the participants/occupants.

## 2. Responsibility of the Facility Manager

- 2.1. The Facility Manager shall be responsible for providing all the participants/occupants the house rules including the safety measures that have to be followed.
  - 2.2. He/She shall be responsible for maintaining cleanliness and orderliness of the facilities as well as reporting in a timely manner and in writing using the prescribed form (Annex "F") to the GSU, DSWD-CAR all needed repairs and problems especially those needing immediate attention.
  - 2.3. He/She shall ensure that energy and water conservation measures are observed in the facility.
3. The Secretary and FO-CAR Director or their representatives reserve the right to refuse anybody, or cancel privileges in the use of the facilities for violation of rules and regulations.

## VI. EFFECTIVITY

The Order shall take effect immediately and amends / revokes all other DSWD issuances, guidelines, or their specific provision/s inconsistent with this guideline.

## VII. ISSUANCE

Issued this 18<sup>th</sup> day of April 2008 in Quezon City, Philippines.

  
**DR. ESPERANZA I. CABRAL**  
Secretary

DSWD - OSEC



0000005251



Department of Social Welfare and Development  
Cordillera Administrative Region  
No. 40 North Drive Street, Baguio City

**REQUEST FOR THE USE OF DSWD TRAINING CENTER / DORMITORY**

(Note: Request should be made at least fifteen (15) calendar days prior to date of actual use)

Name of Requesting Party : \_\_\_\_\_  
Office/Agency : \_\_\_\_\_  
Purpose : \_\_\_\_\_

Facility/ies Requested :  Training Center  
 Dormitory

No. of Persons/Occupants : \_\_\_\_\_  
Date and Time of Check-In : \_\_\_\_\_  
Date and Time of Check-Out: \_\_\_\_\_

**RATE:**

**Training Center**

DSWD

- Php3,000 for eight (8) hours
- additional Php400 for the next one (1) hour
- additional Php450 for every succeeding hours more than nine (9) hours

Non-DSWD

- Php4,000 for eight (8) hours
- additional Php550 for the next one (1) hour
- additional Php600 for every succeeding hours more than nine (9) hours

**Dormitory**

DSWD

- Php300 per person per day
- Discounted Rate (Php\_\_\_\_\_)

Non-DSWD

- Php400 per person per day
- Discounted Rate (Php\_\_\_\_\_)

**PAYMENT:**

**For DSWD**

I hereby certify that the payment for the use of the facility/ies shall be paid by this office/ staff

Amount : \_\_\_\_\_  
Source of Fund : \_\_\_\_\_  
Staff Coordinator: \_\_\_\_\_  
Head of Office : \_\_\_\_\_  
Date : \_\_\_\_\_

**For Non-DSWD (with attached Contract/Billet)**

I promise to pay the bill for the use of the facility/ies as specified hereunder:

Amount : \_\_\_\_\_  
Source of Fund : \_\_\_\_\_  
50% Deposit : \_\_\_\_\_  
Date : \_\_\_\_\_  
Full Payment : \_\_\_\_\_  
Date : \_\_\_\_\_  
Head of Office : \_\_\_\_\_

**Approved/Disapproved:**

\_\_\_\_\_  
**DSWD Secretary/Director, DSWD - CAR**

## SAMPLE CONTRACT

## KNOW ALL MEN BY THESE PRESENTS:

This is a contract entered by and between:

\_\_\_\_\_, of legal age, Filipino, DSWD Director of Cordillera Administration Region and / or her representative, \_\_\_\_\_, of the General Services Unit (GSU) with address at #40 North Drive St., Baguio City, Philippines herein referred to as the **FIRST PARTY**,

-- and --

\_\_\_\_\_,     years old, of \_\_\_\_\_ (NGA/NGO), with the position of \_\_\_\_\_, and address at \_\_\_\_\_ herein referred to as the **SECOND PARTY**.

## WITNESSETH

1. That the **FIRST PARTY** is duly authorized to manage the DSWD Training Center and Dormitory;
2. That the **SECOND PARTY** hereby engages the services of the **FIRST PARTY** for use of the Training Center / Dormitory.
3. That the **SECOND PARTY** shall use the Training Center or Dormitory only or both from \_\_\_\_\_ to \_\_\_\_\_ for a total period of \_\_\_\_\_ **days/** \_\_\_\_\_ **nights**, subject to the house rules and safety measures attached herein; and to the following terms and agreements:

Total number of participants (pax): \_\_\_\_\_

The following equipment shall be brought in:

Multi-media projector  
Hairdryer/Charger

training  
personal use

4. That the **SECOND PARTY** shall pay the total amount of **Php**\_\_\_\_\_ with a 50% deposit upon signing of the contract at least one week prior to activity and the full payment before leaving the facility. Failure to inform the **FIRST PARTY** of the cancellation of the activity no less than five days prior to activity shall mean forfeiture of the deposit paid;
5. Check-in/Registration shall be on \_\_\_\_\_ and check-out shall be on \_\_\_\_\_ at \_\_\_\_\_.
6. Violation of any of the terms of this Contract, and any of the house rules and safety measures by the **SECOND PARTY** will give rise to a cause of action against him/her for damages and / or other appropriate action.

WITNESS WHEREOF, the parties have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_ at Baguio City.

\_\_\_\_\_  
First Party

\_\_\_\_\_  
Second Party



Department of Social Welfare and Development  
Cordillera Administrative Region  
No. 40 North Drive Street, Baguio City

**BILLET FORM**  
(Use of Dormitory)

Control No.: \_\_\_\_\_

Name of Guest:		
Complete Address:		
Telephone:	E-mail:	
Office Address:		
Telephone:	E-mail:	
Date check in:	Date check out:	
Assigned Room:	<input type="checkbox"/> Php50.00 deposit for the issued key	
Mode of Payment :	<input type="checkbox"/> Cash	<input type="checkbox"/> Check
<input type="checkbox"/> Charge to Guest <input type="checkbox"/> Charge to Office <input type="checkbox"/> Others _____		
Computation of bills		Special Arrangement

Contact Person in case of emergency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone / Cellular Phone No.: \_\_\_\_\_

\_\_\_\_\_  
Facility Manager or  
Guard on Duty (in case of night time)  
Date: \_\_\_\_\_

\_\_\_\_\_  
Guest  
Date: \_\_\_\_\_

Noted by:

\_\_\_\_\_  
Head, General Services Unit,  
DSWD CAR  
Date: \_\_\_\_\_

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**CLEARANCE**  
(Use of Dormitory)

Name of Guest:		Check-In Date:
Date Paid:	Amount: Php	Check-Out Date:
<input type="checkbox"/> Cash	<input type="checkbox"/> Check No: _____ Name of Bank: _____	
That the above-named person is allowed to take out of the dormitory his/her personal belongings consisting of the following:		
1. _____	6. _____	
2. _____	7. _____	
3. _____	8. _____	
4. _____	9. _____	
5. _____	10. _____	
This is to certify that:		
<input type="checkbox"/> all the properties issued to the above-named person are accounted for		
<input type="checkbox"/> there are some losses/breakage in the room in the account of the above-named person; to wit:		
1. _____		
2. _____		
3. _____		
Checked by:	Noted by:	
_____	_____	
Facility Manager	Head, General Services Unit	
_____	_____	
Date	Date	



Department of Social Welfare and Development  
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No. 40 North Drive Street, Baguio City

## HOUSE RULES

(Training Center)

1. The training participants/guests are required to register in the Training Center's logbook	7. All meals shall be served at the training center/function room
2. Participants are to safe-keep their personal belongings at all times. DSWD is not responsible for any loss and/or damage to personal belongings/ properties during stay in the facility.	8. The training staff / participants are requested to bring to the attention of the Facility Manager anything that need repair. If defects and breakage are incurred as a result of the participant's negligence, he/she shall be responsible to these
3. Guests are strictly prohibited from smoking, drinking alcoholic beverages and engaging in any form of gambling while inside the training center and building premises.	9. Telephone calls for participants shall not be entertained during sessions except when the call is very urgent in nature. However, all incoming calls shall be recorded and the participant shall be properly notified so they can make the necessary call after the session/s
4. Bringing in of liquor, deadly weapons and pornographic materials are likewise strictly prohibited	10. Electricity and water should be turned off when not in use.
5. 15. Guests are requested to maintain cleanliness and orderliness in the center and within the building premises	11. Inform immediately the Facility Manager or Training staff in case of emergency
6. Guests must observe proper attire when in the center/building premises	12. The guest is required to secure a clearance form from the Facility Manager before check-out

Department of Social Welfare and Development  
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**HOUSE RULES**  
(Dormitory)

1. The guest is required to register in the Dormitory logbook and to fill-up/sign a billet form upon check-in	10. Personal laundry is strictly prohibited.
2. The guest shall deposit the amount of Php50.00 for the issued key to be refunded upon surrender of key to the Facility Manager at check-out	11. Curfew time at 10:00 pm shall be strictly enforced. Guests are requested to seek clearance from the Facility Manager, who shall inform the night guard-on-duty, should they need to stay out after the curfew.
3. The guest shall be provided items (e.g. beddings, towels, glass, etc.) for personal use but not to be brought out as souvenirs. The said items shall be checked by the Facility Manager during check-out time. Losses or breakage shall be charged to the guest/s.	12. Guests are requested to bring to the attention of the Facility Manager anything that need repair. If defects and breakage are incurred as a result of the guest's negligence, he/she shall be responsible to these
4. Guests are strictly prohibited from smoking, drinking alcoholic beverages and engaging in any form of gambling while inside the dormitory and building premises.	13. Guests are prohibited to hook their clothes hangers in the Venetian blinds inside their room
5. Bringing in of liquor, deadly weapons and pornographic materials are likewise strictly prohibited	14. Guests are requested to seek assistance on the use of water heater and other appliances when needed.
6. Guests are to safe-keep personal belongings at all times. DSWD is not responsible for any loss and/or damage to personal belongings/ properties during the occupants' stay in the facility.	15. Guests are requested to maintain cleanliness and orderliness in their rooms and within the building premises
7. Visitors shall be entertained only at the lobby/lounge and not at the bedrooms.	16. Electricity and water should be turned off when not in use.
8. Guests must observe proper attire when not in room	17. Inform immediately the Facility Manager or the guard-on-duty in case of emergency
9. Guests are prohibited to bring food and cook inside their rooms so as not to attract pests	18. The guest is required to secure a clearance form from the Facility Manager before check-out



Department of Social Welfare and Development  
Cordillera Administrative Region  
No. 40 North Drive Street, Baguio City

**Request for Maintenance Service**

Date: \_\_\_\_\_

Description of Property/ies: \_\_\_\_\_

Defects/Complaints : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by:

Received/Service by:

\_\_\_\_\_  
Printed Name & Signature

\_\_\_\_\_  
Maintenance Crew

Action Taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspected by:

Noted by:

\_\_\_\_\_  
Facility Manager

\_\_\_\_\_  
Head, General Services Unit

Date: \_\_\_\_\_

Date: \_\_\_\_\_