

Republica ng Pilipinas
(Republic of the Philippines)
DEPARTMENT OF TOURISM, NATIONAL ANCESTRAL RESOURCES
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

May 11, 1984

MEMORANDUM
No. 95, s. 1984

POLICIES REGARDING ACCOMMODATIONS IN THE TEACHERS CAMP,
BAGUIO CITY

To: Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Effective summer 1984, the following changes in the management of Teachers Camp are issued:

1. Accommodations

1. Accommodations in the Camp are limited to -

- a. Participants to MECS sponsored conventions, seminars and training programs.
- b. MECS officials, teachers and personnel and their guests vacationing in Baguio City (reservations subject to confirmation by Teachers Camp.)
- c. Participants to seminars, conferences, training programs or other similar activities sponsored by the other government ministries, bureaus, and offices.
- d. Students on educational tour endorsed by the school head.
- e. Church-school related activities.
- f. Groups that do not fall under categories "a" to "e" as may be endorsed by the Director of Tourism Services, Ministry of Tourism, Manila.

2. Regulations re Reservations, etc.

- a. Reservations are to be arranged with the Camp Registrar, Tel. No. 442-35-17.

- b. Reservations are to be confirmed by the Camp Manager.
- c. For group reservations, management requires advance payment of 50% of the estimated bill upon confirmation by the Camp, the balance payable before departure from the Camp.
- d. Incoming guests should register during business hours only. Guests are enjoined to observe the house rules enumerated in this Memorandum. They are likewise advised to use the Camp facilities properly.
- e. Payment of cottage rentals, lodging fees and the use of other facilities should also be made during office hours. Check-out time is 12:00 o'clock noon.
- f. The granting of special rates shall be subject to the approval of the Minister, upon recommendation of the Teachers Camp Director.

II. Use of Cottages by MECS Officials

1. The following officials are assigned cottages in the Camp for their exclusive use:
 - The Minister
 - The Deputy Ministers
 - The Center Director and Staff,
National Learning Center based
at Teachers Camp
2. The Assistant Secretaries, and Bureau Directors shall be assigned cottages only for the duration of the Annual Educational Executives Congress. They shall share the use of these cottages with members of their staff who are official participants to the Congress. Off-Congress, these cottages shall be rented out to paying guests by the Camp. The use of the cottages by the officials concerned during the off-season shall be subject to the rules on reservation by the Camp authorities.
3. Cottages shall be designated for the use of Center Directors, Regional Directors, Assistant Regional Directors, and heads of units during the Congress, separate for ladies and men.

4. The rental cost of cottages for the use of officials below the rank of Bureau Director is withdrawn. Room/Cottage assignments during the Congress shall be determined by the Camp Management.
5. Except for the cottages assigned to the Minister and the Deputy Ministers, cottages assigned to other officials during the Annual Congress is limited to participants only. Officials bringing along their families should arrange for housing outside the Camp in accordance with Congress rules, but if space permits, they may be allowed to stay in the Camp.
6. Camp rules on reservation, registration, payment of daily fees and other related matters shall apply to all officials and guests.

III. Rates for the Use of Facilities*

1. Dormitory buildings

- a. Dormitory rooms, 4 to 10 persons to a room with common baths
 - Teachers and other guests for overnight stay . . . P23.00
 - Teachers and other guests for two nights or more . . . P20.00

2. Cottages and Guesthouses	<u>MECS</u>	<u>Non-MECS</u>
Cottages 101 to 105 - 3 bedrooms with cooking facilities	P250.00	P300.00
Cottages 201 to 203 - 3 bedrooms without cooking facilities	200.00	250.00
Cottages 204 to 209 - 2 bedrooms without cooking facilities	150.00	200.00
Cottage 212-up - 2 bedrooms with cooking facilities	150.00	200.00
Cottage 212-down - 2 bedrooms with cooking facilities	150.00	200.00
Cottage 1 - 4 bedrooms with cooking facilities	300.00	350.00
Cottage 2 - 5 bedrooms with cooking facilities	350.00	400.00

* The above rates are subject to change upon prior notice.

	<u>1962</u>	<u>1961</u>
Cottage 2 (Bamboat) - 3 bedrooms with cooking facilities	300.00	300.00
Cottage 2 - 3 bedrooms with cooking facilities	250.00	250.00
Cottage 3 (Bamboat) - 3 bedrooms with cooking facilities	250.00	250.00
Accommodation - 2 bedrooms with cooking facilities	150.00	200.00
Accommodation - 2 bedrooms with cooking facilities	170.00	170.00
Guesthouse No. 1 - 4 bedrooms with cooking facilities	300.00	350.00
Guesthouse No. 3-up - 3 bedrooms with cooking facilities	200.00	250.00
Guesthouse No. 3-down - 3 bedrooms with cooking facilities	200.00	250.00
Guesthouse No. 4 - 4 bedrooms with cooking facilities	250.00	300.00
Guesthouse No. 5 - 4 bedrooms with cooking facilities	300.00	350.00
Guesthouse No. 6 - 4 bedrooms with cooking facilities	300.00	350.00
Guesthouse No. 7 - 3 bedrooms with cooking facilities	250.00	300.00
Guesthouse No. 8 - 3 bedrooms with cooking facilities	200.00	250.00

IV. House Rules

1. Keep your room clean and orderly.
2. Look into the safety of your personal valuables, such as watches, jewelry, camera, wallets containing money, etc. The Management will not be responsible for the loss of such articles in the Camp.
3. Care should be observed in the use of beddings and facilities provided for by the Camp Management.
4. Water should be conserved. Guests are requested to turn-off the faucets which they are using while soaping their faces or hands. Be certain that the rubber stopper (ball) of the toilet bowl is firmly put in place after flushing to avoid needless waste of water.

3. Electric lights should be switched-off when leaving the room for any time. After 10:00 o'clock p.m., all lights should be switched off, except for the bulbs lighting the corridors in the dormitory and the light outside the cottages.
 4. Guests are to provide their own towels, bath soap, tissue paper and other toilet articles.
 5. There will be no smoking in the bedrooms.
 6. Drinking liquor and gambling are prohibited in the Camp.
 7. Guests, particularly in the dormitories, are requested to minimize noise while the other guests are sleeping or resting.
 8. The anti-littering ordinance is strictly enforced in the Teachers Camp Compound and in the City of Baguio.
 9. The telephones in the Camp are intended for official use only. However, under extreme necessity, the same may be used for local calls (within Baguio only).
 10. A private security guard is stationed in the area twenty-four hours a day. His regular post (when not rowing) is at the vicinity of the Conference Hall. Please report any untoward incident to the guard or to any of the Teachers Camp staff.
 11. The room boys/girls are assigned to clean and watch your quarters. Please do not send them for errands outside the Camp.
2. It is desired that the contents of this Memorandum be given wide publicity.

(SGD.) JAMES C. LAYA
Minister

References:

NSCC Memorandum: No. 16, 3, 1984

Attachments: 1-2-3-4--(D.O. 1-76)

To be indicated in the Perpetual Index

under the following subjects:

CEN. CIALCS

RATES

RULES & REGULATIONS

TEACHERS CAMP

