



Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills
Quezon City
Telephone No. 931-8101 to 07

MEMORANDUM CIRCULAR

No. 30
Series of 2004

TO : All DSWD Officials and Employees
Central Office

SUBJECT : Rules and Procedures on the Use of SWADCAP and
the Central Office Dormitory

RATIONALE

In line with its steering function, the Department of Social Welfare and Development 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 of this mandate, the Department operates and maintains the Social Welfare and Development Center for Asia and the Pacific (SWADCAP) and Central Office (CO) Dormitory facilities to serve the training needs of the Department's officials and employees, as well as its stakeholders.

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

LEGAL BASIS

Section 8 of the General Provisions of the General Appropriations Act, CY 2003, provides as follows:

Departments, 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 and the Civil Service Commission shall deemed appropriate. The proceeds from such seminars or conferences may be made available for 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 conference, the office authorized to conduct the same shall submit to the Department of Budget and Management 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.

OBJECTIVE

1. To provide rules and procedures on the use of SWADCAP and Central Office dormitory for training purposes and related activities;
2. To set a uniform rate of payment for the use of DSWD facilities; and
3. To provide guidelines on the utilization of receipts from trainings, seminars, conferences and other capability-building activities for the maintenance and improvement of SWADCAP and Central Office Dormitory.

GENERAL GUIDELINES

1. The fees collected for trainings, seminars, conferences, meetings and other capability-building activities relative to the use of SWADCAP and Central Office dormitory shall accrue to the Training Fund which shall be deposited under Trust Account of the Department.
2. The Training Fund under Trust Account shall be managed by the SWIDB in coordination with Administrative Service. However, all training related activities shall be coordinated and monitored by SWIDB.
3. The Training Fund under Trust Account shall be used for the capability-building activities as well as improvement and maintenance of the SWADCAP and Central Office Dormitory which shall be incorporated in a Work and Financial Plan approved by EXECOM and shall be disbursed subject to the usual accounting and auditing rules and regulations.

OPERATING PROCEDURES ON THE USE OF FACILITIES

A. BILLETING

1. Reservations of SWADCAP or CO-Dormitory must be done at least three (3) days before the billeting or conduct of activity. Priority shall be given to DSWD officials and employees with official business.

2. The Director of the Administrative Service shall approve the use of SWADCAP or CO-Dormitory which shall be issued prior to the start of the activity and/or check-in to the dormitory.
 - 2.1 Requests for the use of SWADCAP and CO Dormitory shall be coursed thru the Office of the Director, Administrative Service or its duly authorized representatives.

Said request shall specify the mode of payment and the responsible person/office who will pay the bill. Please see the attached Request Form. (ANNEX A)
 - 2.2 The General Services Division through the Dormitory Manager shall confirm to the guests the availability of the facility. The confirmation may be oral or written, but binding upon confirmation.
 - 2.3 Cancellation of reservation or activities must be coordinated with the General Services Division (GSD) or the Dormitory Manager in charge of the facilities 2 to 3 days before date of activity.
3. The Dormitory Manager shall issue a Billet Form (ANNEX B) to be filled up and signed by the lodger/guest upon entry to the facility. The Dormitory Manager shall keep the Billet Form which shall be the basis of the computation of the amount to be paid by the head of the training activities or lodger/guest.
4. The sponsoring Office/Bureau/Service/Unit or lodger/guest shall pay the corresponding bill before check-out, including damages if any, that may have been incurred by the lodger/guest.

B. PAYMENT ON THE USE OF FACILITIES

1. All lodgers/guests, whether DSWD officials or employees, shall pay fees for the use of SWADCAP and CO Dormitory, except when exempted by the Secretary or Undersecretary for GASSG.
2. The following fees shall be the authorized rate for the use of facilities:

2.1 CO-Dormitory	
2.1.1 Executive Room	P300 per day per person for DSWD officials and employees
	P400 per day per person for non-DSWD
2.1.2 Quarter	P150 per day per person for DSWD officials and employees
	P250 per day per person for Non-DSWD occupants

2.2 SWADCAP	P300 per day per person for DSWD officials and employees
	P400 per day per person for Non-DSWD occupants

Attached agencies' officials and employees shall be charged the same rate charged to DSWD officials and employees.

- The use of other function rooms and equipment by non-DSWD training organization or office shall be charged using the following rates:

3.1 Plenary Hall	P3,000 per day for eight (8) hours or P375 per hour
3.2 Sampaguita Function Room	P1,000 per day for eight (8) hours or P125 per hour
3.3 Rosal Room	P1,000 per day for eight (8) hours or P125 per hour
3.4 Camia Room	P1,000 per day for eight (8) hours or P125 per hour
3.5 Pergola	P500 per day (This shall be charged to the sponsoring agency or organization, not to the caterer)

- All accounts shall be settled before leaving the SWADCAP and CO Dormitory. Borrowed supplies, linen and other items must all be accounted for by the occupant or lodger. A clearance shall be issued by the Dormitory Manager for this purpose (See attached Annex C).
- The Dormitory Manager shall issue a pre-numbered provisional receipt in triplicate (original for payor, 2nd copy for Cash Division, 3rd copy for Dormitory Manager) to be witnessed by the Guard on Duty upon payment of bills by the lodger/guest. The Billet Form shall be attached to the provisional receipts.
- The Dormitory Manager shall remit collections daily for CO Dormitory, and weekly for SWADCAP, to Cash Division, Finance Service, which shall issue official receipt thereof.
- In case of training and other activities sponsored by DSWD, the sponsoring Office/Bureau/Service/Unit or Non-DSWD organization shall pay the rate stated in paragraphs B.2 and B.3 per person per day for the use of facilities.

C. HOUSE RULES

Responsibility of the Sponsoring Agency/Organization

1. The personnel in-charge of the training/activity during its duration shall be responsible over the compliance of participants on the proper observance of the house rules. Strict implementation of these rules is hereby enjoined. Each facility has its own set of house rules that must be properly followed. (See attached ANNEX D)
2. He/she shall be accountable for any breakage or loss of equipment inside the venue during the training/activity.
3. The provision of food for the activity shall be the responsibility of the sponsoring Office/Bureau/Service/Unit concerned.
4. The use of Pergola shall be charged to the sponsoring agency/organization. No caterer shall be allowed to stay overnight in the facilities. Caterer shall bring only cooked food in SWADCAP and CO dormitory.

Responsibility of the Dormitory Manager

1. The Dormitory Manager assigned to both SWADCAP and CO Dormitory shall be responsible for providing the lodger/guest the list of house rules, safety measures as well as energy and water conservation measures.
2. He/She shall be responsible in maintaining cleanliness and orderliness of the facilities.
3. He/She shall ensure that energy and water conservation measures are observed in the facility.

The Director, Administrative Service, Central Office through the Chief, General Services Division (GSD) and the Dormitory Manager shall be responsible in the implementation of this memorandum.

This memorandum circular shall take effect immediately.

Done on 3rd day of Aug, 2004, Quezon City.


CORAZON JULIANO-SOLIMAN
Secretary

CJS/LFP/GEF/CFZ/hdv
guidelines-swadcap and co dormitory
28july2004


A CERTIFIED COPY:


CARMELITA F. ZATRA
Chief, General Services Division
and OIC, Records Unit

Department of Social Welfare and Development
General Services Division

Date _____

REQUEST FOR USE OF DSWD C.O. DORMITORY / SWADCAP FACILITY

(Note: Request should be made at least three (3) days before the date of actual use)

1. Name of Requesting Party : _____
2. Purpose : _____

3. Facilities requested : SWADCAP CO Dormitory
 use of room only
 Plenary
 Pergola
 Camia/Rosal/Sampaguita
 Other facilities, specify : _____

4. Number of Persons/Occupants : _____
5. Date and Time of Check-in : _____
6. Date and Time of Check-out : _____

7. Rate :

<u>SWADCAP</u>	<u>C.O. Dormitory</u>
<input type="checkbox"/> DSWD (P300.00 per person per day)	<input type="checkbox"/> DSWD-Quarter (P150.00 per person per day)
	<input type="checkbox"/> Non-DSWD (P250.00 per person per day)
<input type="checkbox"/> Non-DSWD (P 400.00 per person per day)	<input type="checkbox"/> DSWD-Executive Room (P300.00 per person per day)
	<input type="checkbox"/> Non-DSWD (P 400.00 per person per day)
<input type="checkbox"/> Free of charge	<input type="checkbox"/> Free of charge

8. Mode of Payment

<p>To be paid by the guests/participants</p> <p>I promise to pay the bill for the use of facilities.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Guest</p> <p>Approved:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Director, Administrative Service</p>	<p>To be paid by the Sponsoring Agency</p> <p>I hereby certify that the payment for the use of facilities shall be paid by this office:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Head of Office</p> <p>Approved:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Undersecretary for GASSG</p>
---	---



Department of Social Welfare and Development
General Services Division

BILLET FORM

Control No. : _____

Complete Name :	
Complete Address :	
Telephone :	E-mail :
Office and Address :	
Date check-in :	Time of check-in :
Date check-out :	Time of check-out :
Assigned Room :	
Mode of Payment :	
<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 No. : _____

Dormitory Attendant or
Guard on Duty (in case of night time)

Guest

Checked by :

Noted by:

Dormitory Manager

Chief, General Service Division

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
DSWD PERSONNEL
DORMITORY CLEARANCE**

Control No : _____

Name : Mr./Mrs.		Check-in date :
Amount Paid :	Date :	Check-out date :
Return the following items :		
Linen <input type="checkbox"/>	Towel <input type="checkbox"/>	Others _____
Pillow <input type="checkbox"/>	Towellete <input type="checkbox"/>	_____
Pillowcase <input type="checkbox"/>		_____
That the person above is allowed to takeout of the compound his/her personal belongings consisting of the following :		
1. _____		
2. _____		
3. _____		
Checked by :		Noted by :
Dormitory Attendant :		

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
DSWD PERSONNEL
SWADCAP CLEARANCE**

Name : Mr./Mrs.		Check-in date :
Amount Paid :	Date :	Check-out date :
Return the following items :		
Linen <input type="checkbox"/>	Towel <input type="checkbox"/>	Others _____
Pillow <input type="checkbox"/>	Towellete <input type="checkbox"/>	_____
Pillowcase <input type="checkbox"/>		_____
That the person above is allowed to takeout of the compound his/her personal belongings consisting of the following :		
1. _____		
2. _____		
3. _____		
Checked by :		Noted by :
Dormitory Attendant :		

SWADCAP HOUSE RULES

<p>1. The training participants/guests are required to register at the front desk. Check-in time is at 5:00pm on the day before the start of training or at 7:00am on the first day of the training. Check-out time is at 12:00noon of the last day of training.</p>	<p>10. The "No Smoking" ruling shall be strictly enforced in all air-conditioned rooms of the Center.</p>
<p>2. The rooms are provided with the following tems (e.g. beddings, towels, glass, etc.) for personal use of participants during the training but not to be brought out as souvenirs. Before check-out time, Center staff shall check-on these items. Losses or breakage shall be charged to participants.</p>	<p>11. Silence must be properly observed at the lobby and corridors while sessions are going on and during sleeping/siesta time.</p>
<p>3. Upon request of participants, valuable personal belongings maybe surrendered to the Center staff for safekeeping purposes.</p>	<p>12. Laundrying of clothes in the rooms is strictly prohibited. Laundry services can be availed of by participants through the front desk staff.</p>
<p>4. All meals shall be served at the Pergola Snacks, however, may be served at the Plenary/ Function Rooms. The following are the suggested meal schedules :</p> <p style="margin-left: 40px;">Breakfast 6:30 – 7:30 am Lunch 12:00 – 1:30 pm Dinner 7:00 – 8:00 pm</p> <p>Participants are prohibited from bringing in food and cooking inside their rooms so as not to attract house pests.</p>	<p>13. Curfew time at 10:00pm will be strictly enforced. Participants are requested to seek clearance from the training staff should they wish to stay out after the curfew time which in turn shall be communicated to the Front Desk Staff.</p> <p>14. Participants are prohibited from hooking their clothes hangers in the venetian blinds inside their rooms.</p>
<p>5. Participants/guests are strictly prohibited from engaging in all forms of gambling activities while inside the Center's premises.</p>	<p>15. Participants are requested to immediately notify the front desk staff about defective equipment and facilities inside their rooms. If defects and breakage are incurred as a result of the participants' willful negligence, they are personnaly liable to these.</p>
<p>6. Bringing in of liquor, deadly weapons and pornographic materials are, likewise, strictly prohibited inside the compound.</p>	<p>16. Participants are requested to maintain cleanliness and orderliness in their rooms and within the Center's premises.</p>
<p>7. Telephone calls for participants shall not be entertained during sessions except when the call is emergency. However, the Center front desk staff shall record all incoming calls and participants shall be properly notified so they can make their calls after the sessions.</p>	<p>17. To conserve water and energy, participants are requested to switch off lights, airconditioners and faucets/ showers before leaving their rooms.</p>
<p>8. Visitors shall be entertained only at the lobby/lounge during breaks, after the day's sessions but before curfewtime.</p>	<p>18. Training staff and front desk should be immediately informed on cases of emergency so immediate action could be made.</p>
<p>9. Participants/guests must observe proper attire when not in their rooms.</p>	<p>19. Participants must surrender their room keys upon going out from their rooms and before proceeding to the function rooms and pergola.</p>

THANK YOU!!!