



MEMORANDUM ORDER

NOV 10 2005

No. 2005 - 17

SUBJECT : REVISED GUIDELINES ON THE USE OF THE DENR BAGUIO COTTAGES

In view of the Department's objective to provide quality service and effectively manage the facilities of the DENR Baguio Cottages, Memorandum from the Secretary dated January 11, 2002 is hereby revised to include the following provisions:

1. Accommodation shall be limited only to the available number of beds/cottages prioritizing DENR officials/employees who are on official business to DENR-CAR, Baguio City and nearby vicinities.
2. When checking in, present to the Desk Officer the following:
 - a. DENR Identification Card
 - b. Approved Travel Order or Special Order (failure to present any of the required documents shall mean non-admission to the Cottage.)
3. Reservation shall be made in writing to the Office of the Undersecretary for Management and Technical Services at least five (5) days before the scheduled use of the cottages. The "first-come-first-served policy" shall be observed.
4. A maximum of only one (1) week of stay per guest shall be allowed so as not to deprive others. Otherwise, approval of the Secretary shall be secured.
5. Accommodation fee per day, to cover the cost of maintenance, payable upon checking in shall be as follows:
 - a. Php200.00 for DENR officials/employees on official travel
 - b. Php300.00 for DENR officials/employees on personal business
 - c. Php350.00 for non-DENR officials/employees
6. Visitors of guests are allowed to stay only at the cottage lounge premises for security purposes.
7. Permission to use electricity for notebook computers, printers, hairdryers, flat iron, etc. shall be cleared with the care taker. Additional Php100.00 per day shall be charged when cooking for the liquefied petroleum gas.
8. Gambling and drinking of liquor are prohibited.
9. The Management reserves the right to deny accommodation of any guests.

The over-all administrative supervision of the said cottages shall be under the Office of the Director, Human Resource Development Service. On the other hand, the operation and maintenance shall be the responsibility of the Office of the Regional Executive Director, CAR, Baguio City.

This Memo Order is issued for the guidance of all those intending to avail of the services of the DENR Baguio Cottages.

ARMANDO A. DE CASTRO
Undersecretary
Management and Technical Services