

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

February 28, 1990

DECS O R D E R
No. 14, s. 1990

POLICIES REGARDING ACCOMMODATIONS IN THE TEACHERS CAMP,
BAGUIO CITY

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

1. The following policies regarding accommodations in the Teachers Camp, Baguio City shall be effective starting June 1, 1990:

a. Accommodations

- (i) Accommodations in the Teachers Camp shall be available year-round to individuals, families and groups in the order of priority/preference as follows:
 - (a) Teachers and school officials attending DECS sponsored conventions, seminars and training programs.
 - (b) DECS officials, teachers and their guests vacationing in Baguio City (reservations subject to confirmation by Teachers Camp).
 - (c) Students on educational tour and student conferences endorsed by the school head.
 - (d) Participants attending church-school related activities.
 - (e) Other government personnel (non-DECS) attending seminars, training programs and similar activities under the sponsorship of other government departments, bureaus and offices.

(f) Civic, labor and professional groups undertaking training programs.

b. Regulations on Reservations and Accommodations

- (1) Reservations for accommodations in the cottages and dormitories, including the use of the conference and mess facilities are to be arranged with the Front Desk Office, Administration Building, Teachers Camp, Baguio City, (Tel. No. 442-3517).
- (2) Reservations are to be confirmed by Camp Management. For group reservations, Teachers Camp requires an advance of 50% of the estimated bill upon confirmation, the balance payable before departure from the Camp.
- (3) Incoming guests shall check in during business hours only. The payment of cottage rentals, lodging fees and the cost for the use of other facilities shall likewise be made during office hours.
- (4) Check-out time is 12:00 noon.

c. The Use of Cottages by DECS Officials

- (1) The following officials are assigned (non-revenue) cottages in the Camp for their exclusive use.

The Secretary
The Undersecretaries

- (2) Except for the cottages assigned to the Secretary and the Undersecretaries, the use of all other (revenue-generating) cottages by DECS officials shall be subject to the policies and regulations of the Camp on reservation, confirmation, accommodation, daily rentals, and other related matters.
- (3) Cottages shall be assigned for the use of each of the Assistant Secretaries, Service Chiefs and Bureau Directors during the Annual Educators Congress which they shall share with members of their staff or other participants of the Congress. The said officials are also given priority in the use of the cottages off-congress, subject to the Camp policies on reservation, confirmation, accommodation, daily rentals, and the like.

(4) Separate cottages for men and women shall also be designated for the use of Center Directors, Regional Directors, Assistant Regional Directors and heads of units during the Annual Educators Congress. The room/cottage assignment for all participants to the Congress shall be determined by the Camp management. Accommodation in the Camp during the Congress is limited to participants only. Officials/Participants 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.

d. The daily rates for the use of Camp facilities is included. Rates may be changed without prior notice.

e. Guests are enjoined to observe the house rules. (Please see Inclosures Nos. 2 and 3).

2. Previous Memoranda and Orders that are inconsistent with the contents of this Order are hereby rescinded.

3. It is desired that this Order be given wide publicity.

(SGD.) ISIDRO D. CARINO
Secretary

Incls.:

As stated

Reference:

DECS Memorandum: No. 133, s. 1989

Allotment: 1-2-3--(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

RATES
RULES AND REGULATIONS
TEACHERS CAMP

(Inclosure No. 1 to DECS Order No. 14, s. 1990)

Department of Education, Culture and Sports
TEACHERS CAMP OFFICE
Baguio City

DAILY RATES
(Effective June 1, 1990)

A. Dormitories

Category 1

PAGES HALL (Common Bath)

Rooms for two (2)	-	P140/night	-	P70/person
Rooms for three (3)	-	180/night	-	60/person
Rooms for four (4) and six (6)	-	55/night/person		

Category 2 (Economy, 7-12 beds to a room - Common Bath)

Recto, Escoda, Staffhouse, Roxas, Hernandez, Bachelors,
Superintendents' Quarters Main & Annex Halls

	<u>DECS</u>	<u>Non-DECS</u>	<u>Others</u>
Overnight	P45.00	P50.00	P60.00
More than one night	35.00	40.00	50.00

The rates for rooms with private toilet/bath at White Hall
will be released upon completion of its renovation.

B. Cottages and Guesthouses

Cottages 101 to 106
(3 bedrooms with cooking facilities.
Bed Capacity: 7 to 8) P500.00 P550.00 P600.00
Plus P200.00 if Master Bedroom is used.

Cottages 201 to 203
(3 bedrooms with cooking facilities.
Bed Capacity: 7) 450.00 500.00 550.00

Cottages 204 to 209
(2 bedrooms with cooking facilities.
Bed Capacity: 5) 400.00 450.00 500.00

Cottage 210-up (New 4 bedrooms with cooking facilities. Bed Capacity: 10)	600.00	650.00	700.00
Cottage 210-basement (new 3 bedrooms with cooking facilities. Bed Capacity: 6)	300.00	550.00	600.00
Cottage 212-up (3 bedrooms with cooking facilities. Bed Capacity: 6)	400.00	450.00	500.00
Cottage 212-down (3 bedrooms with cooking facilities. Bed Capacity: 6)	350.00	400.00	450.00
Cottages 1 & 2 (5 bedrooms with cooking facilities. Bed Capacity: 14)	700.00	750.00	800.00
Cottage 2-basement (3 bedrooms with cooking facilities. Bed Capacity: 7)	450.00	500.00	550.00
Cottage 3-up (3 bedrooms with cooking facilities. Bed Capacity: 9)	500.00	550.00	600.00
Cottage 3-basement (3 bedrooms with cooking facilities. Bed Capacity: 9)	450.00	500.00	550.00
Accounting-Main (2 bedrooms with cooking facilities. Bed Capacity: 4)	400.00	450.00	500.00
Accounting-Annex (2 bedrooms with cooking facilities. Bed Capacity: 4)	400.00	450.00	500.00
Guesthouse No. 1 (3 bedrooms with cooking facilities. Bed Capacity: 11) Plus P200.00 if Master bedroom is used.	800.00	850.00	900.00
Guesthouse No. 3-up (3 bedrooms with cooking facilities. Bed Capacity: 6)	450.00	500.00	550.00

Guesthouse No. 3-down (3 bedrooms with cooking facilities. Bed Capacity: 6)	450.00	500.00	550.00
Guesthouse No. 4 (4 bedrooms with cooking facilities. Bed Capacity: 10)	500.00	550.00	600.00
Guesthouse No. 4-A (2 bedrooms with cooking facilities. Bed Capacity: 5)	400.00	450.00	500.00
Guesthouse No. 5 (4 bedrooms with cooking facilities. Bed Capacity: 14)	700.00	750.00	800.00
Guesthouse No. 6 (6 bedrooms with cooking facilities. Bed Capacity: 14)	700.00	750.00	800.00
Guesthouse No. 7 (3 bedrooms with cooking facilities. Bed Capacity: 8)	500.00	550.00	600.00
Guesthouse No. 9 (3 bedrooms with cooking facilities. Bed Capacity: 7)	500.00	550.00	600.00

C. Conference Hall - (For the use of participants to live-in seminars only). Minimum daily charge for 100 persons or less. In excess of 100 persons, add P1.00 a day per person.

1. Benitez Hall	P600.00	P700.00	P800.00
2. North Side Social Hall	500.00	600.00	700.00
3. Quezon Hall Main	500.00	600.00	700.00
4. Quezon Hall Basement	400.00	500.00	600.00
5. Pages Hall	400.00	500.00	600.00
6. O-Ringed Conference Hall	400.00	500.00	600.00

The use of sound system may be arranged with management - minimal charge.

D. Dining Hall and Kitchen - (For groups living in Camp only).
Subject to Camp policies on the matter.

Minimum daily charge for 100 persons or less. Additional
P1.00 per person a day in excess of 100.

1. Abada Hall P600.00 a day
2. Albert Hall 600.00 a day

Note: Service fee shall be charged and computed at 5% of the
gross amount of clients/customers, in addition to the
regular charges based on prescribed rates. This is
intended for the incentive pay of Camp personnel.

Daily rates subject to change without prior notice.

(Inclosure No. 2 to DECS Order No. 14, s. 1990)

Department of Education, Culture and Sports
TEACHERS CAMP OFFICE
Baguio City

HOUSE RULES IN THE COTTAGES

1. Be sure you have the keys to the main door with you upon leaving the cottage. Your deposit for the keys will not be refunded if you lose them.
2. Keep your room clean and orderly.
3. Look into the safety of your personal valuables, such as watches, jewelry, camera, money, etc.. THE CAMP MANAGEMENT WILL NOT BE RESPONSIBLE FOR THE LOSS OF SUCH ARTICLES IN THE CAMP.
4. The cottage is intended for the number of occupants you indicated in the form filed upon check-in. Occupants in excess of the registered number shall not be allowed to stay.
5. Care should be exercised in the use of the property provided by the Camp.
6. Conserve water. Guests are requested to turn off the faucet they are using while soaping their faces or hands. Be certain that the rubber stopper (ball) is firmly put in place after flushing the toilet to avoid needless waste of water.
7. Electric lights should be switched off when leaving the room. All lights are to be switched off after 10:00 o'clock in the evening, except those outside the cottage.
8. Noise such as music, loud voice and laughter can disturb your neighbor. These should be controlled.
9. Make use of the trash cans. Do not litter in the Camp.
10. Guests are to provide their own towels and toilet articles.
11. There shall be no smoking inside the bedrooms.
12. Drinking liquor and gambling are not allowed in the cottages.

13. The telephones in the Camp are intended for local calls only (within Baguio City). Those wishing to call long distance will be assisted by our staff at the Administration building.
14. The caretaker assigned to your cottage also takes care of four (4) other cottages. He reports to your cottage at a certain time of the day to clean and empty the garbage container. They do not cook, do not do laundry, nor go outside the Camp for errands.
15. The flowers in the various garden areas are there for guests to appreciate. Picking of flowers is not allowed.
16. Do not hang or dry clothes outside the windows, no clothesline in areas visible from the roads/passageways.
17. Guests shall inform the cottage caretaker or the office their time of departure. This will afford the caretaker sufficient time to check/account for the property used. Any loss, breakage or damage of property shall be paid for or replaced by the guests.
18. Residents should make sure that the doors/windows are closed/locked when leaving the cottage for security precautions.
19. BONFIRES, OPEN FIRES AND OUTDOOR COOKING ARE NOT ALLOWED IN THE CAMP AREA.
20. CHECK-OUT TIME IS 12:00 O'CLOCK NOON.

We would like very much to accommodate you again in the future, if you would kindly cooperate by strictly adhering to the Camp regulations.

Thank you.

THE TEACHERS CAMP MANAGEMENT

(Inclosure No. 3 to DECS Order No. 14, s. 1990)

Department of Education, Culture and Sports
TEACHERS CAMP OFFICE
Baguio City

HOUSE RULES IN THE DORMITORIES

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.. MANAGEMENT WILL NOT BE RESPONSIBLE FOR THE LOSS OF SUCH ARTICLES IN THE CAMP.
3. Care should be exercised in the use of the property provided by the Camp.
4. Conserve water. Guests are requested to turn off the faucet while soaping their faces or hands. Be certain that the rubber stopper (ball) is firmly put in place after flushing the toilet to avoid needless waste of water.
5. Electric lights should be switched off when leaving the room. All lights are to be switched off after 10:00 o'clock in the evening, except those lighting the corridors in the dormitory.
6. Silence should be observed while the other guests are sleeping or resting.
7. Make use of the trash cans. Do not litter in the Camp.
8. Guests are to provide their own towels and toilet articles.
9. There shall be no smoking inside the bedrooms.
10. Drinking liquor and gambling are not allowed in the dormitories.
11. The telephones in the Camp are intended for local calls only (within Baguio City). Those wishing to call long distance will be assisted by our staff at the Administration Building.
12. The room boys or girls are assigned to clean and watch your quarters. Do not send them outside the Camp for errands.

13. The flowers in the various garden areas are there for guests to appreciate. Picking of flowers is not allowed.
14. Washing of clothes is not allowed in the bathrooms. Do not hang or dry clothes outside the windows or areas visible from the roads/passageways.
15. Cooking and eating in the bedrooms are not allowed.
16. Guests shall inform the dormitory personnel their time of departure. This will afford the caretaker sufficient time to account/check the property used. Any loss, breakage or damage are to be paid for or replaced by the guests.
17. Guests billeted at the first floor of the dormitories should close/lock their windows before leaving the room.
18. BONFIRES, OPEN FIRES AND OUTDOOR COOKING ARE NOT ALLOWED IN THE CAMP AREA.
19. CHECK-OUT TIME IS 12:00 O'CLOCK NOON.

The Teachers Camp Administration Office is located near the Main Gate along Teachers Camp Road.

Business Hours: 8:00-12:00 a.m. and 1:00-5:00 p.m.

For inquiry/assistance, please call up:

Tel. Nos. 442-3517
442-6032 or 442-2659

The Teachers Camp earnestly requests your wholehearted cooperation by strictly adhering to the Camp rules and regulations.

Thank you.

THE TEACHERS CAMP MANAGEMENT