

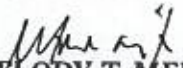


Ref. No. 2025- 152  
04 March 2025

**MEMORANDUM FROM THE DIRECTOR**

**TO : ALL CONCERNED**

**THROUGH :**   
**CORAZON L. BARRETTO**  
OIC-Head, Building Maintenance and General Utility Services Unit

  
**MELODY T. MEMITA**  
Head, Ad-hoc Administrative and Finance Division

**SUBJECT : GUIDELINES ON THE LEASE OF THE DEPARTMENT OF AGRICULTURE-BUREAU OF AGRICULTURAL RESEARCH (DA-BAR) FACILITIES**

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**I. PURPOSE**

For the effective and efficient utilization of the physical resources of the DA-BAR, these guidelines on leasing of its facilities shall be set to outline the rules and procedures.

**II. SCOPE AND APPLICATION**

These guidelines shall apply to all of the DA-BAR's partners, stakeholders and clients.

**III. TERMS AND CONDITIONS**

1. Reservations shall be made at least two (2) weeks before the scheduled event. Special cases shall be entertained upon written approval from the Office of the Director (OD).

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2. Meetings to be held in the conference rooms shall generally conform to the maximum capacity of the said facilities.
3. Reservation of facilities for casual lunches/dinners or unofficial activities is strongly discouraged.
4. All meeting reservations should indicate the following:
  - a. The scheduler name, phone number, email address
  - b. The estimated number of attendees
  - c. Descriptive title of the meeting/Purpose
5. Prior to scheduling, it is advised to pre-determine all logistical needs for the meeting. Please inform the Building Maintenance and General Utility Services Unit (BMGUSU) and/or the Knowledge Management and Information Systems (KMISD), should there be a need for projectors, screens, wireless microphones, and other information and communications technology (ICT) equipment.
6. DA-BAR reserves the right to reassign to an alternate facility, should the facility requesting to be reserved is unavailable or has already been previously booked by another user.
7. Payment for the use of the facilities shall be made directly to the DA-BAR Cashier, who shall issue the corresponding Official Receipt (OR).

#### **IV. HOUSE-CONFERENCE ROOM RULES**

1. Furnitures, appliances, ICT equipment and other items found inside the facility should not be removed from the designated area. Any damages/losses inside the facility shall be charged to the Requesting Party.
2. Keep the conference room doors closed and keep the noise level down. Please keep the conversations at as low a decibel as possible.
3. Users shall be responsible for returning and keeping the room neat and clean after use.
4. If projectors air-conditioning units and other facilities are not working properly, please notify the BMGUSU staff, Engr. Vanessa Yap (local 1118) for assistance.

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5. DA-BAR shall not be held liable for any loss of personal belongings and other valuables inside the facility during the conduct of activities in its facility.

#### IV. RATES

FACILITY NAME	MAXIMUM CAPACITY	RATES
ER Ponce Hall	40 pax	₱5000.00
Board Room	15 pax	₱3000.00
Mini Conference Room	15 pax	₱3000.00
Innovation Hub	15 pax	₱3000.00
JR Escaño Hall	40 pax	₱5000.00

Note:

An additional ₱300.00 per hour in excess of 8 hours.

#### Inclusions:

1. Use of sound system
2. Use of water dispenser, water included
3. Use of 65 inch LED TV
4. Use of air-conditioning units
5. Power charge

#### V. SPECIAL CASES (FOR PUBLIC USE)

DA-BAR Facilities are open for public use on weekends and holidays, provided that the event is sponsored or endorsed by BAR officials/staff. All participants/guests must abide by the rules and regulations indicated above.

BAR staff are entitled to a 50% discount on facility rentals for their birthday or wedding reception. Other than this, full rate applies.

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## VI. DISCLAIMER ON WARRANTIES AND LIABILITY

Pursuant to Site Inspection Report No. BMD\_0119 conducted by the Quezon City Hall, Department of Engineering, please be advised that the ER Ponce Hall (4th floor) has a maximum occupant capacity of 40 persons to minimize potential risks.

The DA-BAR management disclaims any warranties, express or implied, and shall not be held liable for any injuries, damages, or losses arising from the use of these premises.

For further queries and assistance, please contact:

**ENGR. VANESSA D. YAP**  
8461-2800 / 8461-2900 LOCAL 1118  
09954622942

  
**JUNEL B. SORIANO, PhD**  
Director 

*FN: BAR Facility Guidelines*  
*AFD/mtm*

