



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**  
Contact Nos. (02) 89298541 to 49 local 283 & (0999) 220-0064  
e- mail address: dormitory.co@ati.da.gov.ph

Control Number: \_\_\_\_\_

## ATI DORMITORY RESERVATION FORM (To be filled-up by the Requesting Party)

DATE: \_\_\_\_\_

NAME OF REQUESTING CLIENT/PROJECT OFFICER: \_\_\_\_\_

AGENCY: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CONTACT TEL. NO.: \_\_\_\_\_ E-mail ADDRESS: \_\_\_\_\_

### PARTICULARS:

- Room/s Preferred: \_\_\_\_\_ Number of Room/s: \_\_\_\_\_
- Inclusive Dates: \_\_\_\_\_ Number of Day/s: \_\_\_\_\_
- No. of Guest/s (*Attached List of Guest/s reserved*) : \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_
- Purpose (*Title of Training/Activity, Others*): \_\_\_\_\_
- Arrangements (*Paying or Non-Paying, Others*): \_\_\_\_\_
- Remarks: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name & Signature of Client/Project Officer)

### RECOMMENDING APPROVAL:

**ROLAINE RUZIELLE D. ODULIO**  
Dormitory Manager

### APPROVED BY:

**ARLENE GEMINIANA S. NILO**  
Authorized Representative

## RATES AND TERMS & CONDITIONS

1. Office hours are from 8:00 am to 10:00 pm after 10pm no transaction is allowed.
2. The Requesting Party shall shoulder the following prescribed room rates kindly check your preferred room:
3.  Regular Room: ₱600.00 per head per day 3 to 4 pax in a room without towel and toiletries  Regular Room: ₱700.00 per head per day 3 to 4 pax in a room with towel and toiletries  Regular Room ₱1,200.00 per room for single occupancy with towel and toiletries  Executive Room ₱1,500.00 per room/day maximum of 2 occupancies  Dormitory room ₱600.00 per head per day 4 to 6 pax in a room with towel and toiletries  Dormitory room ₱500.00 per head per day 4 to 6 pax in a room without towel and toiletries
4. Request/s for accommodation shall be addressed to the **ATI Director, Attention: Chief, General Services**. Only approved request/s by the ATI Director accompanied by list of participants, number of participants indicating gender, purpose, duration of stay and room preference/s will be entertained. Discounts are discouraged except to PWD, Senior Citizens.
5. Reservations shall be made at least **one (1) month** ahead of scheduled date and a down payment of **50%** of the total cost is required for confirmation two weeks before the activity date, otherwise the reservation shall automatically be cancelled. If reservation is cancelled a week before the scheduled activity date only 50% of the down payment paid will be refunded. Requesting party should pay the reserved room even the guest did not arrive
6. Guests shall register at the security guard stationed at the Main Entrance RDEC Building (**Firearms and other deadly weapons are strictly not allowed and must be deposited to the guard for safe keeping**)
7. Guests shall fill-up the prescribed Registration Form at the RDEC Dormitory Managers Office.
8. Guests shall pay on or before they check out directly to the ATI Cashier or Designated Collecting Officer, who shall issue the corresponding Official Receipt/s.
9. After settlement of payment, Official Receipt/s should be given to the Dormitory Manager for proper documentation and room assignment, Check-in Checklist Form must be signed by the guest at the conforme portion; ID must be presented and deposited in exchange of the key.
10. For requesting parties coming from GOs, NGOs, LGUs, SUCs, whose payment shall be settled thru check, prior payment arrangement shall be coordinated with the Dormitory Manager, to be approved by the Director or his/her designated Representative.
11. ATI reserves the right to inspect the rooms/facilities occupied by the guests prior to his/her departure/check out. Check-out Checklist Form must be signed by the Dormitory Manager for release/clearance. Any loss or damage to dormitory facilities shall be charged to the room occupant. Key must be surrendered in exchange of the ID deposited. Lost key must be paid before checking out. Lost key will be charged at **₱500.00 per piece**.
12. Equipment, furniture and other items found inside the room should not be removed from its designated places, unless otherwise allowed. Any damage/loss inside the facilities shall be charged to the occupant.
13. ATI shall not be held liable for any loss of personal belongings and other valuables inside the room/facilities. Guests are advised to thoroughly check their valuables and personal belongings before checking out.
14. Guest should only use the paid bed in deference to the other room occupants' rooms are for sharing.
15. Dormitory does not provide laundry services, washing of cloths are discouraged
16. Damage property or stained linens/towels shall be settled by the guest/s before checking out.
17. Check in time is **2:00 pm** and Check-out time is **12:00 pm**. (Extension of stay will be charge at **₱50.00 per hour** with the maximum of two hours stay only, exceeding the maximum time will be considered as one-night stay and will be charged automatically.

CONFORME:

\_\_\_\_\_  
(Printed Name & Signature of Client/ Project Officer)