



Republic of the Philippines
Department of Social Welfare and Development

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MEMORANDUM CIRCULAR

No. 05
Series of 2008

SUBJECT: GUIDELINES ON THE USE OF THE DSWD SECRETARY'S COTTAGE IN BAGUIO CITY

I. BACKGROUND / INTRODUCTION

The Secretary's Cottage is the official residence of the Department of Social Welfare and Development (DSWD) Secretary in the summer capital of the Philippines as designated by law.

The Cottage has, aside from the Secretary's room, two other bedrooms that can each accommodate four (4) persons, and one bedroom that can accommodate up to two (2) persons.

With the intention of systematizing its use, the guidelines for its utilization and management is hereby instituted.

II. OBJECTIVES

A. General Objective

To establish a mechanism that will govern the utilization and maintenance of the DSWD Secretary's Cottage in Baguio City.

B. Specific Objectives

1. To effectively and efficiently manage the use of the facility; and
2. To ensure that the physical infrastructure, furnitures, equipment and other fixtures within the facilities are well-maintained and protected.

III. GUIDELINES & PROCEDURES

- A. The Secretary and her family shall be the primary residents of the cottage during official and personal business in the region and shall have priority in the occupancy of the cottage.

- B. DSWD officials down to the level of Director III with their immediate families/personal guests can likewise use the facility free of charge for not more than three (3) days every year, subject to availability, provided that prior reservation is done at least one week before occupancy and duly approved by the Office of the Secretary. Extended use of the cottage may be allowed subject to availability of the facility for a fee.
 - B.1. A maximum of eight members of the immediate family/personal guest including the official concerned can be accommodated for free as scheduled.
 - B.2. The three (3) – day privilege can be used continuously or separately; e.g. all three days consecutively, or two days at one time and one day at another. However, use of the facility for more than the allowed three (3) days shall entail payment of Php300.00 per person per day.
 - B.3. For officials on official travel, the payment for more than the allowed three (3) days could be charged against their per diem.
 - B.4. Accommodation shall be on a “first-come, first serve” basis irrespective of rank.
- C. Special Guests may be allowed subject to the approval of the Office of the Secretary at an allowable fee of Php400.00 per person. However, the fee may be waived or discounted subject to the discretion of the Secretary.
- D. The Office of the Secretary shall be furnished a copy of the reservations using prescribed form (Annex “A”) made at the regional office for synchronization of accommodation schedule.

IV. REGISTRATION, FUNDING AND MAINTENANCE

- A. A cottage registry logbook shall be maintained by the Facility Manager and checked by the General Services Unit (GSU) of the Field Office, regularly at least once a month for registration of guests/visitors, indicating their names, designation, agency/organization, duration of stay, signature and their date and time of arrival and departure.
- B. The Facility Manager of the cottage shall be supervised by the FO-CAR Regional Director through the GSU of the Field Office. He/she shall ensure that the premises are clean and ready for occupancy at all times. He/she shall see to it that the house rules and safety measures are observed at all times. He/she shall report in a timely manner and in writing

using prescribed form (Annex "B") to the FO-CAR GSU all needed repairs and problems especially those needing immediate attention.

- C. All payments shall be made to the CAR Cashier's Office and shall be issued corresponding official receipts. Check payments shall be in favor of DSWD-CAR and be included in the Trust Account of the Department.
- D. The cost of maintenance and repairs of the cottage shall be drawn from the Trust Account of the Department relative to fees collected for the use of the Cottage and the adjacent Training Center/ Dormitory.
- E. A semi-annual audit, inventory and inspection shall be conducted by the GASSG Team, together with FO-CAR. The FO-CAR shall also conduct quarterly inventory and inspection of the facility using prescribed form (Annex "C") to ensure its proper management and maintenance.

V. HOUSE RULES AND SAFETY MEASURES

- A. Room key with corresponding number shall be issued to occupants upon check-in. A deposit of P50.00 per key shall be collected, which will be refunded upon surrender of key to the caretaker at check-out.
- B. Damage, breakage or loss of properties within the facilities shall be charged to the occupants.
- C. Occupants must strictly observe the maximum number of persons during the duration of their stay.
- D. Occupants are not allowed to do laundry anywhere within the premises of the facilities
- E. Occupants may be allowed to cook in the kitchen provided there is prior consent from FO-CAR and they pay a minimum amount of Php50.00 per day of stay. They shall be responsible in the clean-up of kitchen after every use.

F. The following amenities shall be provided to occupants:

Soap	Towels	Kitchen and
Shampoo	Toilet paper	Dining Utensils
	Beddings	

G. Electricity and water should be turned off when not in use.

- H. Seek assistance from the caretaker when in doubt on the proper use of water heaters or other appliances. Management will appreciate if anything out of order or needing repair in the facilities will be immediately brought to the attention of the caretaker, either verbally or in writing using prescribed form (Annex "D").
- I. Guests of cottage occupants are only allowed in the public receiving areas and may not be received in the private areas of the facility, e.g. bedrooms.
- J. Smoking, drinking and gambling are strictly prohibited anywhere within the facilities and premises.
- K. Rowdy, immoral and unlawful behavior are strictly prohibited.
- L. Pets are not allowed anywhere within the premises.
- M. Telephone use shall be limited to local calls only.
- N. 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.

VI. EFFECTIVITY

The circular 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 18th day of April 2008 in Quezon City, Philippines.


DR. ESPERANZA I. CABRAL
Secretary

DSWD - OSEC



0000005346

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

REQUEST FOR THE USE OF DSWD SECRETARY'S COTTAGE

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

Name of Requesting Party : _____
Office/Bureau/Service/Office: _____
Purpose : _____
No. of Persons/Occupants : _____
Date and Time of Check-In : _____
Date and Time of Check-Out: _____

RATE:

DSWD Official

- Php300 per person per day in excess of the three (3) – day privilege
- Discounted Rate (Php_____)

Family/Guest of DSWD Official

- Php400 per person per day in excess of the three (3) – day privilege
- Discounted Rate (Php_____)

Special Guest of the DSWD

- Php400 per person per day

PAYMENT:

I hereby certify that the payment for the use of the facility shall be paid by the requesting party

Amount : _____

Cash / Check No: _____ Name of Bank: _____

Source of Fund: _____

Name : _____

Signature : _____

Date : _____

Approved/Disapproved:

DSWD Secretary/Director, DSWD - CAR

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

Date : _____

MAINTENANCE REPORT

NATURE OF WORKS (Please specify and attach if necessary):

() CARPENTRY _____

() ELECTRICAL _____

() PLUMBING _____

() OTHERS _____

Prepared and Submitted by:

Name and Signature
Date: _____

Checked and Verified by:

Facility Manager
Date: _____

Noted by:

Head, General Services Unit
Date: _____

Approved by:

Director, DSWD-CAR
Date: _____

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/Serviced by: _____

Printed Name & Signature

Maintenance Crew

Action Taken:

Inspected by: _____

Noted by: _____

Facility Manager

Head, General Services Unit

Date: _____

Date: _____