

**Administrative Order
No. 55
September 08, 1993**

SUBJECT : Prescribing rate of Rental on the Occupation of DENR Region 10, Guesthouse and Guidelines on the Utilization of Receipt/Income Derived Thereof.

1. Pursuant to the provisions of Sections 2 and 4 of the General Provisions of RA No. 7645 and in order to have proper procedure under existing rules and regulations in the operations of Guesthouses within the DENR R-10, the following guidelines are hereby promulgated:
 - 1.1 Rate of Rental per day of stay
 - 1.1.a DENR Regional Office Guesthouse

P 20.00 per day for DENR employees
P 30.00 per day for Non-DENR employees
 - 1.1.b Other DENR Guesthouse within the Region:

P 10.00 per day for DENR employees
P 20.00 per day for non-DENR employees
 - 1.2 A designated caretaker must be assigned to keep the cleanliness and orderliness of the guesthouse.
 - 1.3 All collections/Rental income shall be collected by authorized collecting officials upon issuance of official receipts, and shall be deposited to authorized servicing Banks.
 - 1.4 All income derived from rents and other collection shall be solely used for the operation of the guesthouse such as in the maintenance of beddings, lavatory toilet facilities, furnitures, fixtures, kitchen utensils, appliances and other assisting equipment.
 - 1.5 All payments made in connection with its operation shall be duly supported by receipts and to be disbursed by an authorized DENR personnel subject to the approval of the Regional Executive Director,

DENR Region 10 in the case of the Regional Guesthouse, and concerned PENR Officer if transaction is in the province.

- 1.6 Likewise a book of accounts shall be maintained showing its receipts and disbursements. A quarterly and annual report shall be submitted for verification and audit.
- 1.7 Income derived net from operating and other expenses within a calendar year shall accrue to the General Fund and shall be remitted to the National Treasury.

For strict compliance and guidance.

ANGEL C. ALCALA
Secretary

Recommending Approval:

ROGELIO M. DE LA ROSA
Regional Executive Director