



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
FERTILIZER AND PESTICIDE AUTHORITY

FPA Bldg., BAI Compound, Visayas Ave., Diliman, Quezon City P.O. Box 2582
Tel. Nos. 920-8173*920-8573*922-3368*441-1601
E-mail add: fpa_77@yahoo.com Website: <http://fpa.da.gov.ph>



October 30, 2017

MEMORANDUM ORDER

No. 17
Series of 2017

Subject : Guidelines Governing the Operation of the Training Facilities of the Fertilizer and Pesticide Authority (FPA)

1.0 PURPOSE

This memorandum is being issued to prescribe guidelines relative to the implementation of the General Provisions of General Appropriations Act (Republic Act No. Under Section 19 paragraph 2 of the FY 2017).

2.0 DEFINITION OF TERM

For the purposes of this memorandum order, fees and charges shall be defined as:

Fees and Charges- Income derived from rentals for the use of buildings, convention hall and Training/lecture Hall under the purview of the FPA.

3.0 SCOPE

This memorandum covers FPA Central Office facilities with the purpose of rendering services to the public for a fee or charge.

4.0 PROCEDURAL GUIDELINES

A. COLLECTION AND USES OF INCOME

1. Income derived from rentals for the use of buildings, office and facilities, shall be constituted into a revolving fund to be made available for the maintenance and other operating expenses or capital outlay requirements of said buildings and facilities subject to pertinent budgeting accounting and auditing rules and regulations.
2. All operating expenses for the said facilities of FPA shall be incorporated in the annual work and financial plan chargeable against the revolving fund.

3. The revolving fund shall be separately recorded and deposited in an authorized depository bank, and considered self-perpetuating and self-liquidating.
4. All obligations or expenditures incurred by virtue of said business-type activities of the use of the said building or facilities shall be charged against the revolving fund;
5. No amount of the revolving funds authorized in this memorandum order shall be used for the payment of discretionary and representation expenses; and
6. The FPA Accountant is required to submit a monthly report income and utilization to the Office of the Director. In the case of failure to comply with this requirement, no withdrawal in the subsequent month shall be allowed.

B. OFFICIALS INVOLVED IN THE USE AND MANAGEMENT OF THE FACILITIES

FPA Official	Responsibility
Executive Director or Deputy Executive Director	Approving Official
Chief Administrative Division	Recommends appropriate action for the use of training, office space and building upon proper coordination with the Chief of General Services Section
Chief of the General Services Section/Unit	In-charge of the management of the operation and maintenance of training facilities; Submit monthly report on the use of training facilities and report of loss or damages attributed to client users.
Accounting Unit	Issuance of Order of Payment.
Cashier/Collecting Officers	Receipt of payment and issuance of Official Receipt (OR), in accordance with the Order of Payment issued by the Chief Accountant.

C. PRIORITY OF USE

Activity	Prioritization
Fertilizer and Pesticide Authority	Immediate availability of all facilities upon the instruction of the Executive Director/Deputy Executive Director

D. REQUEST FOR USE OF THE FACILITIES AND NOTICE OF APPROVAL REQUEST

1. The requesting agency shall prepare a letter of request and fill out the Training Room Reservation Form (**Annex A**) specifying the period covered and the facility/equipment to be availed of i.e. lecture room, convention hall, projector, microphones etc., address to:

The Executive Director
Fertilizer & Pesticide Authority
FPA Bldg., Visayas Avenue Quezon City

Thru: Chief Administrative Officer

2. In order to ensure availability of the facility for the covered period of use, the letter of request must be submitted to FPA in accordance with the following:

Requesting Office	Time Frame	Response Time
a. FPA offices	As needed	Immediate according to the Program/schedule
b. Other Offices	At least two (2) weeks prior to the event	FPA to reply within three (3) days by phone, fax, e-mail, or letter.

3. All arrangement for the use of the facilities shall be made only with the Chief Administrative Division, who shall recommend it to the Executive Director for appropriate action.
4. Confirmation and follow-ups can be made through the no.

Chief Administrative Division 426-5058
5. Upon receipt of the Notice of Approval, the requesting agency (RA) shall provide all Official Coordinator (OC) to finalize details and submit to the Chief Administrative Division the lay-out for the physical arrangement of the facilities required

E. FEES AND CHARGES

1. In accordance with the directives issued by the President, DBM and DOE enjoining government offices to increase their fees and charges for various services, the following rates shall be enforced.

Facility	Concerned Offices/Officials	Applicable Rates
Convention Hall	Other agencies/offices	Full payment of standards rate
Training/Board Room	Other agencies/offices	Full payment of standards rate

2. The standard rate to be used for the computation of payments of pertinent to the use of the facilities are as follows per day:

- Convention Hall P 15,000.00/day
- Board /Training Room P 10,000.00/day
- Power Charge P 150.00/day/equipment

3. Telephone lines, internet connections shall be separate connections by the lease and are not included in the above rates.

F. SPECIFIC POLICIES

A. Convention Hall/Lecture Rooms

1. All arrangements for use of the training facilities shall be made in accordance with D-3;
2. The requesting agency shall submit in triplicate a list of equipment and other materials to be brought into FPA facilities for control and security. The said list shall be distributed as follows:
 - Original - Requesting agency
 - Duplicate - FPA Security Service
 - Triplicate - File for the Chief Administrative Division
3. The FPA security Service shall check the equipment/materials vs. the list upon check-in and check-out;
4. The requesting agency shall be responsible for their equipment and materials. The FPA shall not be responsible for any loss or damage to the equipment or materials of the requesting agency.
5. The requesting agency shall likewise submit the following:

- a. Copy of Programme
 - b. List of VIP guest
 - c. White board markers, eraser
6. The use of the training facilities shall be within the regular working hour of Government employees;
 7. The requesting agency /organizers shall cover the cost of damage to or loss of FPA property deployed in the training facilities.

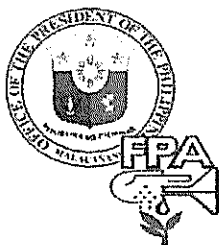
G. OTHER MATTERS OF CONCERN

1. The training facilities are **STRICTLY SMOKE FREE**. Smoking areas are provided with receptacles for cigarette butts ashes;
2. Entry, distribution, display, and/or use any harmful, obnoxious, and illegal documents, films, tapes and other materials is **strictly prohibited**;
3. The FPA reserves the right to reject guest not include in the original list provided by the requesting agency;
4. The requesting agency/ organizers shall cover the cost of damage to or loss of FPA property deployed in the training facilities;
5. The requesting agency shall maintain cleanliness of the facilities;
6. The requesting agency shall ensure that their participants conduct themselves in accordance with the house rules and regulations promulgated to safeguard the facilities of FPA.

This memorandum order shall take effect immediately and superseded other order herewith.

For strict compliance.


WILFREDO C. ROLDAN
Executive Director



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ANNEX A

TRAINING ROOM RESERVATION FORM

(To be filled-up by the Requesting Party)

DATE: _____

REQUESTING PARTY: _____

CONTACT TEL. NO. _____

ADDRESS: _____

PARTICULARS: (Indicate activity, date, training title, number and type of participants)

TRAINING/BOARD ROOM : 40 capacity

CONVENTION HALL : 200 capacity

(Name & Signature of Requesting Party/Representative)

For FPA use only:

RECOMMENDING APPROVAL:

APPROVED:

ELIZABETH T. RAMIRO
Chief Administrative Officer

WILFREDO C. ROLDAN
Executive Director

TERMS AND CONDITIONS

1. The Requesting Party shall shoulder the following charges/fees:

- 40-seater - P10,000.00/day (8am-5pm)
- Convention Hall (200 capacity) - P15,000.00/day (8am-5pm)
- Power Charge - P150.00/day/equipment

Note: Inclusive of the use of sound system, lights, and air-condition.

2. The FPA Training Rooms shall be used for the FDA/DA-related meetings, trainings and conferences.

3. The use of individuals or groups shall be subject to its availability and approval of their formal request/FPA Training Room Reservation Form. The Requesting Party shall make confirmation of their reservation at least two weeks before the scheduled activity. Otherwise, the reservation shall automatically be cancelled.

4. The engager shall indicate the equipment to be used. Corresponding fee for electrical consumption shall be charged in addition to the rental of the training room.
5. All food and beverage items shall be purchased by the Engager and responsible for any eventuality.
6. The Engager/Requesting Party shall be liable to the FPA for any loss, damage or injury caused by the negligence, or omission of the Engager, his/her representative, contractor, guests/visitors or anyone.
7. The engager shall be billed in accordance with the use of the room and other services.
8. The FPA reserves the right to assign an alternate training room should the contracted function room be unavailable for whatever reason.
9. FPA shall not be held liable for loss of personal belongings and valuables.
10. Firearms/explosives and flammable materials are not allowed inside the building.
11. Smoking is prohibited inside the FPA Building.

CONFORME:

(Printed Name & Signature of Representative)