

Route For INFO  
FILE

Republika ng Pilipinas  
PANGPANGSANT PANGKASABAN NG PANGULOG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 53, s. 1990

MEMORANDUM CIRCULAR

TO : ALL NIA EMPLOYEES

SUBJECT : House Rules to be observed in the Use of the Dormitory  
NIA Building Complex

Only NIA officials and Employees on official business may be allowed to use the dormitory and shall present their approved travel orders and other documents that may be required. For the availment and use of the dormitory, the following house rules shall be observed:

I. RESERVATION:

1. Advance reservation for the use of the Dormitory is required. Reservation must be made with the Building & Facilities Maintenance Division (BFD) and submit for approval by the Assistant Administrator for Administrative Services. Allowance of at least two days for confirmation of reservation is requested. Reservation will be processed only if requesting parties agree to abide with the House Rules.
2. A minimum deposit equivalent to one day rate shall be required. The deposit shall be made during checking-in.
3. Priority in the use of the Dormitory is given to NIA Officials. The NIA reserves the right to cancel any reservation made should this be in conflict with NIA's own scheduled use of the facilities.
4. Upon arrival, all guests must register with the Desk Clerk located at the ground floor lobby before checking-in.

II. SAFEKEEPING ON VALUABLES:

The guest shall be individually responsible for their own cash, valuables and important documents for safekeeping. NIA management will not assume responsibility for any losses or damages.

All guests will be provided with keys to their respective rooms and are required to surrender their keys with the Desk Clerk everytime they leave their rooms. The room occupants shall be charged the cost of lost room keys assigned to them.

### III. PROHIBITIONS INSIDE THE ROOM:

1. Gambling and drinking alcoholic beverages are strictly prohibited.
2. Cleanliness and sanitation is to be observed inside the rooms and its immediate premises, as such, the guests are discouraged from bringing in inside the rooms any food items that will attract flies, ants and other harmful insects.
3. Smoking in bed is prohibited. Ashtrays shall be provided upon requests.
4. Ironing, cooking and other related purposes are not allowed inside the rooms. Laundry and ironing services at additional charges can be requested at the Desk Clerk.
5. Visitors of guests are not allowed inside the rooms. Guests are requested to entertain them at the lobby. Visitors are not allowed to stay overnight in the Dormitory.
6. Typewriters and other office equipment which generate noise are not allowed to be used inside the rooms, most especially in the evenings. The use of this equipment maybe allowed only with the acquiescence of the occupants of the same room and of the adjoining rooms. Should there be complaints from other occupants regarding these matters, the Dormitory Management reserves the right to prohibit the use of such equipment inside the rooms.
7. When not in use, all electric appliances such as electric fans, airconditioners, lights, etc. inside the room should be shut-off or unplugged.

### IV. ACCOUNTABILITIES:

The guests are accountable for all Dormitory properties inside the rooms and for any other items borrowed from the Dormitory. Hence, any damage, breakages or loss of any such items shall be correspondingly charged to the room occupants/borrowers concerned after prior notification.

Trashcans, chairs, tables and other equipment/accessories are not allowed to be taken outside the rooms.

The guests are requested to place on top of their individual beds the towels, bedsheets, pillows with case for easy accounting by the Dormitory Staff prior to checking-out.

V. COURTESY & PROPER DECORUM:

The Dormitory shall be used only for normal peaceful residence. Hence, the room occupants are urged to desist from using these rooms or any part of the Dormitory premises for any activity that will disturb the peace of occupants of the other rooms.

The guests are requested to be in their proper attire whenever they are in public areas and are requested to avoid going about in pajamas, undershirts, and slippers in the lobby, including the cafeteria.

All guests are enjoined to cooperate in making the stay of everybody in the Dormitory as pleasant as possible.

VI. ROOM RATES

	NIA	NON-NIA
A. Guest Rm. (1st flr.) -Individual locker -Private toilet and bathroom -2 beds for each room -Air-conditioned	P100.00/day/ person	P200.00/day/ person
B. Men's Quarter (2nd flr.) -With locker -Common toilet & bathroom -Laundry & drying area -Ceiling fan -4 beds for each room	60.00/day/ person	100.00/day/ person
C. Ladies' Quarter (3rd flr.) -With locker -Common toilet & bathroom -Laundry & drying area -Ceiling fan -4 beds for each room	60.00/day/ person	100.00/day/ person

Check-out time for Dormitory is 12:00 Noon.

Strict compliance is enjoined.

(SGD.) JOSE B. DEL ROSARIO, JR.  
Administrator

July 30, 1990