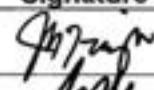
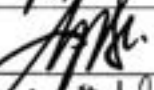
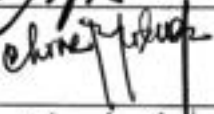
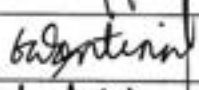
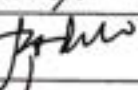
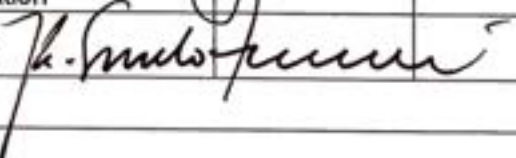


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|  | DE LA SALLE-COLLEGE OF SAINT BENILDE                                             |                       |                                |
|                                                                                   | <b>DOCUMENT TITLE:</b><br>GUIDELINES ON ADMINISTRATIVE SERVICES RESERVATION FORM | <b>DOCUMENT NO:</b>   | <b>ACCESS RESTRICTION:</b>     |
| <b>FILE SOURCE:</b><br>OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION            | <b>EFFECTIVE DATE:</b>                                                           | <b>APPROVAL DATE:</b> | <b>NO. OF PAGES:</b><br><br>25 |

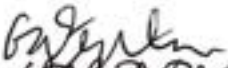
| DOCUMENT CONTROL DETAILS |                                                          |
|--------------------------|----------------------------------------------------------|
| Document Applicability   | : All associates of De La Salle-College of Saint Benilde |
| Document Classification  | : New                                                    |
| File Location            | : WeBenilde                                              |
| Date of Next Review      | : One (1) year after effectivity date                    |

| DOCUMENT APPROVALS |                              |                                                             |                                                                                       |          |
|--------------------|------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------|----------|
| Role               | Name                         | Office/Center – Position                                    | Signature                                                                             | Date     |
| Author/s           | Helen Joyce B. Tiong         | Unit Head, Environmental Concerns Unit (ECU)                |   | 05/22/23 |
|                    | Mary Grace B. Abiera         | Unit Head, Logistics Support Unit (LSU)                     |  | 05/22/23 |
| Reviewer/s         | Chona R. Rodulfa             | Director, People and Organization Development Office (PODO) |  |          |
|                    | Geraldine G. Gabrentina      | Unit Head, Policy Development (CIPD)                        |  |          |
| Approver/s         | Juan Ramon R. Odulio         | Vice President for Administration                           |  |          |
|                    | Br. Edmundo L. Fernandez FSC | President                                                   |   |          |

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This document may be discontinued, altered, supplemented or suspended at any time, at the discretion of the College.

**DOCUMENT HISTORY**

|     | Description of Change | Authored/<br>Revised by: | Revision Date | Effectivity<br>Date |
|-----|-----------------------|--------------------------|---------------|---------------------|
| V01 | Original Version      |                          |               |                     |

**RELATED INFORMATION**

| Document Control<br>No. | Document Name                        | Source |
|-------------------------|--------------------------------------|--------|
| GUI-142405-0002         | GUIDELINES ON FACILITIES RESERVATION |        |
| POL-142405-0003         | POLICY ON PROPERTY DISPOSAL          |        |

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GUIDELINES ON ADMINISTRATIVE  
SERVICES RESERVATION FORM**DOCUMENT NO:****Effective Date:****TABLE OF CONTENTS**

| Section Title       | Page Number |
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| Rationale           |             |
| Objective           |             |
| Scope               |             |
| Definition of Terms |             |
| Guidelines          |             |
| Appendices          |             |

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## GUIDELINES ON ADMINISTRATIVE SERVICES RESERVATION FORM

### 1. RATIONALE

- 1.1 The Office of the Vice President for Administration (OVPA) recommends an online reservation of facilities/venues and admin services needed by the Benildean Community.

### 2. OBJECTIVES

- 2.1 To establish a systematic procedure in reserving the facilities/venues and admin services needed to support the College's academic requirements.
- 2.2 To properly schedule, accommodate, assist, and coordinate all the reservation and other events' requirements that will be held within the College premises, to ensure safety, effectivity, and successful implementation.
- 2.3 To ensure standard processes and procedures in reserving facilities/venues and other administrative services provided the OVPA.
- 2.4 To establish an online reservation form that is accessible by the Benildean Community.

### 3. SCOPE

- 3.1 These guidelines shall apply to all Offices/Centers of De La Salle-College of Saint Benilde.

### 4. DEFINITION OF TERMS

- 4.1 **Associate** – refers to all hired employees of the College (regardless of employment status and classification).
- 4.2 **Auditorium** – a hall that is used for public gatherings or assemblies and for speeches or stage performances.
- 4.3 **Badminton Room** – a room for badminton practices and PE classes.
- 4.4 **Booth/Exhibit Area** – an area for art installations or marketing and promotional activities.
- 4.5 **Conference Room** – a room that is used for meetings or conferences
- 4.6 **Dance Room** – a room for dancing routines and PE classes.
- 4.7 **Facility** – any place, amenity, or piece of equipment designed for a particular purpose.
- 4.8 **Function Rooms** – are rooms designed for meetings and small gatherings.

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- 4.9 **Gymnasium** – a venue that is equipped with facilities for PE classes such as basketball, volleyball, gymnastics, games, and other physical exercises.
- 4.10 **Housekeeping** – provides cleaning and sanitation services.
- 4.11 **Meeting Room** – a room that is dedicated for meetings.
- 4.12 **Movers** – persons who provide service to transfer items and setup of venues.
- 4.13 **Multipurpose Room** – a room with multiple uses, i.e., PE dance classes and other physical exercises.
- 4.14 **Open Court** – a basketball court that is used for PE class, physical exercises and other school activities.
- 4.15 **Reservation** – the privilege of using the facilities/venues for a definite time.
- 4.16 **Student** – an individual officially enrolled in the College.
- 4.17 **Theater** – an area that is designed to cater dramatic presentations, stage entertainments, or motion-pictures.
- 4.18 **Venue** – a place where the event shall take place, such as concerts, conferences, or sports matches.

**5. GUIDELINES**

- 5.1 All administrative services requests shall be initiated by the Student/Office/Center/School/Program through an online request form: **Administrative Services Reservation Form (ASRF)**
- 5.2 Venue/Facilities Reservation:
- 5.2.1 The Center for Built Environment, Logistics, and Inventory Management-Logistics Support Unit (CBEL-LSU) is open for processing of reservations every Monday to Friday - 8:00 A.M. to 12:00 Noon and 1:30 P.M. to 5:00 P.M.
- 5.2.2 Requests made through the online form beyond the above operational hours will be processed the next operating day.
- See Appendix A List of Facilities/Venues for the facilities/venues covered by this guideline.
- 5.2.3 Reservation of facilities/venues mentioned above is strictly on a FIRST COME FIRST SERVED basis.
- 5.2.4 A tentative reservation (pencil booking) can be made at the beginning of every Academic Year (AY). As a general rule, all institutional community activities, as

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calendared by the College shall be given priority. All venues identified as academic/learning areas are subject to clearance from the Registrar's Office prior to reservation.

- 5.2.5 All campus-based activities must be reserved through the [ASRF](#) and routed for notice and approval at least seven (7) days prior to the scheduled date. The accomplished Administrative Services Request Form (ASRF) shall be submitted to CBEL-LSU at least seven (7) working days before the reservation date to confirm reservation. On the other hand, all requests for venue reservations made in less than seven (7) days of the event must be accompanied by an endorsement from the respective Vice Chancellor or Vice President of the sponsoring Office/School. Failure to do so will automatically cancel the reservation.
- 5.2.6 Activities with participants from within the Benildean Community need to be approved by a Level-4 administrator (Center Director / School Dean).
- 5.2.7 Activities with government agencies, businesses, organizations, government units and other external partners have to be approved by the respective Vice Chancellor or Vice President of the sponsoring office / school, or endorsed by the Office of the Chancellor or the Office of the President of the College.
- 5.2.8 Voluntary cancellation or withdrawal of reservation must be communicated to the CBEL-LSU three (3) working days before the reserved date; failure to do so shall merit a corresponding sanction.
- 5.2.8.1 Suspended from availing of the facilities and the Office/School shall be required to write a letter to the OVPA endorsed by the Division Head.
- 5.2.9 Reserved schedule must be strictly followed. No authorized extension shall be allowed unless otherwise approved by the CBEL-LSU.
- 5.2.10 The use of the College facilities on Sundays, holidays, and during designated College break periods is discouraged. Usage may be granted, however, upon the approval of the Vice President for Administration (VPA) by filing a written request indicating the reason for the activity and the name of persons that shall be allowed entry, along with an endorsement from a BLT-level officer. Additionally, users are required to conform to the Center for Emergency Management, Safety and Security (CEMSS) policy on College entry during Sundays/holidays.
- 5.2.11 The person in-charge of an activity is held responsible for the use, order and cleanliness of facility and equipment. They are advised to turn off the lights and air-conditioning when not in use. Any individual or group found to have misused any campus facility or equipment shall have their privileges revoked, and may be held liable for damages.
- 5.2.12 Any reserved facility and equipment therein are strictly for the use of the reserved group/organization and are not transferable.

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- 5.2.13 All programs of activity shall strictly conform to existing rules and regulations of the College.
- 5.2.14 Posting and nailing on walls shall not be allowed at all times.
- 5.2.15 Installation of props and/or additional lighting or electronic equipment requires prior coordination and approval from the Center for Facilities Management and Campus Development (CFMCD).
- 5.2.16 Installation/usage of video monitors and audio systems have to be coordinated separately with the Center for Learning Resources (CLR). Likewise, requests for Internet and connectivity concerns have to be separately coordinated with the Digital Technology Office (DTO).
- 5.2.17 Representative/s of the concerned party with approved reservation must coordinate with the CBEL-LSU at least even (7) working days before the event and during the set-up date. Only properly coordinated set-up/lay-out will be given assistance by the set-up team during the scheduled set-up.
- 5.2.18 Air conditioning system will be provided only during dress rehearsal/s and actual show/s. Industrial fans shall be provided during ordinary rehearsal/s.
- 5.2.19 Overcrowding is not allowed. Refer to the capacity of the different venues as specified in Appendix A.
- 5.2.20 Proper decorum expected of a Benildean shall be observed at all times:
- 5.2.20.1 Courtesy and civility towards each other
  - 5.2.20.2 No smoking in all areas of the College
  - 5.2.20.3 No drinking and eating, except in prescribed / approved areas
  - 5.2.20.4 No profane and abusive language
  - 5.2.20.5 No littering/loitering
  - 5.2.20.6 No firearms or pointed objects are allowed in the campus premises
- 5.2.21 The CBEL-LSU reserves the right to call the attention of the requesting party and cancel the reservation for non-compliance of the approved guidelines or any violation of College rules and policies.
- 5.2.22 The OVPA reserves the right to modify, change or add venues or facilities for reservation as these become available, based on the progress/development of the campuses. Additionally, the VPA may designate venues or facilities for a specific or different function.
- 5.3 The OVPA shall implement standard procedures, process flows, and protocols applicable to the Guidelines on Administrative Services Reservation Form.  
Please refer to the following Appendices:

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|            |                                                                  |
|------------|------------------------------------------------------------------|
| Appendix B | Procedure on Reservation of Facilities                           |
| Appendix C | Procedure on Reservation of Vehicle                              |
| Appendix D | Procedure on Setup and Movers Request                            |
| Appendix E | Procedure on Housekeeping and Plant Setup Request                |
| Appendix F | Process Flow                                                     |
| Appendix G | Guidelines on the Use of the Gymnasium and Benilde Covered Court |
| Appendix H | Guidelines on the Use of the Theater                             |
| Appendix I | Online Reservation Form                                          |

- 5.4 **Campus curfew is at 10:00 P.M.** All theater activities are expected to end by then including packing up of materials and equipment. Activities beyond the curfew time are subject to approval of the VPA.
- 5.5 All previous communications related to GUI-142405-0002 Facilities Reservation (Appendix J) are hereby superseded by these guidelines.
- 5.6 These guidelines shall be reviewed every three (3) years to ensure that it is updated and relevant to the needs of the College and the community.
- 5.7 Non-compliance to the Guidelines on Administrative Services Reservation Form shall be subject to disciplinary action and due process.
- 5.8 These guidelines shall take effect upon approval and shall continue to be in full force unless superseded by new policies and guidelines.

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**LIST OF FACILITIES/VENUES**

| <b>VENUE</b>                | <b>VENUE DESCRIPTION/PURPOSE</b>                              | <b>LOCATION</b>                            | <b>CAPACITY</b>         |
|-----------------------------|---------------------------------------------------------------|--------------------------------------------|-------------------------|
| ARG THEATER                 | Institutional events, Mass, Assembly, Seminars                | 5th floor Solomon Hall, Taft Campus        | 500 seats               |
| AUDITORIUM                  | Assembly, Workshops, Orientation, Seminars                    | 5th floor Duerr Hall, Taft Campus          | 172 seats               |
| GREENWAY CENTER             | Institutional events, Mass, Assembly                          | Ground floor Mutien Hall                   | 400 pax                 |
| GREENWAY CLINIC SIDE        | Booth, Exhibit area                                           | Ground floor Taft Campus                   |                         |
| GREENWAY SLC                | Booth, Exhibit area                                           | Ground floor Taft Campus                   |                         |
| GREENWAY CAFETERIA SIDE     | Booth, Exhibit area                                           | Ground floor Taft Campus                   |                         |
| TAFT CAMPUS BACK GATE LOBBY | Booth, Exhibit area                                           | Ground floor, Taft Campus, Leo Guinto Side |                         |
| FUNCTION ROOM C             | Meeting Room                                                  | Cafeteria Mezzanine, Taft Campus           | 15pax                   |
| FUNCTION ROOM D             | Meeting Room                                                  | Cafeteria Mezzanine, Taft Campus           | 15pax                   |
| CASE ROOM                   | Workshop, Orientation, Meeting                                | M303 Mutien Hallway, Taft Campus           | 40 pax                  |
| OPEN COURT                  | PE/Recreational Area                                          | 2nd floor Duerr, Taft Campus               | 700 pax                 |
| BADMINTON AREA              | PE/Recreational Area                                          | 6th floor, Solomon Hall, Taft Campus       | *sports activities only |
| DANCE ROOM                  | PE/Recreational Area                                          | 4th Floor Solomon Hall, Taft Campus        | 40pax                   |
| MULTIPURPOSE ROOM           | PE/Recreational Area                                          | 4th Floor Solomon Hall, Taft Campus        | 40pax                   |
| GYM                         | Primarily academic use, availability pending SMS PE clearance | 6th Floor Mutien Hallway, Taft Campus      | *sports activities only |

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| <b>VENUE</b>          | <b>VENUE<br/>DESCRIPTION/PURPOSE</b>                          | <b>LOCATION</b>                                 | <b>CAPACITY</b> |
|-----------------------|---------------------------------------------------------------|-------------------------------------------------|-----------------|
| BENILDE COVERED COURT | Primarily academic use, availability pending SMS PE clearance | P. Ocampo corner Arellano Street. near BDO      |                 |
| DAC THEATER           | Assembly, Performance Area                                    | 5th Floor, DAC                                  | 415 seats       |
| DAC CAFETERIA         | Assembly, Performance Area                                    | 12TH Floor, DAC                                 | 100 seats       |
| BLACK BOX             | Assembly, Performance Area                                    | 6th Floor, DAC                                  | 120 seats       |
| LRC LOBBY             | Booth/Exhibit Area                                            | 2nd Floor, Solomon Hall, Taft Campus            |                 |
| AKIC LOBBY            | Booth/Exhibit Area                                            | G/F Lobby near student entrance, AKIC Campus    |                 |
| THE LOOP              | Meeting Room                                                  | DAC 12th Floor near Cafeteria                   | 60pax           |
| MFC 3A                | Meeting Room                                                  | 3/F Miguel Febres Cordero Building, Leon Guinto | 20 persons      |
| MFC 3B                | Meeting Room                                                  | 3/F Miguel Febres Cordero Building, Leon Guinto | 20person        |
| MFC 4                 | Meeting Room                                                  | 4/F Miguel Febres Cordero Building, Leon Guinto | 8 persons       |
| MFC 5                 | Meeting Room                                                  | 4/F Miguel Febres Cordero Building, Leon Guinto | 20 persons      |
| THE ATRIUM LOBBY      |                                                               |                                                 | 160 pax         |
| THE ATRIUM CAFETERIA  |                                                               |                                                 | 150 pax         |

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**APPENDIX B**  
**PROCEDURE ON RESERVATION OF FACILITIES**

| Person Responsible                                     | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Requisitioner                                          | <ol style="list-style-type: none"><li>1. Before placing a reservation, please check the availability of the venue thru the link provided in the Administrative Services Request Form (ASRF).</li><li>2. If the venue is available, accomplish the ASRF.<br/>Note: Ensure correctness of the email address of approver. Incorrect or wrong email will result to a cancelled request set by the approval system. Please check with the approver if they received your request at least 5 minutes after submission or after you have received the notification. If they didn't receive your request, please edit your response and enter the correct email.</li><li>3. Ensure all other requirements such as service materials, engineering and housekeeping requirements, etc. are declared on the ASRF.</li><li>4. Attach the following documents, whichever is applicable:<ol style="list-style-type: none"><li>a. Layout</li><li>b. Event proposal with approval</li><li>c. Endorsement from respective Vice Chancellor / Vice President of the sponsoring office/school</li></ol></li></ol>                                                                                      |
| Initial Approver<br>(Center Director /<br>School Dean) | <ol style="list-style-type: none"><li>5. Approves the request if all requirements and/or information are provided.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| CBEL-LSU                                               | <ol style="list-style-type: none"><li>6. LSU Officer pre-screens the request based on:<ol style="list-style-type: none"><li>a. availability of the facility,</li><li>b. intended activity, and</li><li>c. lead time;</li></ol>Note: The request shall be made at least seven (7) days before the intended activity.</li><li>7. Depending on the result of the screening, LSU officer can:<ol style="list-style-type: none"><li>a. Recommend for approval - if all information in the ASRF are correct and complete. This will forward the request to the LSU Head for approval.</li><li>b. Request for more information - indicate the additional information or requirement needed. This will send the workflow back to the requisitioner for re-submission.</li></ol></li><li>8. LSU Head and CBEL Director consecutively review the request and may do the following:<ol style="list-style-type: none"><li>a. Approve - forwards the request to the next applicable approver.</li><li>b. Request for more information - indicate the additional information or requirement needed. This will send the workflow back to the requisitioner for re-submission.</li></ol></li></ol> |

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| Person Responsible                           | Activity                                                                                                                                                                                                                                                                                         |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              | c. Decline - indicate the reason and workflow will send a notification to the requisitioner that their request has been declined.<br>9. If approved, LSU officer will pencil book on the online calendar to prevent new booking of the requested venue while the request is routed for approval. |
| VPA                                          | 10. Reviews requests that are submitted less than 7 days lead time.<br>11. Approves or decline such requests.                                                                                                                                                                                    |
| Other Approvers (Parallel approval routing): |                                                                                                                                                                                                                                                                                                  |
| CBEL-HSU                                     | 12. Center for Built Environment and Logistics (CBEL)<br>a. Housekeeping Services Unit<br>.HSU Officer checks and recommends the request for approval.<br>CBEL Director - review and approves the request.                                                                                       |
| CFMCD                                        | 13. Center for Facilities Management and Campus Development (CFMCD)<br>a. Theater Operations Unit head and/or Engineering Services Unit head review(s) and approve(s) the request.<br>b. CFMCD Director reviews and approves the request.                                                        |
| CEMSS                                        | 14. Center for Emergency Management, Safety and Security<br>c. CEMSS Deputy Director reviews and approves the request.                                                                                                                                                                           |
| LSU Officer                                  | 15. Finalize reservation of venue.                                                                                                                                                                                                                                                               |
| END OF TRANSACTION                           |                                                                                                                                                                                                                                                                                                  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                |
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**APPENDIX C**  
**PROCEDURE ON RESERVATION OF VEHICLE**

| Person Responsible                                     | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Requisitioner                                          | <ol style="list-style-type: none"><li>Before placing a reservation, please check the availability of the venue thru the link provided in the Administrative Services Request Form (ASRF).</li><li>If the vehicle is available on the needed date, accomplish the online ASRF.<br/><b>Note:</b> Ensure correctness of the email address of approver. Incorrect or wrong email will result to a cancelled request set by the approval system. Please check with the approver if they received your request at least 5 minutes after submission or after you have received the notification. If they didn't receive your request, please edit your response and enter the correct email.</li><li>Attach the list of passengers (if more than 13 passengers).</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Initial Approver<br>(Center Director /<br>School Dean) | <ol style="list-style-type: none"><li>Approves the request if all requirements and/or information are provided.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| CBEL-LSU                                               | <ol style="list-style-type: none"><li>LSU Officer pre-screens the request based on:<ol style="list-style-type: none"><li>availability of the vehicle,</li><li>intended activity, and</li><li>lead time;</li></ol><b>Note:</b> The request shall be made at least seven (7) days before the intended activity.</li><li>Depending on the result of the screening, LSU officer can:<ol style="list-style-type: none"><li>Recommend for approval - if all information in the ASRF are correct and complete. This will forward the request to the LSU Head for approval.</li><li>Request for more information - indicate the additional information or requirement needed. This will send the workflow back to the requisitioner for re-submission.</li></ol></li><li>LSU Head and CBEL Director consecutively review the request and may do the following:<ol style="list-style-type: none"><li>Approve - forwards the request to the next applicable approver.</li><li>Request for more information - indicate the additional information or requirement needed. This will send the workflow back to the requisitioner for re-submission.</li><li>Decline - indicate the reason and workflow will send a notification to the requisitioner that their request has been declined.</li></ol></li><li>If approved, LSU officer will pencil book on the online calendar to prevent new booking of the requested venue while the request is routed for approval.</li></ol> |
| VPA                                                    | <ol style="list-style-type: none"><li>Reviews requests that are submitted less than 7 days lead time.</li><li>Approves or decline such requests.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| Person Responsible | Activity                           |
|--------------------|------------------------------------|
| LSU Officer        | 11. Finalize reservation of venue. |
| END OF TRANSACTION |                                    |

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DOCUMENT NO:

Effective Date:

APPENDIX D  
PROCEDURE ON SETUP AND MOVERS REQUEST

| Person Responsible                               | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Requisitioner                                    | <ol style="list-style-type: none"><li>1. Accomplish the online ASRF.<br/><b>Note:</b> Ensure correctness of the email address of the approver. Incorrect or wrong email will result in a cancelled request set by the approval system.<br/>Please check with the approver if they received your request at least 5 minutes after submission or after you have received the notification. If they didn't receive your request, please edit your response and enter the correct email.</li><li>2. Attach an Image/picture of items to be moved.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Initial Approver (Center Director / School Dean) | <ol style="list-style-type: none"><li>3. Approves the request if all requirements and/or information are provided.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| CBEL-LSU                                         | <ol style="list-style-type: none"><li>4. LSU Officer pre-screens the request based on:<ol style="list-style-type: none"><li>a. availability of the movers,</li><li>b. intended activity, and</li><li>c. lead time;</li></ol><b>Note:</b> The request shall be made at least seven (7) days before the intended activity.</li><li>5. Depending on the result of the screening, LSU officer can:<ol style="list-style-type: none"><li>a. Recommend for approval - if all information in the ASRF are correct and complete. This will forward the request to the LSU Head for approval.</li><li>b. Request for more information - indicate the additional information or requirement needed. This will send the workflow back to the requisitioner for re-submission.</li></ol></li><li>6. LSU Head and CBEL Director consecutively review the request and may do the following:<ol style="list-style-type: none"><li>a. Approve - forwards the request to the next applicable approver.</li><li>b. Request for more information - indicate the additional information or requirement needed. This will send the workflow back to the requisitioner for re-submission.</li><li>c. Decline - indicate the reason and workflow will send a notification to the requisitioner that their request has been declined.</li></ol></li><li>7. If approved, LSU officer will pencil book the request.</li></ol> |
| VPA                                              | <ol style="list-style-type: none"><li>8. Reviews requests that are submitted less than 7 days lead time.</li><li>9. Approves or declines such requests.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| LSU Officer                                      | <ol style="list-style-type: none"><li>10. Finalize reservation of venue.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| END OF TRANSACTION                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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SERVICES RESERVATION FORM

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**APPENDIX E**  
**PROCEDURE ON HOUSEKEEPING AND PLANT SETUP REQUEST**

| Person Responsible                                     | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Requisitioner                                          | <ol style="list-style-type: none"><li>Accomplish the online ASRF.<br/><b>Note:</b> Ensure correctness of the email address of the approver. Incorrect or wrong email will result in a cancelled request set by the approval system.<br/>Please check with the approver if they received your request at least 5 minutes after submission or after you have received the notification. If they didn't receive your request, please edit your response and enter the correct email.</li><li>For general cleaning requests, all requests should be scheduled during Saturday only.</li><li>Attach the layout for plant setup requests.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Initial Approver<br>(Center Director /<br>School Dean) | <ol style="list-style-type: none"><li>Approves the request if all requirements and/or information are provided.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| CBEL-LSU                                               | <ol style="list-style-type: none"><li>HSU Officer pre-screens the request based on:<ol style="list-style-type: none"><li>availability of the plants,</li><li>intended activity, and</li><li>lead time;</li></ol><b>Note:</b> The request shall be made at least seven (7) days before the intended activity.</li><li>Depending on the result of the screening, LSU officer can:<ol style="list-style-type: none"><li>Recommend for approval - if all information in the ASRF is correct and complete. This will forward the request to the LSU Head for approval.</li><li>Request for more information - indicate the additional information or requirement needed. This will send the workflow back to the requisitioner for re-submission.</li></ol></li><li>CBEL Director reviews the request and may do the following:<ol style="list-style-type: none"><li>Approve - forwards the request to the next applicable approver.</li><li>Request for more information - indicate the additional information or requirement needed. This will send the workflow back to the requisitioner for re-submission.</li><li>Decline - indicate the reason and workflow will send a notification to the requisitioner that their request has been declined.</li></ol></li><li>If approved, HSU officer will pencil book the request.</li></ol> |
| VPA                                                    | <ol style="list-style-type: none"><li>Reviews requests that are submitted less than 7 days lead time.</li><li>Approves or decline such requests.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| HSU Officer                                            | <ol style="list-style-type: none"><li>Finalize reservation of venue.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| END OF TRANSACTION                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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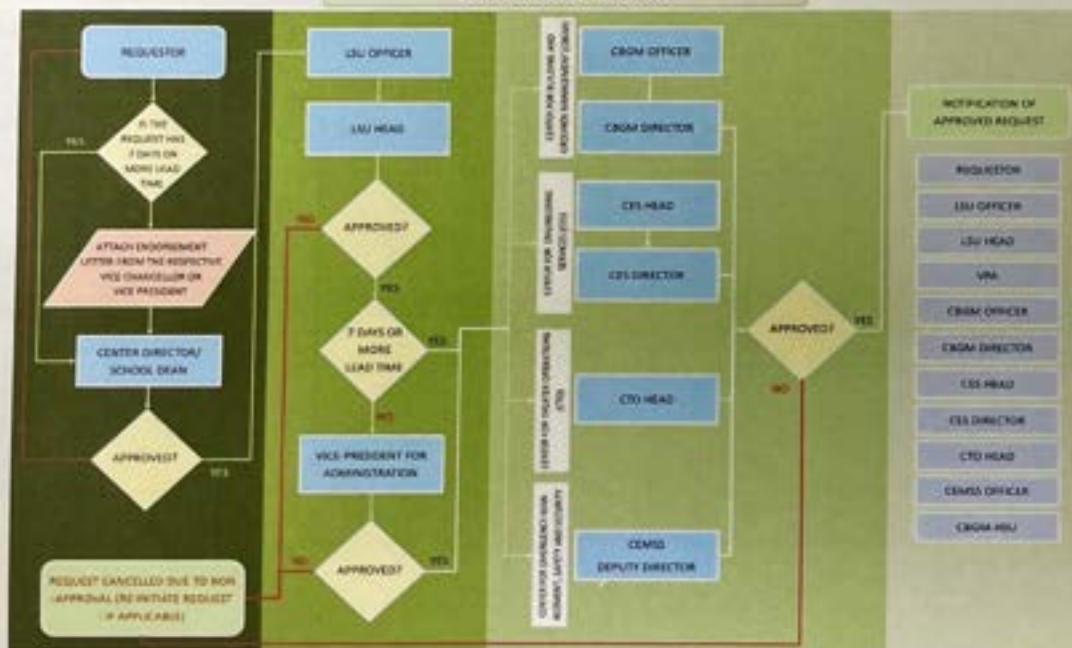
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## APPENDIX F PROCESS FLOW

## VENUE RESERVATION



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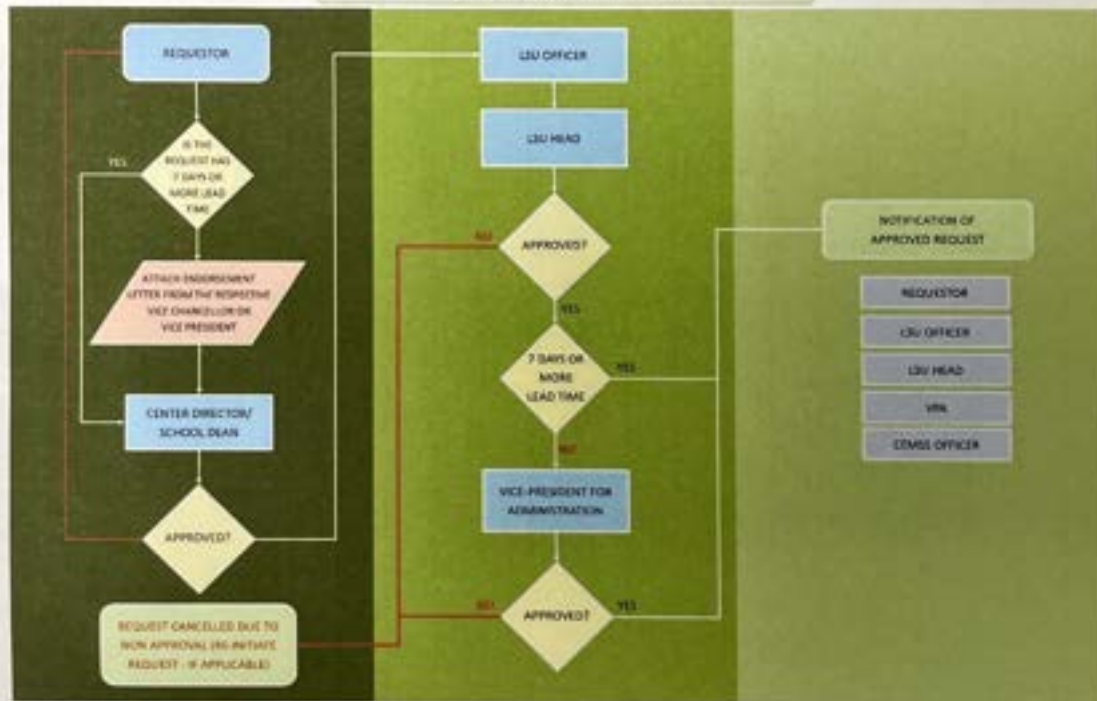
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## VEHICLE RESERVATION



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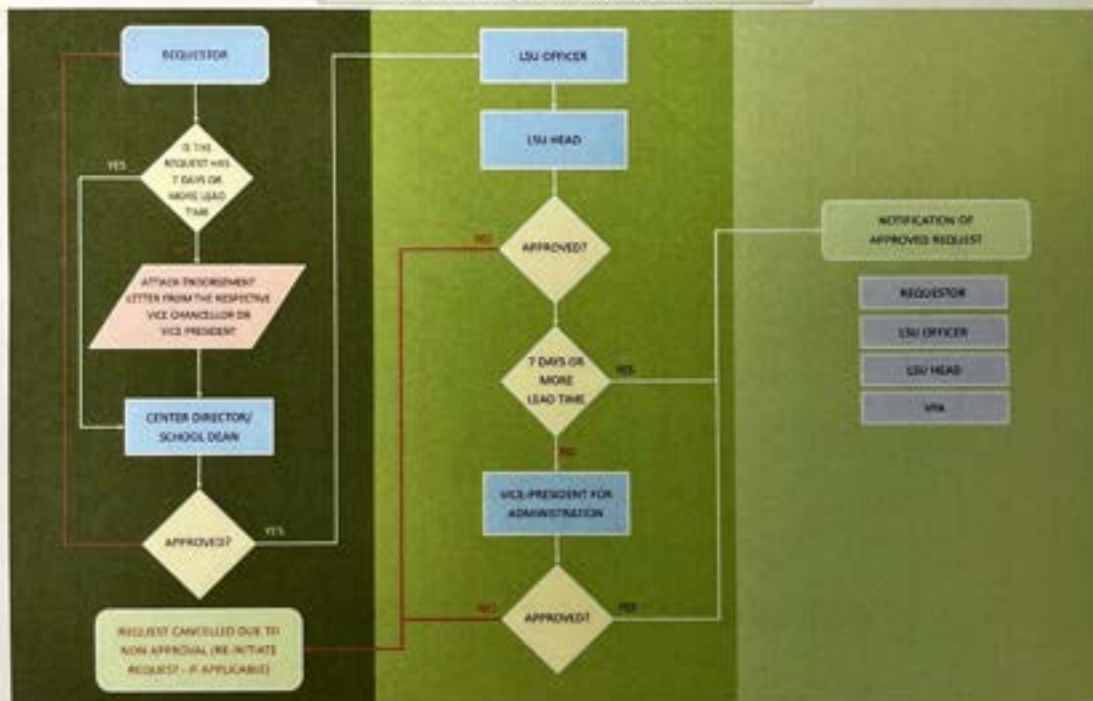


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### SETUP AND MOVERS REQUEST



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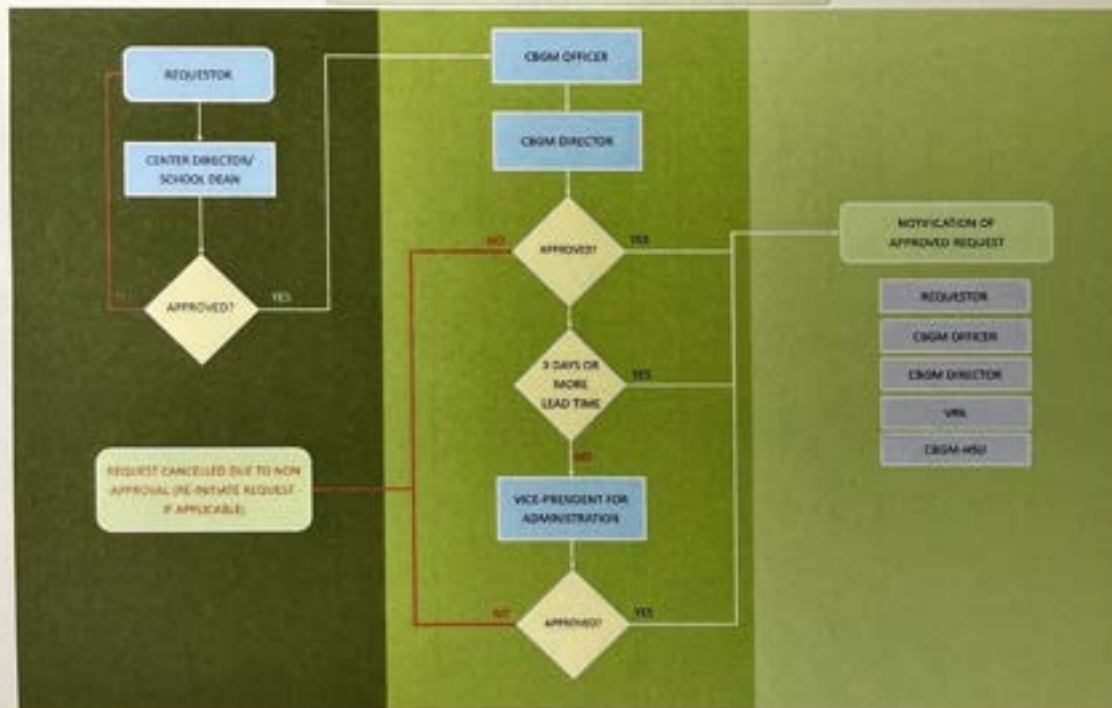


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## HOUSEKEEPING SERVICE



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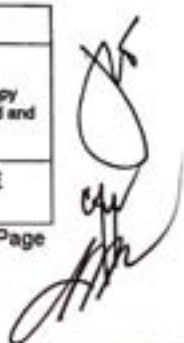
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**APPENDIX G**  
**GUIDELINES ON THE USE OF THE GYMNASIUM AND THE BENILDE COVERED COURT:**

1. The use of Gymnasium is primarily for athletic and physical education purposes only. Activities that are not athletic in nature shall be subject to the approval of the VPA.
2. The following must be strictly observed inside the gym at all times:
  - 2.1 Respect for the gymnasium custodians.
  - 2.2 No spitting on the floor.
  - 2.3 Varsity players' practices and PE activities shall be given priority on the use of the Gym.
  - 2.4 Only authorized personnel shall be assigned to handle the electronic scoreboard.
  - 2.5 Only rubber-soled shoes are allowed to be worn inside the gymnasium. High heels, leather shoes, or any other type of soles that can cause damage to the floor is strictly prohibited.
3. Sports equipment staff, roving security guards, and/or housekeeping staff are authorized to implement and enforce guidelines on the proper use of the gymnasium and its facilities or equipment.

|                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                |
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## APPENDIX H GUIDELINES ON THE USE OF THE THEATER

1. College-wide activities shall be given priority use of the theater.
2. Lead time for reservation with logistical requirements is at least seven (7) working days.
3. The maximum capacity of the theater is five hundred (500) persons, while the minimum is two hundred (200) persons. An event that exceeds or under-utilizes the theater has to be conducted elsewhere.
4. Qualified technicians from the Center for Learning Resources (CLR) and/or Center for Facilities Management and Campus Development (CFMCD) manage the sounds and lights equipment in the theater. Any intended adjustments are to be coordinated and cleared with CFMCD.
5. Strictly no smoking, no food, no drinks, no chewing of gums are allowed inside the theater premises.
6. Due to the sensitive acoustics of the theater, concerts shall be limited to wind or string instruments. Rock concerts requiring heavy drums shall be allowed on a case-to-case basis upon the approval of the Vice Chancellor for Academics (VCA). All band equipment shall be evaluated by CFMCD.
7. Reserving party's materials, props, equipment, and the like, is strictly prohibited to be stored inside the theater premises. Set-up must be removed within 24 hours after the activity. Unclaimed materials/props after forty-eight (48) hours will be disposed of in accordance with the Warehouse Property Control Office Policy (See Appendix K).

|                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                |
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DOCUMENT TITLE:  
GUIDELINES ON ADMINISTRATIVE  
SERVICES RESERVATION FORM

DOCUMENT NO:

Effective Date:

**APPENDIX I**  
**ADMINISTRATIVE SERVICES REQUEST FORM (ASRF)**

2/22/23, 9:08 AM

Administrative Services Request Form - ASRF

**Administrative Services Request Form -  
ASRF**

This form may be used to obtain any of the following services under the  
Office of Vice President for Administration:

1. Venue Reservation
2. Vehicle Reservation
3. Set-up and/or Movers Request
4. Housekeeping Service Request

\* Required

1. Email \*

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By filling up this form, you are consenting to the collection, processing and use of the information in accordance to this privacy notice. The following information are collected and processed: full name, email address, local number, division, center.

Only authorized individuals from Office of the Vice President for Administration (OVPAdmin) and Housekeeping Service Provider will have access to this information and will not be disclosed to third parties without your permission.

The information you have provided will be used for any or all of the following: monitoring, evaluation, documentation, routing and billing purposes.

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<https://docs.google.com/forms/d/1NACS5YAdO-yfCzeTFbA2Nmz6Ad5vKvZy8B089y6/edit>

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**DE LA SALLE-COLLEGE OF SAINT BENILDE****DOCUMENT TITLE:**  
GUIDELINES ON ADMINISTRATIVE  
SERVICES RESERVATION FORM**DOCUMENT NO:****Effective Date:****APPENDIX J**  
**GUI-142405-0002 GUIDELINES ON FACILITIES RESERVATION**

| DE LA SALLE-COLLEGE OF SAINT BENILDE |                                           |                                 |                              |
|--------------------------------------|-------------------------------------------|---------------------------------|------------------------------|
|                                      | DOCUMENT TITLE:<br>FACILITIES RESERVATION | DOCUMENT NO:<br>GUI-142405-0002 | CLASS:<br><b>B</b>           |
|                                      | FILES SOURCE:<br>OVCAD-GASD-CLPM-<br>LSG  | EFFECTIVE DATE:<br>2017-01-26   | APPROVAL DATE:<br>2017-01-26 |
|                                      |                                           |                                 | NO. OF PAGES:<br>5           |

**APPROVAL HISTORY**

| Date<br>(YYYY-MM-DD) | Prepared by                  | Authorized by                    | Approved by<br>(Signature) | Approved by<br>(Name)    |
|----------------------|------------------------------|----------------------------------|----------------------------|--------------------------|
| 2017-01-26           | Genice R. Acosta<br>LSG Head | Mario M. Chavez<br>CLPM Director | Mr. Linares Valdez         | Genice R. Acosta<br>VCAI |

**REVISION HISTORY**

| Revision Date<br>(YYYY-MM-DD) | Author | Reason for Changes |
|-------------------------------|--------|--------------------|
|                               |        |                    |
|                               |        |                    |

**RELATED INFORMATION**

| Document Control No. | Document Name | Revision |
|----------------------|---------------|----------|
|                      |               |          |
|                      |               |          |

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SERVICES RESERVATION FORM**DOCUMENT NO:****Effective Date:****APPENDIX K**  
**POL-142405-0003 POLICY ON PROPERTY DISPOSAL**

| DE LA SALLE-COLLEGE OF SAINT BENILDE |                             |                        |                       |
|--------------------------------------|-----------------------------|------------------------|-----------------------|
|                                      | <b>DOCUMENT TITLE:</b>      | <b>DOCUMENT NO:</b>    | <b>CLASS:</b>         |
|                                      | POLICY ON PROPERTY DISPOSAL | POL-142405-0003        | <b>B</b>              |
|                                      | <b>FILES SOURCE:</b>        | <b>EFFECTIVE DATE:</b> | <b>APPROVAL DATE:</b> |
| OVCAD-GASD,CLPM-<br>WPCO             | 2017-01-31                  | 2017-01-31             | <b>NO. OF PAGES:</b>  |
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**APPROVAL HISTORY**

| Date<br>(mm/dd/yyyy) | Prepared by:         | Authorized by:   | Approved by:<br>(Signature) | Approved by:<br>(Signature) |
|----------------------|----------------------|------------------|-----------------------------|-----------------------------|
| 2017-01-31           | Emilda B. Villanueva | Mr. Mario Chavez | Engr. Ma. Luisa Valdez      | Mr. Benhur Ong              |

**REVISION HISTORY**

| Revision Date<br>(mm/dd/yyyy) | Author | Reason for Changes |
|-------------------------------|--------|--------------------|
|                               |        |                    |

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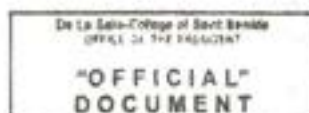
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