

DENR Memorandum Circular

No. 2000- 15

August 01, 2000

**SUBJECT : Guidelines On The Use Of The
DENR Central Office Hostel**

In order to establish proper management and maintain the orderly use of the DENR Central Office Hostel, the following guidelines shall be observed by all DENR officials and employees who wish to avail of its accommodations:

1. Only DENR Field Personnel with approved travel order/s shall be accommodated;
2. DENR retirees processing their retirement claims shall be accommodated, subject to the Secretary's approval of their written request;
3. The maximum period of accommodation shall cover only one (1) week in order to provide other employees the chance to stay in the hostel. Approval of the Secretary must be secured beyond maximum allowable period;
4. Booking shall be made at least three (3) days prior to the scheduled travel. Reservation and inquiries shall be directed to the Office of the Secretary;
5. Priority shall be given to those with confirmed booking;
6. A minimal Hostel Fee of Fifty Pesos (50.00) per day shall be charged to cover the cost of laundry for beddings; and
7. Use of electricity for notebook computers, printers, hairdryers, flat iron, etc., shall be with the consent of the assigned desk officer.

Be guided accordingly.

(Sgd.) ANTONIO H. CERILLES
Secretary