



MAR 03 2022

**MEMORANDUM CIRCULAR**

No. 2022 - 01

**SUBJECT : GUIDELINES FOR THE RESERVATION AND USE OF THE  
BIODIVERSITY MANAGEMENT BUREAU'S TRAINING CENTER  
AND BULWAGAN NINOY**

In the interest of the service and in view of the new normal of engagement and considering the limited venue for official functions, the following guidelines shall be strictly followed in the reservation, use, maintenance and security of the Training Center and Bulwagan Ninoy as institutional buildings of the BMB:

**1. Reservation and Use**

- 1.1 The Bulwagan Ninoy and the Training Center shall be used solely as a venue for DENR and BMB related meetings and learning events such as trainings, workshops, fora, and seminars or webinars.
- 1.2 Request for reservation shall be made **at least three (3) days prior to the actual use of the facility** using herewith attached Form and send to the [admin@bmb.gov.ph](mailto:admin@bmb.gov.ph) copy furnished [hrdu@bmb.gov.ph](mailto:hrdu@bmb.gov.ph).
- 1.3 Request for reservation shall be supported by a copy of the Notice of Meeting or Special Order or any similar document indicating the nature and purpose of the activity or event.
- 1.4 Reservation for the use of the facility shall be handled by the Human Resources Development (HRD) Unit subject to the approval of the Action Officer, Administrative and Finance.
- 1.5 Copy of the approved Reservation shall be provided to the Security and Janitorial personnel assigned at the said facility for information and guidance.
- 1.6 As part of BMB's economy measures, the use of Bulwagan Ninoy and Training Center shall be allowed only during office hours, **from 7:00 am up to 6:00 pm only**. Use of the said facility shall not be allowed on **Saturdays and Sundays and during holidays**.



- 1.7 Basic venue implements such as tables, chairs, water dispenser, sound system, electricity and internet connection shall be provided. However, should there be a need for additional venue implements other than those previously mentioned, the same shall be provided by the requesting party.
- 1.8 Should there be preferred set-up for the activity/event, the requesting party shall make an advance notice to the HRDU to give sufficient time for the arrangement of venue based on the preferred set-up. Such preferred set-up shall be the responsibility of the requesting party in coordination with the BMB designated personnel assigned at the facility.
- 1.9 **Smoking** (except in the BMB designated smoking area) and **drinking of alcoholic beverages** at all times are prohibited inside the Bulwagan Ninoy and the Training Center.
- 1.10 Notice of cancellation of the reservation shall be made through the **HRDU** within **twenty-four (24) hours** prior to the expected date of the event/activity.

## **2. Maintenance and Orderliness**

- 2.1 The General Services Unit shall be responsible in the overall maintenance of Bulawagan Ninoy and Training Center. Maintenance expenses shall be charged against the BMB funds.
- 2.2 Janitorial personnel shall be assigned each at the Bulwagan Ninoy and Training Center for the daily clean-up and sanitation. The assigned janitorial personnel shall ensure that the facility is well-maintained and clean and any damages to the facility are reported accordingly.
- 2.3 The requesting party shall ensure that the facility used is damage-free after their activity. Likewise, the requesting party shall ensure cleanliness of the facility and garbage due to the event/activity are disposed accordingly before they leave the facility/premises.
- 2.4 Should the requesting party provide its own food service during the event, the requesting party through its food service provider shall bust out any leftover and pull out their catering tools and equipment used from the facility immediately.

## **3. Security**

- 3.1 Security personnel shall be assigned/posted specifically at the Bulwagan Ninoy. The roving security shall cover the Training Center to ensure safety and security prior, during and after the event/activity. The Security Officer(s) shall secure a copy of the inventory of tools and equipment found at the Bulwagan Ninoy and the Training Center and

shall regularly cross-check with the actual count of facility tools and equipment especially after an event/activity.

- 3.2 Any untoward incident shall be reported immediately to the Office of the Director through the Supervisor of the Security Officer assigned in the facility.
- 3.3 Individuals who are not part of the event/activity are not allowed to loiter or stay at the Bulwagan Ninoy and Training Center.

This Order takes effect immediately.



**NATIVIDAD Y. BERNARDINO**  
OIC, Director



Republic of the Philippines  
Department of Environment and Natural Resources  
BIODIVERSITY MANAGEMENT BUREAU



**BMB202200777**

**VENUE RESERVATION FORM**

Event/Activity : \_\_\_\_\_  
\_\_\_\_\_

Purpose : \_\_\_\_\_  
\_\_\_\_\_

Date/Time/Duration : \_\_\_\_\_

Number of Participants : \_\_\_\_\_

Requesting Office : \_\_\_\_\_

Requested by and : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Date Requested : \_\_\_\_\_

Supporting Documents:    \_\_\_ Letter request dated \_\_\_\_\_  
                                  \_\_\_ Notice of Meeting dated \_\_\_\_\_  
                                  \_\_\_ DENR Special Order No. \_\_\_\_\_  
                                  \_\_\_ BMB Special Order No. \_\_\_\_\_  
                                  \_\_\_ Others (Pls. specify) \_\_\_\_\_



Date Received by HRDU/AFU: \_\_\_\_\_

**Action Undertaken:**

Approved : \_\_\_\_\_ with venue at \_\_\_\_\_

Disapproved: \_\_\_\_\_ due to \_\_\_\_\_

**NORMA M. MOLINYAWE**  
Action Officer, Administrative and Finance  
Office of the Director, BMB