TESDA CIRCULAR

SUBJECT: Revised TESDA Staff House Accommodation and Occupancy Rules and Regulations		Page 1 of 9 page/s Number 53, Series of 2016
Date Issued: 10 October 2016	Effectivity: Immediately	Supersedes: TESDA Circular No. 26, S. 2008

A home away from home, a place provided for in recognition of the welfare of the TESDA Employees, the Staff House shall serve as a temporary refuge for employees assigned in the offices within the Taguig Complex. This privilege, for equal opportunity and proper application, shall be ensured through the promulgation of necessary rules and regulations as well as the compliance therewith by every Staff House resident.

I. OBJECTIVES

This Circular aims to:

1. Establish a set of rules and regulations that will govern the accommodation and occupancy of the TESDA Staff House; and

2. Outline the roles and duties of TESDA Staff House Committee, TESDA-ACE and Staff House occupants to ensure cleanliness, harmony and peace in the Staff House.

II. SCOPE

This Circular shall be applicable to all Staff House residents in the regulation of the Staff House accommodation and occupancy.

III. IMPLEMENTING RULES AND REGULATIONS

A. Accommodation and Occupancy

1. Accommodation in the Staff House is open to all TESDA personnel whether regular, casual, contractual, or job order assigned in the TESDA Complex whose place of residence/permanent address is **not within Metro Manila**. For purposes of verification, the applicant shall present a Barangay Certification as proof of his/her residence.

2. Having been established for the rank-and-file, priority shall be given to employees holding regular positions or an equivalent to seventy-five per cent (75%) of the total occupants. As such, the accommodation privilege of employees on casual, contractual and job order status shall be renewed every three (3) months to accommodate regular employees who applied for Staff House accommodation on a first-come-first-serve basis and shall be limited only to twenty-five per cent (25%) of the total occupants.

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The following shall be the bases for the termination of the accommodation privilege of casual, contractual and job order employees:

- Order of the last person accommodated (Last-in-First-Out Policy shall be applied)
- Payment Standing

3. Employees who want to avail of this privilege shall accomplish a Staff House Application Form (Annex A) together with the Barangay Certification to be forwarded by the Staff House elected President to the Staff House Committee through the Staff House Secretariat. Applications shall be processed on a first-come-first-serve basis considering the limited capacity of the Staff House.

4. Applicants initially screened by Staff House Secretariat shall be endorsed to the Staff House Committee for final screening and approval. The composition of the committee shall be the following:

   Chairperson: Chief, Human Resource Management Division (HRMD)

   Members:
   - President, TESDA-ACE Central Office Chapter President;
   - Chief, General Services Division (GSD);
   - Chief, Accounting Division; and
   - President, Staff House.

   Secretariat: HRMD

5. Approved requests for Staff House accommodation of regular employees shall be valid for one (1) year only and shall be renewed one (1) month before the expiration of one (1) year subject to the provisions of this Circular. Any applicant approved for occupancy shall be instructed to inform the standing Staff House President before entry to their respective room assignment.

6. Occupants must declare their personal appliances limited only to the following: Flat Iron; Portable Radio; Rice Cooker; Electric Fan; and Laptop/Ipad to be brought inside the Staff House. The occupants must accomplish the GSD form (Annex B) and submit to the GSD to issue the entry or exit pass for these appliances. The

Staff House Officers in coordination with the GSD shall conduct an inspection and inventory of personal appliances inside the Staff House, whenever necessary.

7. Room assignment of occupants shall be closely coordinated by the Staff House Officers with the HRMD. The Staff House Secretary shall keep an updated inventory of occupants and shall report the status updates to the officers. The Staff House Officers through its President shall provide the TESDA Staff House Committee and the Secretariat with a quarterly occupancy report. Said report shall include the following: information on room vacancies; list of non-paying occupants of the agreed monthly dues; and other relevant information.

8. Occupants who did not renew their application for accommodation or have been found out by the Staff House Committee to be non-eligible for renewal will be given seven (7) calendar days from notice to vacate the respective spaces they occupied in the Staff House. Such vacancy shall be declared open for other applicants.

9. An occupant who intends to vacate the Staff House should inform the Staff House President who shall then immediately inform the Secretariat about the occupant's intention to leave two (2) weeks before the intended date of leaving. He/she will be required to clear himself/herself of any financial or any other liability from the officers. Said Staff House clearance shall be considered by HRMD, Cash Unit, Accounting Division and TESDA-ACE in the approval of Office Clearance or release of any other claims or documentary requests such as but not limited to Certificate of No Pending Case, Application for Terminal Leave and TESDA Provident Fund, Inc. (TPF) Cash Surrender Value.

10. Bedroom key/s, both original and/or duplicate copies, should be surrendered to the Staff House Secretariat by the leaving occupant. Personal belongings should also be removed by the leaving occupant from the occupied bedroom and within the period to vacate Staff House vicinity.

11. The monthly payment of accommodation fee in the amount of Three Hundred Pesos (Php300.00) shall be automatically deducted from the payroll of salary of every occupant every fifteenth (15th) of the month. Occupants from TESDA-NCR and Region IV-A shall religiously pay every first week of the month the corresponding payment at the Cash Unit, Central Office and shall provide the TESDA Staff House Treasurer with their proof of payment.

12. In addition to the monthly accommodation fee of Php300.00, those who have declared the allowed appliances as indicated in No. 6 under Letter A of Item III hereof Implementing Rules and Regulations shall pay the electrical consumption usage for each appliance, to wit:

APPLIANCE	MONTHLY ELECTRICAL CONSUMPTION RATE
Flat Iron	Php50.00
Electric Fan	Php50.00
Portable Radio	Php20.00
Laptop/Ipad	Php100.00
Rice Cooker (to be placed at the Pantry Area only)	Php50.00

13. The Staff House Officers, after consultation and agreement with the majority of the occupants shall pass a resolution indicating a practicable amount allocated for the repair, maintenance, cleanliness, beautification, and improvement of the Staff House. Any other activities to be funded from the collection or savings generated thereof should be agreed upon by the majority of the total occupants.

    This amount shall be collected by and disbursed through the elected Staff House Treasurer, who shall prepare the financial reports and statements to be posted in the conspicuous places in the Staff House.

14. Non-payment for two (2) consecutive months of the above mentioned monthly dues including the electrical consumption usage and the amount agreed upon by the occupants for the repair and maintenance and for other activities of the Staff House shall be a ground for the termination of the Staff House privilege.

15. The Staff House Officers shall prepare a maintenance plan on a semi-annual basis. Said plan will ensure the orderliness and cleanliness of the premises of the Staff House. In case of non-participation and/or non-cooperation of the occupants in the proposed maintenance activities, a written report shall be provided by the Staff House Officers to the Staff House Committee for action. Said act shall be a ground for the termination of the Staff House privilege.

16. The Staff House Committee shall conduct a monthly inspection and prepare a report based on the inspection conducted. The Staff House Officers shall be informed and be provided with said report. The Staff House Committee may call

for a meeting with the Staff House Officers or the Staff House Occupants depending on the result of the inspection conducted.

B. Staff House Officers and Annual Meeting

1. Every third (3rd) week of January of the succeeding year, the occupants shall elect among themselves their own officers who shall oversee the maintenance, cleanliness and beautification of the Staff House aside from the implementation of the provisions of this Circular. Notice of the annual meetings shall be prepared and disseminated by the Staff House Committee Secretariat. Non-attendance to this annual meeting without reasonable cause shall be counted as first offense and shall be dealt with accordingly.

2. The officers shall be composed of the following:
   - President;
   - Vice President;
   - Secretary;
   - Treasurer;
   - Assistant Treasurer;
   - Auditor;
   - Four (4) Sergeant-at-Arms (2 female and 2 male); and
   - Room Representative (occupants from each room shall elect among themselves their own representative).

3. Elected officers shall assume the duties and responsibilities of their position for two (2) years provided that they maintain their residency in good standing at the Staff House during their incumbency. The elected officers shall be under the responsibility of TESDA Staff House Committee and TESDA-ACE Central Office Chapter. The elected officers and the TESDA Staff House Committee shall ensure the implementation of these rules and shall monitor and report undesirable behaviors, misconduct and any violation of these rules and regulations.

4. The outgoing Staff House Officers shall present an annual report that includes the following:

   a) Financial status;
   b) Projects and programs implemented;
   c) Status of accommodation and occupancy; and
   d) Other issues and concerns relevant to the improvement of the Staff House.

5. Should there be a vacancy in the lineup of officers, the Staff House Committee shall appoint somebody that has been recommended by the majority of Staff House Officers to fill in the vacancy. However, a special election will be conducted when three-fourths (3/4) of the positions become vacant.

C. Prohibitions and Other Economic and Disciplinary Measures

1. Occupants shall not use the Staff House bedrooms for any other purpose aside from as sleeping and resting only.

2. In cases where there are married occupants living in the Staff House, it is prohibited that both of them will be accommodated in one (1) room. In the same manner, a spouse/husband or fiancée/fiancé of any occupant is not allowed to stay or sleep inside the bedrooms/sleeping quarters.

3. Non-staff house occupants, visitors and relatives shall be entertained at the reception area only. The occupant being visited shall be responsible for any misconduct of his/her visitor/s. No visitor shall be allowed to enter and be entertained in the sleeping quarters.

4. Cooking inside the bedroom or in any other places aside from the kitchen or dining area shall not be allowed.

5. Laundry, hanging or drying of clothes should only be done in the assigned laundry area. In case of bad weather, such activities may be done inside the bathrooms.

6. Illegal entry of undeclared appliances shall be reported by the Staff House Officers and confiscated by GSD and shall not be released until the corresponding fee for power consumption as determined by the GSD will be paid by the owner of the appliance.

7. Economy measures shall be strictly observed and enforced in the Staff House. Its officers, in coordination with the Staff House Committee, shall issue power and water saving measures and shall be responsible for its implementation. The GSD shall monitor the power and water consumption of the Staff House.

8. Unruly behavior, immoral acts, gambling, drinking of liquor and use of prohibited drugs are strictly prohibited inside and within the perimeters of the Staff House.

9. Occupants who are under the influence of alcohol shall not be allowed to enter the TESDA Staff House premises.

10. Excessive sound volume when viewing movies, watching TV or playing music using any medium is prohibited, especially during nighttime. Loud and boisterous voice or conversation is also prohibited at all times.

11. In observance of fire safety and health protection, smoking is strictly prohibited in the Staff House premises, especially inside the sleeping quarters. The GSD shall assign a "smoking-area".

    The management shall provide fire extinguishers for use in case of emergency.

12. All areas in the Staff House, specially the toilet, bathroom, kitchen, dining and reception areas should be maintained and cleaned properly by the occupants.

13. Occupants and/or visitors staying in the receiving area or in any other common areas of the Staff House should refrain from putting their feet on top of tables or perform such unethical or undesirable conduct and disrespectful or inconsiderate manners or actions to other occupants and visitors. Moreover, occupants and visitors are refrained to sleep in the receiving area or in any other common areas of the Staff House.

14. Occupants shall strictly observe the proper use of facilities of the Staff House. Those who will be caught for misuse of facilities and vandalizing the Staff House property and amenities shall be penalized accordingly.

15. For medical/health and/or security reasons, an occupant contaminated with communicable disease or serious personality disorder evidenced by a medical document or endorsed by an expert shall be a ground for termination of the Staff House privilege and shall only be allowed to return upon presentation of a medical certificate that he/she is physically or mentally fit.

16. Unless based on justifiable reasons, occupants are not allowed to stay or linger at the Staff House premises during official working hours. Security guards shall be posted to monitor and report occupants staying in the Staff House during office hours.

17. The Staff House Officers shall enact an ordinance on curfew hours and shall provide the Staff House Committee with a copy of said ordinance. Violation of such policy shall be a ground for termination of the Staff House privilege.

D. Grievance and Disciplinary Actions

1. Any occupant who may have been aggrieved or felt aggrieved may submit to the Staff House a complaint against a co-occupant. Occupants may also submit a report to the Staff House Officers about any misconduct or violation on any of the provisions of this Circular by any of the occupants or his/her visitors or relatives.

   An unsigned complaint may be honored if it is supported with evidence.

2. The officers on their own volition may submit to the Staff House Committee a written grievance or report about any misconduct or violation of the provisions of this Circular.

3. Any complaint not acted upon by the officers may be elevated or forwarded by the aggrieved or concerned occupant to the Staff House Committee.

4. Grievance or complaint as used in this Circular is discontentment or dissatisfaction related to the accommodation and/or occupancy in the Staff House expressed verbally or in writing. It may refer to the following:

   a) Non-implementation of rules and regulations of this Circular;

   b) Physical occupancy conditions; and

   c) Interpersonal relationships.

5. The Staff House Committee shall hear en banc any grievance or complaint submitted by the Staff House Officers. However, the Committee, when it sees it fit, may hear any cases directly submitted to them by the aggrieved party or concerned occupants, or reported by a competent authority.

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6. Violation of any of the provisions of this Circular shall be subjected to the following disciplinary actions:

First Offense:	Written warning
Second Offense:	Termination of Staff House accommodation and occupancy privileges and/or filing of appropriate administrative charges

Violations or infractions that may be immediately imposed with termination of Staff House accommodation and occupancy include immoral acts, gambling, use of prohibited drugs, vandalizing or destruction of Staff House property and amenities, or any other act or omission that the Staff House Committee may identify as a valid ground for such disciplinary action.

IV. EFFECTIVITY

This Circular revokes, amends, and rescinds any or all other issuances inconsistent herewith.

GUILING A. MAMONDIONG
Director General/Secretary

Annex A

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
TESDA Complex, East Service Road, South Superhighway, Taguig City

STAFF HOUSE ACCOMMODATION APPLICATION FORM

PERSONAL INFORMATION
FULL NAME
POSITION
STATUS
OFFICE/DIVISION
RESIDENTIAL ADDRESS
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY
FULL NAME
RELATIONSHIP
ADDRESS
CONTACT NUMBER
REASON FOR OCCUPANCY
COMMITMENT AND AUTHORIZATION TO DEDUCT
I hereby commit myself to abide with policies, rules and regulations governing TESDA Staff House accommodation and occupancy as provided in TESDA Circular No. __, Series of 2016. Further, I hereby authorize the Cash Unit-General Services Division, Administrative Service and/or its Collecting Officer to deduct monthly the amount of Php_____.
SIGNATURE OVER PRINTED NAME DATE_____
REVIEWED BY
TITO L BARTOLOME Member, Staff House Committee Chief, GSD-AS **CARIZA A. DACUMA** Member, Staff House Committee Director III, OIC-AD-FMS
RENATO D. GERON Member, Staff House Committee President, TESDA-ACE CO Member, Staff House Committee President, TESDA Staff House
APPROVED BY
MA. VERONICA M. SANDOVAL Chair, Staff House Committee

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
TESDA Complex, East Service Road, South Superhighway, Taguig City

STAFF HOUSE RESIDENT PERSONAL APPLIANCE LISTING

DECLARATION

I hereby declare all my personal appliances to be brought inside the TESDA Staff House as indicated below. Further, I hereby authorize the Cash Unit-General Services Division, Administrative Service and/or its Collecting Officer to deduct monthly the electrical consumption of said appliance/s together with my monthly payment of accommodation fee.

Please tick the applicable box/es	APPLIANCE	MONTHLY ELECTRICAL CONSUMPTION
☐	Flat Iron	Php50.00
☐	Electric Fan	Php50.00
☐	Rice Cooker	Php50.00
☐	Portable Radio	Php20.00
☐	Laptop/Ipad	Php100.00
	TOTAL	

SIGNATURE OVER PRINTED NAME
DATE_____