

TESDA CIRCULAR

SUBJECT: IMPLEMENTING GUIDELINES ON THE RENTAL OF TESDA WOMEN'S CENTER (TWC) FUNCTION ROOMS & FACILITIES		Page 1 of 7 page/s Number <u>07</u> , Series of 2017
Date Issued: February 13, 2017	Effectivity: Immediately	Supersedes:
I. RATIONALE <p>The TESDA Women's Center (TWC) was established through a grant-aid from the Government of Japan thru the Japan International Cooperation Agency (JICA) on April 28, 1998. It maintains training laboratories, classrooms, function rooms and various other types of facilities that serve as venues for conferences/seminars, events and other training related activities of trainees, employees and other stakeholders of TESDA.</p> <p>Aside from the TWC's regular competency-based training programs, it has been engaged in several income-generating projects (IGPs) such as operations of the TWC canteen and dormitory, sale of training outputs from food processing, dressmaking and cookery, and rental of its facilities. The IGPs of TWC is in line with the self-reliance concept called for in the issuance of Executive Order No. 939 dated March 2, 1984 for the Sariling Sikap Program (SSP). Under the provisions of SSP, the National Manpower and Youth Council (NMYC), now known as TESDA shall engage in various training-cum-production activities in order to generate revenue to support expenses relative to its operations and to augment the limited Maintenance Operation and Other Expenses (MOOE) budget allocated by the government. The training-cum-production activities may include but not limited to trade testing, use of training equipment and facilities, consultancy and technical services, and repair and maintenance services.</p> <p>The income derived from the rental of the TWC functions rooms and other facilities has been very low because only non-TESDA clients were paying. The rooms were used frequently, free of charge for the various events of different Executive Offices and Operating Units located in the TESDA Complex. On the basis of the 2013 approved Rationalization Plan, the TWC was transferred to TESDA-National Capital Region (NCR). Thus, it has been decided by the management to increase its income generation from venue rentals by charging all TESDA operating units in the use of function rooms and other facilities.</p> <p>This implementing guideline is being developed to further improve the operation and management of TWC function rooms and other facilities.</p>		

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II. OBJECTIVES This Circular aims to: <ol style="list-style-type: none">1. establish a set of rules and regulations that will govern the reservation and venue rental of TWC function rooms and other training facilities;2. prescribe the administrative procedures for the operation and monitoring of the Revolving Fund derived from the rentals of function rooms and other facilities; and3. follow standard operating procedures to ensure quality services.		
III. SCOPE These guidelines shall be applicable to all TWC clients, TESDA and non- TESDA, who would like to avail of the use of TWC rooms and facilities. It shall cover policies and guidelines on reservation and venue rental fees.		
IV. DEFINITION OF TERMS <ol style="list-style-type: none">1. Sariling Sikap Program (SSP) – is a program, which was authorized under EO 939, dated March 2, 1984.2. Revolving Fund - refers to all receipts derived from activities under SSP which can be used to defray operational expenses incurred under the program;3. Income - refers to all collections from the fees for services rendered and venue rentals under the SSP, including interest earned on bank deposits and such other collections resulting from said activities.4. Client – may refer to all users of TWC facilities either TESDA operating units or non- TESDA such as government agencies, industry partners, professional/industry associations, non-government organizations, community organizations, civil society organizations, schools, universities and colleges.		

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V. GENERAL GUIDELINES The following are general guidelines covering the reservation and rental of rooms and facilities. <ol style="list-style-type: none">1. The TWC Function Rooms shall provide venue to all TESDA Offices and Non-TESDA clients upon request in accordance with the provisions set in these Guidelines.2. The use of the function rooms and other facilities is by reservation only. TWC shall strictly adopt the "first-come first-served" policy.3. The use of the rooms and facilities generally entails payment of a corresponding rental fee to cover expenses for maintenance, upkeep, utilities and depreciation. Annex A shows the rates of the various TWC rooms and facilities for rent. Requesting Office may choose from a range of room arrangement, also shown in Annex A.4. All TWC users shall be exempted from paying the rental fees. Likewise, all requests of TESDA-NCR and all District Offices regarding use of TWC facilities shall be free of charge since NCR has direct supervision over TWC.5. All official partners of TESDA bounded by a contract or Memorandum of Agreement (MOA) shall be entitled to 30% to 50% discount depending on the duration of rent. The Head of the particular institution should submit a written request for this purpose. This policy shall also apply to all TWC and NCR partners.6. Generally, the reservation of rooms and facilities shall be done by accomplishing the Reservation Form F-13 (Annex A) depending on the type of client to be filed through the Reservations Officer of the Finance and Support Services Unit (FASSU) of TWC. Queries and/or follow-up transactions for the same reservation may be done via local telephone extension number 279 or thru landline number, 817-2651. Rooms and facilities not included in the TWC Form F-13 may only be reserved through a written letter of request addressed to the Center Chief of TWC.		

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<p>7. Non-TESDA clients shall be required to pay prior to date of event. However, TESDA clients shall be allowed to pay within two (2) weeks after the event. Processing of payment shall follow the usual government accounting and auditing rules and regulations.</p> <p>8. The Reservations Officer shall compute for the cost of the rental fees including its amenities and verifies if client has unpaid rentals. In case the requesting client has unsettled payments, despite the issuance of Memorandum (for TESDA clients) and advisory (for Non-TESDA clients), reservation request shall not be accommodated.</p> <p style="margin-left: 40px;">a) However, in exceptional cases where the urgent need for function rooms is required by a TESDA client, and previous rentals fees have not been settled, reservation request can still be accommodated provided that the requesting office shall be required to present documentary evidences (e.g. Disbursement Voucher (DV) of rental fees to prove that the processing of payment is already in process.</p> <p style="margin-left: 40px;">b) The concerned TESDA office shall ensure that payments for rental fees shall be made within 15 working days upon receipt of billing statement regardless of the amount.</p> <p style="margin-left: 40px;">c) The TWC shall issue Memorandum for those TESDA clients with overdue unpaid accounts of Php 20,000 and above and shall be given an extension of five (5) working days week to pay upon receipt of Memorandum to settle their unpaid accounts. Non- payment within the given period of extension, TWC shall be forced to adopt the “no payment – no reservation “ policy on their next request.</p> <p>9. The rooms and facilities are to be used only for activities related to technical education and skills development and other capability building programs/activities but not limited to conferences, seminars, symposia, fora and assessment.</p> <p>10. Reservations for venues that will no longer be used should inform the TWC of such cancellation three days prior to scheduled date of reservation to enable others to use of the facility.</p>		

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<p>11. No cancellation penalty will be imposed if a reservation that is cancelled prior to approval, and/or an approved reservation that is cancelled, at the latest, two (2) days before the activity. In the event that a non-TESDA client cancels their reservation and has paid the reservation fee, reimbursement at 90% of the full amount paid may be allowed.</p> <p>12. The TWC strictly complies with the Fire Code requirement of providing safety measures in its use of facilities by disallowing overcrowding in all function rooms. These rooms should therefore be filled only based on their regular seating capacities.</p> <p>13. All clients are encouraged to utilize efficiently the TWC facilities. Deadlines for reservation and cancellation should be strictly followed to enable other clients to avail of the facilities. A venue is considered underutilized when less than half of its capacity is used. However, a client shall pay for the full amount even though the capacity of the room is not maximized.</p> <p>14. Users have the obligation to ensure that the venue is clean and damage-free after their activity. The payment of rental fees does not include willful nor accidental damage to equipment or any part of the facilities, nor does it include major clean up by TWC maintenance personnel. The user shall be accountable for any damage to the facilities or the loss of equipment in the room if it is established that such damages or losses occurred during the period the room was reserved. Also, upon inspection of the venue after any event, any loss or damage incurred will be to the account of the last user. All users are enjoined to report any loss or damage discovered within the venue premises prior to or after the event/activity.</p> <p>15. The TWC shall be responsible for all logistical requirements of the event/activity, i.e. reservation, security, set-up of venue and sound system, and coordination with the requesting office/organization.</p> <p>16. All operational expenses incurred by virtue of said activities shall be charged under SSP Fund.</p> <p>17. Disbursements and/or liquidation of funds shall follow the provisions under Joint Circular No. 7-85 dated July 9, 1985 signed by the Permanent Committee which shall be in accordance with existing auditing rules and regulations and shall not exceed the available amount in the Fund.</p>		

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VI. GUIDELINES IN PLACING RESERVATIONS <ol style="list-style-type: none">1. All TWC clients shall be required to accomplish the prescribed reservation form. Complete information about the title of event/activity, date and time of event, number of participants, function room and preferred layout should be written in the reservation form. The signature of the client shall mean that they agree to the terms and conditions indicated in the reservation form. The detailed procedure is shown in Annex B.2. For non-TESDA clients, reservation should be made and filed preferably five (5) working days before the date of function or event. At least two (2) working days for processing will be needed for each reservation. The Reservations Officer has the right to refuse any function room reservation request when there is a conflict on schedule and on very short notice. Reservations submitted after 5:00 pm will be considered as submitted on the next processing day.3. The approved reservation form shall be issued once the Reservations Officer confirms availability of the requested room within 24 hours. TESDA Clients are required to bring their own equipment, i.e. laptop, printer and LCD projector for the whole duration of their event.4. In the event that there is a TESDA Conference/Seminar, which will conflict with the date of function/event reserved by the non-TESDA client, TWC may cancel the date reserved by non-TESDA client. Priority shall be given to TESDA Management events such as National Directorate, General Directorate Conference, Administrators' Conference and/or foreign funded projects and activities of TESDA.5. Late reservations, i.e. those that fall short of the required processing time of 2 working days may only be processed if approved in writing by the FASSU Head. Users making late reservations must submit a letter of request to seek approval. The Reservations Officer shall process the approved request.6. The Reservations Officer shall request the client to accomplish the Customer's Feedback Form (Annex C) on the last day of their scheduled event, meeting or seminar to ensure monitoring and assessment of Function Room Operation's quality of service and amenities.		

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VII. ADMINISTRATIVE GUIDELINES AND PROCEDURES

1. Payments can be on cash, check basis or fund transfer or ADA basis. In case the rental of the function room will be beyond the reserved numbered of hours, clients shall pay the excess hours of using the function rooms as well as the personnel rendering the services during the extended time.
2. The Reservations Officer shall prepare the Statement of Account based on the Function Room Reservation Request Form.
3. The Statement of Account shall be forwarded to the Accounting Unit for review of computation, signing and Journal Entry Voucher (JEV) preparation.
4. Once the authorized personnel have signed the Statement of Account, it shall be photocopied and recorded by the Reservations Officer.
5. The Statement of Account shall be forwarded to the concerned offices/persons (Payee) for processing of payments.
6. Procedure for payment shall be followed:
 - a. For Non-TESDA Payee, upon acceptance of the Statement of Account, the Payee shall proceed to the Administrative Officer for issuance of Order of Payment and forwards the documents to the Cashier for collection processing and issuance of Official Receipt (OR) signifying that the payment made by the Payor has been deposited to the account of TWC-SSP.
 - b. Upon receiving the payment, TWC cashier shall issue the Official Receipt (OR) for the amount received in check or in cash. Official Receipt shall also be issued upon presentation of proof of payment thru fund transfer.
7. The Financial Analyst shall prepare income statement on a monthly basis.

This Circular takes effect as indicated and shall supersede any issuances inconsistent hereof.

For strict compliance.


GULING "GENE" A. MAMONDIONG
Director General/Secretary

Annex A
FUNCTION ROOMS RESERVATION FORM
(For TESDA/Non-TESDA Clients)

Requesting Office/Organization: _____
 Date of Request: _____
 Address: _____
 Telephone No.: _____ Fax No: _____
 Title of Seminar/Training/Meeting: _____
 No. of Participants: _____

RESERVATION DETAILS

Function Room	Capacity	Daily Rate		Date & Time of Function	Type of Room Arrangement
		Week Days	Week End & Holidays		
▪ Tandang Sora	200-270 persons	P 9,000.00	P 9,500.00		
▪ Marcela Agoncillo	50-70 persons	P 3,000.00	P 3,500.00		
▪ Gregoria de Jesus	30-40 persons	P 2,500.00	P 3,000.00		
▪ Gabriela Silang	30-40 persons	P 3,000.00	P 3,500.00		
▪ Lecture Room 2	20-30 persons	P 2,800.00	P 3,300.00		
▪ Lecture Room 3	20-30 persons	P 2,800.00	P 3,300.00		
▪ Lecture Room 4	20-30 persons	P 2,800.00	P 3,300.00		
▪ Others					

Equipment	Daily Rate	Quantity Needed
▫ LCD Projector	P 650.00	
▫ Sound System with 2 units of microphone	P 500.00	
▫ Others		

Terms and conditions:

- Reservation should be made at least five (5) working days before the function or event.
- In the event that there is a TESDA Conference/Seminar, which will conflict with the date of function/event reserved by the client, TWC may cancel the reservation upon proper notification.
- Additional cost shall be charged for use of equipment such as laptop, printer, and other equipment, which require electricity.
- Additional cost shall also be charge for every excess hour spent, computed based on the amount of 8-hour usage.
- Clients who intend to bring their own equipment (ex. Laptop, printer, LCD projector, and microphone) must register their properties to the Guard on-duty subject for inspection.
- Rental fees do not include use of supplies & materials and use of copier machine/fax machine.
- Use of TWC phone for outgoing call shall not be allowed. Incoming calls may be transferred to the function room by dialing telephone nos. 817-4076 to 82 local 278;
- Wearing of Identification card (ID) of all participants within the TWC premises is a MUST for security reasons;

Terms and conditions:

- Participants are requested to observe proper dress code and must follow the NO SMOKING policy inside the TWC premises.
- ALCOHOLIC DRINKS are strictly prohibited within the TWC premises.
- For check payments, shall be prepared in the name of "TESDA Women's Center (TWC)/Fund 161 (SSP)"

Reservation made by:

Approving Authority:

Signature over printed name

Signature over printed name

ACKNOWLEDGMENT

Reservation Received by:

Approved:

JOCELYN O. JOCSON
Reservations Officer, TWC

MYLENE H. SOMERA
Supervising TESDS, TW


A. Lay-out Choice


Preferred Lay-out


(Please sketch your preferred lay-out at the provided space below)

A

U-shape

B

Classroom

C

Rectangular

D

Theater

Approved by:

(Name and Signature of the Head of the Office)

Annex B

Procedure for Making Reservations TWC Facilities and Function Room

No.	Form	Person-in-Charge	Duration of Activity (under normal circumstances, in minutes)	Key Step
1	TWC Form-F13	Reservations Officer	5	Reservations Officer requests client to fill-up the Reservation Request Form (F13/F14) with complete information.
2		Reservations Officer	5	Reservations Officer checks the accomplished Reservation Request Form and gives feedback to the client if requested room is available.
3	Statement of Account Form	Reservations Officer	10	If room is available, Reservations Officer prepares statement of account to be given to the Requestor for payment.
4		Reservations Officer	5	Advises client to proceed to accounting for payment of rental fees and other charges.
5	Order of Payment Form	Accounting Staff	5	Accounting staff prepares and gives order of payment to the client and advised to pay at the TWC Cashier.
6	Official Receipt	Cashier	5	Cashier accepts payments and issues official receipt.
7		Reservations Officer	5	Once payment is done, Reservations Officer schedules reservation request and confirms client regarding approval.
8		Utility Personnel	240 (4 hours)	Utility personnel arranges the function room according to the client's request.
9		Reservations Officer	10	Reservations Officer conducts final ocular inspection to the function room prior to the event/activity.
10		Reservations Officer	5	Reservations Officer requests client to accomplish the feedback form.

Annex C
Feedback Form
TWC Function Room/Facilities

To Our Clients:

Thank you for choosing TWC function room/s. It is our great pleasure to provide you a conducive place for your meetings and events.

Your assistance in completing this feedback form is appreciated. Your honest feedback will help us to serve you better and enable us on improving our facilities and services. Thank you.

Function Room: _____
Coordinator's Name: _____
Office/Division: _____
Date of Meeting or Event: _____

How many times have you been using TWC functions room/s?

_____ First time
_____ 2 to 3 times
_____ More than 3 times

What are your reasons for choosing TWC function room/s? Check (✓) whichever is applicable.

_____ Thru recommendation _____ Affordability
_____ Proximity to Office _____ Previous experience
_____ Quality of service _____ Others

Please rate the TWC personnel and facilities using the rating scale below. Encircle your rating per item.

- 4- Very Satisfactory
3- Satisfactory
2- Unsatisfactory
1- Very Unsatisfactory

TWC PERSONNEL

Reservation Officer	4	3	2	1
Cashier	4	3	2	1
Janitor	4	3	2	1

FACILITIES/FUNCTION ROOM

Function Room	4	3	2	1
Ventilation	4	3	2	1
Lightings	4	3	2	1