



SERVICES: DORMITORY AND TRAINING ROOM SERVICES

CLIENTS: ATI Clientele from DA Bureaus and Attached Agencies including DA Central Office, Local Government Units, State Colleges and Universities, Other Government Agencies, and Non-Government Organizations

SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday, 8:00 am to 5:00 pm

Step	Client	Agency Activity/Action	Person/Unit Responsible	Location of Office	Duration of Activity	Day
APPROVAL OF REQUEST FOR DORMITORY AND/OR TRAINING ROOM SERVICES						
1	Requesting Party submits letter of require for dormitory accommodations or use of training room/facilities	1. Receives letter request 2. Checks availability or non-availability of the requested facility 3. If request can be accommodated, confirms details of request for billeting or use of training room/facility. 4. If request cannot be accommodated, notifies requesting party immediately.	Gen. Services (GS) Staff	General Services, ATI Central Office	5-10 Minutes	Day 1
2	Fill-up the Reservation Form for Guest House/Dorm <i>For Training Room Services: Requesting Party to fill-up Training Room Reservation Form</i>	1. Forwards request letter and filled-up reservation form for approval of the General Services Chief 2. Approves request/reservation form, subject to existing terms and conditions as provided in the Guidelines on Use of Lodging Facilities, Training Rooms/Other Facilities	GS Staff GS Staff			

PROVISION OF DORMITORY/TRAINING ROOM SERVICES

1	<i>For Dormitory Services:</i> Registers in the registry book and fill-up registration form	1. Requires guest/pax to register in the Guest House Registry Book and fill-up registration form for purposes of payment for lodging facilities and services	Guest House/Dorm Staff	General Services, ATI Central Office	2-5 Minutes	Day 1
2	Use of dormitory facilities and/or use of training room/facilities	2. Receives guests/pax and coordinates with Project Officer of the requesting party as to requirements for the conduct of the activity. 3. Arranges and provides audio-visual services. 4. Prepares billing statement and facilitates remittance of collected fees/payment 5. Issues corresponding Official Receipt (OR) to the requesting party.	Dormitory Manager/GS Staff AV Staff/GS Staff Dorm Manager/GS Staff Cashier/Collecting Officer	Dorm/Guest House/RDEC, ATI Central Office	As required	As required
					5-10 Minutes 5-10 Minutes	

SCHEDULE OF FEES FOR USE/RENTAL OF TRAINING ROOM/FACILITIES

A. TRAINING ROOM/FUNCTION HALL

	Training Room/Facility/Capacity	Rate	Remarks
1	RURAL DEVELOPMENT EDUCATION CENTER (RDEC) Main Function Hall, 100-150 seaters	P12,000.00 per day (8 hours)	P1,500.00 for every excess hour or a fraction
2	ATI TRAINING ROOMS 40-80 seaters	P6,000.00 per day (8 hours)	P750.00 for every excess hour or a fraction
3	ATI Messhall Function Hall 80-120 seaters	P8,000.00 per day (8 hours)	P1250.00 for every excess hour in a fraction
	SERRANO HALL located at the basement, main building, 80-120 seaters,	P8,000.00 per day (8 hours)	P1000.00 for every excess hour in a fraction
4	ENTERPRISE LABORATORY located at the first floor, 40-50 seaters, with modular kitchen for demonstration purposes	P5,000.00 per day (8 hours)	P600.00 for every excess hour or a fraction

B. GUEST ROOM/DORMITORY**1. RURAL DEVELOPMENT EDUCATION CENTER (RDEC)**

a	Single Room: air-conditioned, queen-size bed, with TV and refrigerator, sofa set, working table; private CR and hot & cold bath	P1,500.00 per room per day	Check in 2:00 PM and Check out 12:00 noon
b	Dormitory Rooms: air-conditioned, 3 to 4 single beds, with TV private CR and hot & cold bath	P500.00 per person per day	Check in 2:00 PM and Check out 12:00 noon

GUIDELINES ON THE USE OF ATI FACILITIES

1	The ATI training and dormitory facilities, and other properties shall be used primarily for ATI/DA-related meetings, conferences, seminar-workshops and trainings. Hence, all divisions and offices at the Central office shall have priority to use the dormitory rooms and training facilities in the conduct of their respective trainings and other related activities.
2	Request/s for the use of the training hall/facility and dormitory rooms shall be addressed to the ATI Director. Only approved request and approved discount by the Director will be honored. Single occupancy request for dormitory are not allowed.
3	The use of individuals or groups including the ATI-divisions/officers shall be subject to its availability and approval of formal request. Requesting parties who wants to avail the dormitory rooms are required to filled up the ATI Guesthouse/Dormitory & RDEC Reservation form (ATI-QF/DIR-DU-01 Rev.02 Effectivity date May 12,2016) and ATI Training Room/ Facilities Reservation form (ATI QF/FIR-DU-02 Rev 01. Effectivity date May 12,2016) for use of Training Hall/ Facilities.
4	Reservations shall be made one (1) month ahead of scheduled date and a down payment of 50% of the total cost is required for confirmation two weeks before activity date, otherwise the reservation shall automatically be cancelled. If reservation is cancelled a week before the scheduled activity date only 50% of the down payment will be refunded.
5	The fee/ charges for the use of training room/facility are inclusive of power charges, use of sound system, light system, podium and air-conditioning system. But, an additional fee of 100 per hour shall be charged for the equipment brought in by the Requesting party.
6	For non-ATI Reservation, which would last beyond regular working hours, the requesting party shall bear the cost of overtime pay for the Audio Visual Technician and Utility man assigned in the Training room/Facility, payable direct to individual concerned and the requesting party shall indicate the assistance requested, if any in the Reservation form.
7	All food and Beverage items shall be purchased by the Requesting party. The catering needs of the Requesting Party, if any, shall be outsourced outside.
8	Generally, cooking/re-heating of food and eating inside the training hall and dormitory rooms are prohibited.
9	Equipment, furniture and other items found inside the training and dormitory rooms should not be removed from its designated places, unless otherwise allowed. Any damages/loss inside the facilities shall be charged to the Requesting party.
10	The ATI reserves the right to assign an alternate training room/facility should the contracted function hall/room be unavailable for whatever reason.
11	ATI shall not be held liable for any loss of personal belongings and other valuables inside the guest rooms, training rooms/facilities.
12	Firearms, explosives and flammable materials are not allowed inside the ATI building/compound. Guest/ visitors are required to surrender any firearms at the Guard-on duty at the main building for proper safekeeping.
13	The Requesting Party shall be held liable to the ATI for any loss, damage or injury caused by the act of negligence or omission of Requesting Party, his/her representative, contractor, guest/visitors or anyone from the group.
14	Requesting Party shall be billed in accordance with the use of dormitory room, training room/ facility and other services.
15	Payment shall be made to the Cashier or the designated Collection Officer located at the basement of the main building, who shall issue the corresponding Official Receipt (OR).
16	ATI reserves the right to inspect the dormitory rooms, training rooms/ facilities occupied by the Requesting Parties and guest. Prior to the departure/check-out, Room Attendant shall check the facility using the ATI-Dormitory Check-in and Check-out Form (ATI-QF/DIR-DU-10 Effectivity Date: May 12,2016) and forward it to Dormitory Manager for issuance of Dormitory Clearance form (ATI-QF/DIR-DU-19 Rev.00 Effectivity Date: June 16,2017), Any damages/loss found inside the room, training room/facility shall be charged to the Requesting Party or room occupant. Key must be surrendered in exchange of the ID deposited. Lost ID and any damage of the facility must be paid before checking out and prior to the issuance of Dormitory Clearance. Said clearance must be presented and checked by the guard on duty for checking before out of the ATI compound. (The equivalent cost of dormitory materials and equipment shall be provided to the requesting party upon check-in)
17	For ATI Central Office personnel who shall avail the use of dormitory facilities, they are required to pay the prescribed rate or a discounted rate as approved by the ATI Director or her duly Authorized representative. For personnel coming from Training Centers the use of dormitory rooms is free of charge provided a copy of an approved Travel Order and accomplished Request form could be presented upon check-In In the absence of such document, personnel shall be required to pay the regular rate.
18	For the ATI Central Office Division/Offices, a Statement of Accounts shall be prepared and forwarded by the Dormitory Manager to concerned divisions/offices for the use of the dormitory rooms and/or training facilities. An obligation and Request Status (ORS) and Disbursement Voucher (DV) shall be prepared and forwarded to the Budget and Accounting Offices, Administrative and Finance Unit-Office of the Director for processing, chargeable against the programmed fund for the purpose as provided in their respective Work and Financial Plan (WFP)