



**MEMORANDUM ORDER**

No. 2005 - 18

NOV 10 2005

**SUBJECT                      REVISED GUIDELINES ON THE USE OF THE  
DENR CENTRAL OFFICE HOSTEL**

In view of the Department's objective to provide quality service and effectively manage the facilities of the DENR Central Office Hostel, Memorandum Order No. 2001-13 dated August 27, 2001 is hereby revised to include the following provisions:

1. Accommodation shall be limited only to the available number of beds prioritizing DENR officials/employees who are on official business to DENR Central Office 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 Hostel.)
3. The "first-come-first-served policy" shall be observed, hence, reservation shall not be entertained.
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. Hostel fee per day, to cover the cost of maintenance, payable upon checking in shall be as follows:
  - a. Php100.00 for DENR officials/employees on official travel
  - b. Php150.00 for DENR officials/employees on personal business
  - c. Php200.00 for non-DENR officials/employees
6. Visitors of guests are allowed to stay only at the hostel lounge premises for security purposes.
7. Permission to use electricity for notebook computers, printers, hairdryers, flat iron, etc. shall be cleared with the Desk Officer.
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, operation and maintenance of the said hostel shall be under the responsibility of the Office of the Director, Human Resource Development Service.

This Memo Order is issued for the guidance of all those intending to avail of the services of the hostel

  
**ARMANDO A. DE CASTRO**  
Undersecretary  
Management and Technical Services