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OFFICE ORDER No: 12

Series of 2023

TO : ALL BAFS EMPLOYEES AND VISITORS

FROM : OFFICE OF THE DIRECTOR

SUBJECT : REVISED GUIDELINES ON THE USE AND MAINTENANCE OF THE BAFS DORMITORY

In line with the efficient, orderly, and responsible use of the BAFS dormitory for the Bureau's Technical Working Group (TWG) members in support of their functions, the Revised Guidelines for the Use and Maintenance of BAFS Dormitory is hereby issued.

This Order shall take effect immediately and shall remain in force until revoked in writing. All other orders and memoranda inconsistent herewith are deemed revoked.

Done this 23 day of MARCH 2023.


KAREN KRISTINE A. ROSCOM, PhD
Director IV

KRC
20032023



Certified True Copy:

13/23/23



GUIDELINES ON THE USE AND MAINTENANCE OF BAFS DORMITORY

- I. Objective**

These guidelines are issued to implement the efficient, orderly, and responsible use of the BAFS Dormitory.

- II. Qualified Dormitory Occupants**
 - 1. Priority shall be given to Technical Working Group (TWG) members, activity/project partners, and BAFS Regional Focal Persons endorsed by BAFS employees.
 - 2. BAFS personnel may be qualified to use the BAFS dormitory in case of early departure for official travels and other exceptional cases.

- III. Procedure on Reservation, Registration, and Departure**
 - 1. Requesting personnel from BAFS shall fill out a Dormitory Use Slip available at the Administrative Support Services (ASS) office. Reservation shall be made at least three working days before the actual check-in date, except for exceptional circumstances. In case of cancellation, the BAFS employee who endorsed the occupant shall notify the building administrator at least 24 hours prior to the date of expected arrival.
 - 2. The BAFS Building Administrator or his alternate representative shall approve the Dormitory Use Slip, based on the availability of slots. Approval shall be made on a first-come-first-served basis.
 - 3. Upon arrival, all occupants shall register with the Guard on Duty for verification and registration in the Dormitory Logbook.
 - 4. The Building Maintenance Team shall assist the occupants and shall provide a brief orientation of the dormitory facilities.
 - 5. Before departure, occupants shall inform the Guard on Duty and shall turnover the room keys and other equipment, as may be applicable.

- IV. Contribution on the Use of Dormitory for Housekeeping and Maintenance Service**
 - 1. A minimal fee of one hundred pesos (PhP 100.00) per day per occupant shall be collected upon check-in to be paid in cash. This shall cover housekeeping expenses (e.g., laundry services, cleaning materials, etc.) and maintenance (e.g., cleaning, minor repairs, etc.) of the BAFS Dormitory.
 - 2. The occupant shall settle the fee with the Guard on Duty or with the Alternate Procurement Coordinator. Payment of fees shall be recorded in the official logbook for accounting and audit purposes.

BPI Compound, Visayas Avenue,
Diliman, Quezon City, Philippines
Trunkline: (632) 928-8741 to 64 loc. 3301-3319
E-mail: info.dabafs@gmail.com
Website: www.bafs.da.gov.ph



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3. The Alternate Procurement Coordinator shall manage the use of the fees collected, subject to approval of the Procurement Coordinator.
4. The Building Administrator shall audit the fees collected from the occupants and shall report the use of the fees during the regular BAFS ManCom meetings.

V. Occupancy Rules

1. Only occupants with approved Dormitory Use Slip shall be allowed to use the dormitory.
2. Occupants shall be responsible for securing their belongings. In case of missing items, the occupant shall immediately report the matter to the BAFS Guard-on-Duty.
3. Occupants shall keep the noise down at all times.
4. Occupants shall ensure the cleanliness and orderliness of their respective room assignments and common areas like bathrooms, pathways, and pantry.
5. Occupants must adhere to building-specific security, safety, and rescue instructions.
6. **Unauthorized personnel or visitors shall not be allowed** inside the dormitory premises **at all times**.
7. **Drinking liquor, smoking, gambling, and other prohibited acts shall not allowed.** Occupants are reminded that this is a government premise.

VI. Emergency Cases

1. Occupants must immediately inform the Building Administrator or the Guard-on-Duty, in case of an emergency.
2. Emergency contact numbers will be posted in conspicuous places at the BAFS Dormitory.



DORMITORY USE SLIP

Date accomplished: _____

Name		Organization/ Office	
Address			
Cell Phone Number		Email	
Name and contact number in case of Emergency			

Date of Occupancy (inclusive dates)		Time of Check-in	
		Time of Check-out	

Approved Room Assignment		Room A
		Room B
		Room C

Requesting BAFS personnel's signature over printed name	
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Approved by:

JERSON RAPHAEL A. BONTOGON
Science Research Specialist I/ Building Administrator

