



Memorandum Circular	GUIDELINES on the AVAILMENT of TRAVEL, ACCOMMODATIONS & VENUES SERVICES from the SUPPORT OPERATIONS GROUP	Date: 10 January 2014
Number: MC-2014-004		Page: 1 of 4

REFERENCE DOCUMENT

OO-2014-01 TRAVEL, ACCOMMODATION AND VENUE ARRANGEMENT SERVICES OF THE SOG

MC-89-015 USE OF CONFERENCE VENUES/FACILITIES OTHER THAN DAPCC

IMPLEMENTING GUIDELINES. This Memorandum Circular specifies the guidelines on the provision of the Travel, Accommodation and Venue Arrangements Services by the Support Operations Group (SOG), through the Travel, Accommodations & Venue Arrangement Services (TAVAS), a joint composite set-up of the Asset Management Center (AMC) and the Support Services Center (SSC).

1. **Coverage.** This Memorandum Circular covers the following phases involved in the availment of Travel, Accommodation and Venue Arrangement services : 1) Needs Identification 2) Securing / Abstracting of Quotations 3) Awarding and Contracting 4) Services Availment and 5) Evaluation and Feedback.
2. **Definition of Terms**
 - 2.1. **Booking** refers to reserving room/s for lodging and/or venue for activities such as conference, meeting, workshops and seminars in hotels, as well as other arrangements required for activities that have to be conducted in hotels and other similar established business entities, as required by the end-user and as approved by the Group Head.
 - 2.2. **End-user** pertains to an individual and or particular Academy Center / Group authorized by the Academy to avail of travel, accommodation and venue arrangements services of the SOG-TAVAS in accordance with prevailing administrative and/or auditing requirements and guidelines.
 - 2.3. **Transportation service**, a corollary requirement to a booking and/or a travel arrangement, pertains to the provision of means of transportation to transfer an end-user from one place to another. This does not include the regular motor vehicle services that are normally handled by respective Administrative Coordinators for their Groups or project needs.
 - 2.4. **Travel** refers to going to a venue where a conference / meeting / training / seminar/study is being conducted and is covered by a duly filled-out and signed Travel Order document endorsed by the Group's Head and approved by the DAP President.

Memorandum Circular	GUIDELINES on the AVAILMENT of the TRAVEL, ACCOMODATIONS & VENUES SERVICES from the SUPPORT OPERATIONS GROUP (SOG)	Date: 10 January 2014
Number: MC-2014-004		Page: 2 of 4

- 2.5. **Travel arrangement** pertains to the acquisition of required ticket/s from an accredited airline/land and sea transport or from its duly authorized representative.
3. **Use of the DAP Conference Center / Lodging Facilities.** As a matter of policy, any unit of the Academy may be extended, on a first-come-first-served basis, priority preference for the use of the DAP conference / lodging facilities. As much as possible, project-related booking requirements of any Academy Operating Unit shall be accommodated at the DAP facilities, unless, the paying DAP-client specifies booking arrangements in venue/s other than DAP facilities. Such bookings shall be charged against the approved budget item for the purpose.
4. **Travel, Accommodation, and Venue Arrangement Services (TAVAS).** Except those concerning the Asian Productivity Organization's (APO) activities; travel, accommodation and venue arrangement requirements of the Academy's operating and staff offices shall be handled by the SOG through the TAVAS, a joint composite set-up of the Asset Management Center (AMC) and the Support Services Center (SSC).

The following are the different phases of the above:

4.1. Needs Identification

4.1.1. **Service Availment Request Forms.** Based on an official operational requirement, whether project or non project-related, a Center / Group expresses one's need for a particular service by accomplishing the appropriate form as follows: *(Please refer to the existing prescribed templates)*

4.1.1.1. Accommodation and or Venue Booking Form

4.1.1.2. Travel Arrangement Form

4.1.2. **Document Requirements.** The end-user shall be required to submit, together with the accomplished Service Availment Request Form , the following duly-approved documents:

4.1.2.1. *For travel arrangements:*

4.1.2.1.1. Purchase request, advance copy for tentative arrangement; budgeted copy for final arrangement, including the following:

4.1.2.1.2. Travel itinerary

4.1.2.1.3. Travel order

4.1.2.1.4. Abstract of quotation

4.1.2.1.5. Letter of Invitation for Resource Persons

4.1.2.1.6. Service Agreement Form for Non Organic Personnel

Memorandum Circular	GUIDELINES on the AVAILMENT of the TRAVEL, ACCOMODATIONS & VENUES SERVICES from the SUPPORT OPERATIONS GROUP (SOG)	Date: 10 January 2014
Number: MC-2014-004		Page: 3 of 4

4.1.2.2. For bookings:

4.1.2.2.1. Purchase request, advance copy for tentative booking; budgeted copy for final booking, and,

4.1.2.2.2. Abstract of quotation

4.1.3. **Reservation Leadtime.** Requests for bookings shall be submitted to the SOG-TAVAS by the end-user:

4.1.3.1. For bookings - within, but not less than, ten (10) working days before the actual date of the event;

4.1.3.2. For travel arrangements - five (5) working days, at the most, or depending on the airline's policy, prior to the actual date of travel.

4.1.4. **Confirmation Leadtime.** The SOG-TAVAS shall notify the end-user of the confirmation of the:

4.1.4.1. Bookings – five (5) days before the actual date of the event;

4.1.4.2. Travel arrangement – two (2) days before the actual date of travel.

However, such services are deemed final unless a written notice from the end-user is received by the SOG-TAVAS within five working days upon receipt of a notice of confirmation.

4.1.5. **Cancellation Fees / Penalties.** The end-user shall shoulder the corresponding penalties imposed by the different entities for any changes in the dates and for cancellation of any arrangements.

4.2. **Securing / abstracting of quotations.** Upon receipt of the end-user's request, the SOG-TAVAS shall coordinate with the Property and Procurement Office (PPO) the conduct of the canvassing and identification of the qualified service provider in accordance with the existing purchasing policies and guidelines.

4.3. **Awarding and contracting**

4.3.1. Contracting with entities concerned, including facilitation of payment and other charges due, for bookings and/or travel arrangements shall be handled /managed by SOG-TAVAS subject to prevailing administrative, accounting and auditing rules and regulations.

4.3.2. All contracts are subject to legal and financial reviews.

Memorandum Circular	GUIDELINES on the AVAILMENT of the TRAVEL, ACCOMODATIONS & VENUES SERVICES from the SUPPORT OPERATIONS GROUP (SOG)	Date: 10 January 2014
Number: MC-2014-004		Page: 4 of 4

4.4. Availment of the Services

4.4.1. **Authority to Avail of the Services.** Any personnel shall be authorized to travel and/or avail of booking services as long as appropriate required documents are endorsed and are approved subject to the existing Academy policies and guidelines.

4.4.2. **Charging of fees.** All costs incurred in handling the concerned service shall be charged to Academy Center / Group Center concerned. The total annual charges due a Center / Group shall be based on actual utilization. Transaction cost shall be determined to standardize the charging but rebate and/or additional charges shall be accounted and applied at the end of the fiscal year, shortly before the closing of the DAP Book of Accounts. The SOG-TAVAS shall finalize the annualized charging with the Finance and Accounting Office (FAO).

4.5. **Evaluation and feedback.** The SOG-TAVAS shall, upon every service, conduct an evaluation and assessment.

EFFECTIVITY

This Memorandum Circular shall take effect immediately and shall remain in force unless otherwise superseded by another issuance. Likewise, all issuances inconsistent with this shall be deemed superseded.


ANTONIO D. KALAW, JR.
President