

**DENR Memorandum Order**  
**No. 2001 – 13**  
**August 27, 2001**

**SUBJECT : Guidelines on the Use of the  
DENR Central Office Hostel.**

In order to effectively manage, provide quality service, and maintain the proper use of the DENR Central Office Hostel, all DENR officials and employees who wish to avail of its accommodations shall strictly adhere to the following:

- a. Only DENR officials and employees shall be accommodated.
- b. Reservation is not accepted. The “*first-come-first-serve policy*” shall be observed.
- c. Guests are allowed a maximum period of only one (1) week of stay so as not to deprive others. Otherwise, approval of the Secretary must be secured.
- d. When checking in, present to the desk officer the following:
  - DENR Identification Card (I.D.)
  - Approved Travel Order or Special Order  
(The next higher officer shall sign the travel order while the Regional Executive Director or any official from the Central Office shall sign the Special Order. Failure to present the required document shall mean non-admission to the hostel.)
- e. Hostel fee of seventy-five pesos (P75.00) per day shall be charged to cover the cost of maintenance. Payment shall be made upon checking in.
- f. Use of electricity for laptop computers, printers, hairdryers, flat iron, etc. must have permission from the desk officer.

The DENR Hostel shall henceforth be under the administrative supervision and management of the Human Resource Management Service.

Be guided accordingly.

**(Sgd.) HEHERSON T. ALVAREZ**  
Secretary