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BUSINESS DEVELOPMENT AND MANAGEMENT PRINCIPLES AND GUIDELINES

A. GENERAL PRINCIPLES


1. Any income generating endeavor of the UPOU shall be guided by the RA 9500 Sections 3 (d), 3 (f), and 13 (m) par. 2, respectively which mandate the University to:
 - Lead as a public service university by providing various forms of community, public, and volunteer service, as well as scholarly and technical assistance to the government, private sector, and civil society while maintaining its standards of excellence.
 - Provide opportunities for training and learning in leadership, responsible citizenship, and the development of democratic values, institutions and practice through academic and non-academic programs, including sports and the enhancement of nationalism and national identity.
 - Notwithstanding any provision of law to the contrary, **all incomes generated by the national university or by its subsidiaries shall, upon their collection**, be retained by the national university and disbursed at the discretion of the Board for the professional growth and development, health, welfare, and other benefits of the students, faculty members and other personnel; for the acquisition, construction maintenance and repair of urgently needed instructional and auxiliary facilities, equipment, buildings and other infrastructure; and for expenses necessary for the attainment of its purposes under its approved program of expenditures.
2. All facilities are to be utilized primarily for the performance of the University's mandate; and
3. All facilities may be used to generate income as a secondary purpose aligned with the provisions above.

B. GENERAL GUIDELINES

1. The UPOU Facilities

The UPOU has several training, seminar, and dining hall facilities available for lease for its constituent units, faculty, staff, students and other guests as follows:

- a. The Centennial Center for Digital Learning (CCDL) Auditorium;
- b. The Audio-Visual Room (AVR);
- c. The Sandbox;
- d. The UPOU Oblation Hall;
- e. The Multi-Purpose Hall, and
- f. The Academic Residences Cafeteria

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2. Modes of Payment

- a. Bank transfer;
- b. Fund transfer;
- c. Cash payment to the UPOU Cash Office

3. Who May Use the UPOU Facilities


- a. All UP faculty, staff, students currently enrolled and alumni;
- b. UP guests/persons requiring training/dining hall facilities to perform tasks related to the activities of UP;
- c. Non-UP guests/persons requiring training/dining facilities with the permission of the Chancellor or any delegated authority (e.g. VCFA or CDMO head) in the form of an approved request.

4. Specific Rules and Regulations

- a. Request on the use of facilities and availment of services, within and outside office hours, shall be coursed through the CDMO, % the Business Manager;
- b. The Non-UPOU renters will pay the technician and housekeeping staff, if any, a flat rate of P500 each for less than eight hours and P1,000 each for more than eight hours or up to eleven hours if the event is held beyond office hours or during weekends and holidays.
- c. The use of facilities shall be billed at the minimum of three (3) hours exclusive of use of equipment requested;
- d. Reservation should be made seven (7) days before the activity and payment of reservation fee should be confirmed two (2) days before the scheduled date/s and full payment upon confirmation;
- e. Reservations will be accepted upon availability of the facility/venue on a first-come first-served basis and with the Online Registration Form (Annex A, link for UPOU users and Annex B, link for Non-UPOU users) properly accomplished and approved. Priority will be given to UPOU events over Non-UPOU requests;
- f. Users are to provide information and necessary details at least two days in advance e.g. seating capacity, number of hours/days, purpose of function, and number of hours use of audio-visual equipment requested;
- g. The Reservation in-charge shall provide Non-UPOU users the cost estimates, inform them of the payment method, and issues the corresponding billing statement;
- h. The rates for the use of UPOU facilities are available for venue only and package rate. Package rate includes the use of tables, chairs, and basic audio equipment.
- i. Cleanliness in the area should be observed.

5. Use of LED for Events

- a. The UPOU LED is for internal use only;
- b. Any Non-UPOU use will need to be approved by the Chancellor upon a formal request.

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6. Terms and Conditions


- a. UPOU shall not be answerable for any loss or damage to any of the guests' properties while in the UPOU premises;
- b. Damages to the training/dining facilities will be charged to the users to cover actual costs of repair and/or replacement;
- c. UPOU shall not be held liable for any damages to the vehicle of the guests parked at the designated parking area;
- d. The University reserves the right to adjust the rental rates as necessary;
- e. Guests shall not hold UPOU liable for any untoward incidents that may arise during their events;
- f. All other pertinent rules, regulations, local government ordinances, and laws shall be observed.

7. Prohibited Acts in UPOU Facilities

- a. Getting drunk with alcoholic beverages;
- b. Possession and use of prohibited drugs or chemical;
- c. Gambling, smoking and vaping
- d. Misbehavior such as fighting, gross and deliberate negligence;
- e. Assault, injury, threats, extortion, fraud, unreasonable demands through intimidation, and any similar acts are prohibited;
- f. Shouting, acting in a way that causes a commotion or otherwise poses a nuisance or causes discomfort to other guests
- g. Any other form of misconduct;


8. Rental Rates

Facility	Venue Only	Package Rate*	Capacity (Depending on Setup)
Centennial Center for Digital Learning (CCDL) Auditorium - First Three (3) Hours - Succeeding Hours	P3,250 P1,210 / hour	P4,400 P1,510 / hour	100 - 150 pax
Audio-Visual Room (AVR) - First Three (3) Hours - Succeeding Hours	N/A	P2,240 P912.50 / hour	60 - 80 pax

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Sandbox - First Three (3) Hours - Succeeding Hours	N/A	P2,240 P912.50 / hour	60 - 70 pax
UPOU Oblation Hall - First Three (3) Hours - Succeeding Hours	N/A	P2,240 P912.50 / hour	50 - 70 pax
Multi-Purpose Hall (MPH), al-fresco - First Three (3) Hours - Succeeding Hours - For recreation activity purposes only	P200 / per hour	P2,240 P912.50 / hour	100-150 pax
Academic Residences (AR) Cafeteria - First Three (3) Hours - Succeeding Hours - For Dining Hall for Catering Services (including the use of Kitchen Area)	P1,200 per day	P2,240 P912.50 / hour	50 - 70 pax

*Package rate includes the use of basic audio equipment, tables, and chairs

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ANNEX A

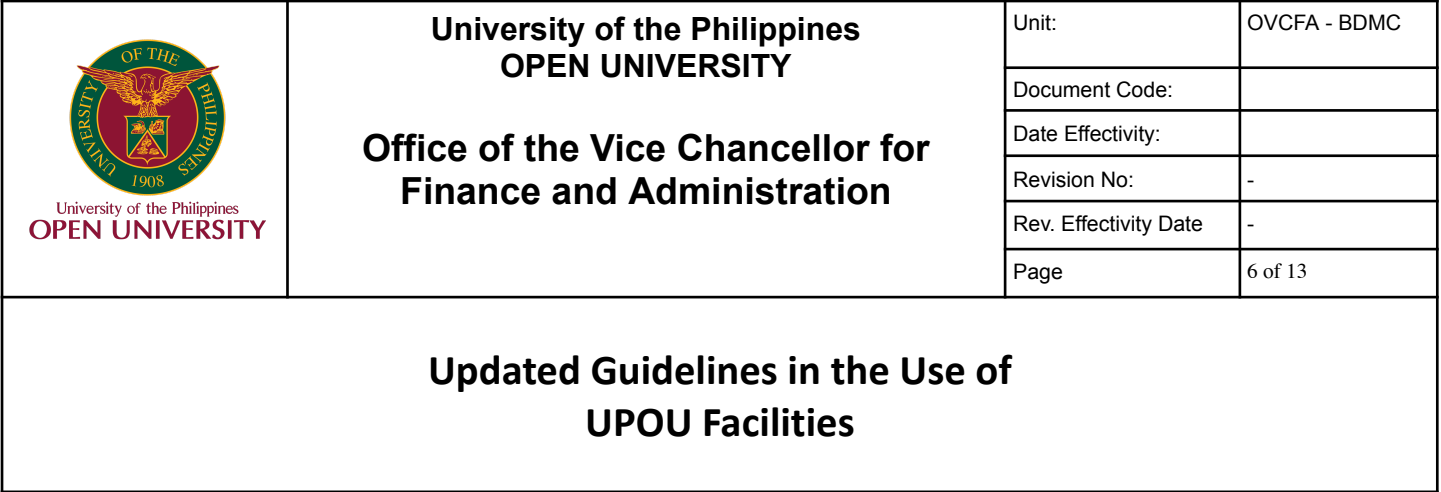
Internal Users Online Reservation Form

<https://docs.google.com/forms/d/e/1FAIpQLSeIUIUvQOTXtY6fl-Et4BHnH3ENeV8fo6hsonVAP9wLPk47OQ/viewform?fbzx=8395837515825290437>

ANNEX B

External Renters Online Reservation Form

https://docs.google.com/forms/d/e/1FAIpQLSd0EQ8358qwYkaFMVYbwRFWBMNGleINvtNvo_GV_KO9_c4mP-w/viewform




Reservation for UPOU Venue (External)

Thank you for considering our place for your event. We will confirm the availability of the venue through email. If you have queries, please email us at arreservation@upou.edu.ph.

Note:

UPOU is a sustainable campus so tarpaulin and disposable plastic cutlery are not to be used in the UPOU venues.

juanma.pempengco@upou.edu.ph [Switch account](#) 

* Indicates required question

Email *

Your email

Venue *

☐ CCDL Auditorium

☐ AVR

☐ Oblation Hall

☐ Galeria Snag

☐ Pook Ugnayan

☐ Sandbox

☐ Other:

Note:

juanma.pempengco@upou.edu.ph [Switch account](#)



Email *

Your email

○ CCDL Auditorium

○ AVR


○ Oblation Hall

☐ Galeria Slnag

○ Pook Ugnayan

☐ Sandbox


☐ Other:

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**Updated Guidelines in the Use of
UPOU Facilities**

Date of event *

Date

dd/mm/yyyy 

Event Name/ Activity *

Your answer

Category *

☐ UP

☐ Non UP


☐ Other:

Contact Person Complete *

Your answer

Contact No. *

Your answer

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UPOU Facilities**

Email *

Your answer

Organization/ Institution or Clients Name *

Your answer

Address *

Your answer

Start - time *


Time

: AM ▼

End time *

Time

: AM ▼

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**Updated Guidelines in the Use of
UPOU Facilities**

Ingress Time *

Time

:

AM

Egress Time *

Time

:

AM

Type of Reservation *

☐ With package

☐ Venue only


Are you bringing in additional equipment that requires electricity? *

☐ Yes

☐ No

If yes, please specify the equipment and number of units?

Your answer

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Updated Guidelines in the Use of UPOU Facilities

Number of participants *

Your answer

Set-up Arrangement *

- ☐ by hired events coordinator/ caterer
- ☐ Requesting Set-up Preparation of table and chairs (for package rates only)

Set-up Style

NOTE: The package rate includes chairs and the basic sound system only. For training tables (3 seaters), an additional Php50/ table will be charged. Tables will be rented out for meetings, training, or workshop events only with a maximum of 100 pax.

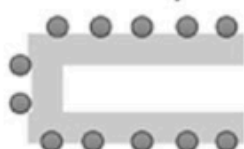
Theater Style



Classroom Style

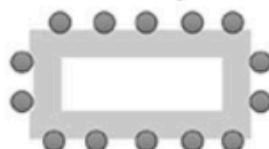



U-Shape



Set-Up Styles

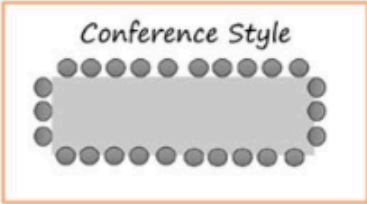
Hollow Square



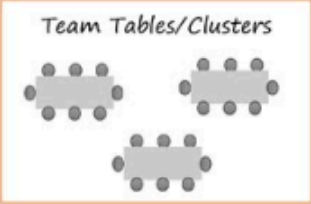
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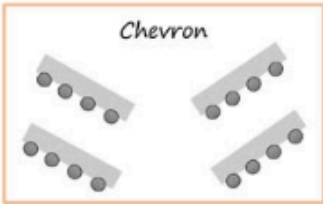
Conference Style



Team Tables/Clusters



Chevron



☐ Theater Style

☐ Classroom Style

☐ U-Shape

☐ Hollow Square

☐ Conference Style

☐ Team Tables/ Cluster


☐ Chevron (V-shape)

☐ Other: _____

A copy of your responses will be emailed to the address you provided.

Submit


Clear form

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ANNEX B
Billing Statement for External Renters

CAMPUS DEVELOPMENT MANAGEMENT OFFICE University of the Philippines Open University VENUE RENTAL - Reservation Form/ Billing Statement					Venue Request No.	
					Category :	
RESERVATION DETAILS					Venue:	
Event Name/ Activity:					Date of event:	
Type of Reservation:					Start - time	End time
Are you bringing in additional equipment that requires electricity?					Ingress Time	Egress Time
Please specify the equipment and number of units?					Total No. of Hours:	0
Contact Person Complete:					Contact No.	
Organization/ Institution or Clients Name:					Email Address:	
Address:						
BILLING STATEMENT						
FACILITIES/SPACES	QTY units/Total Time	Rate (per 1st 3 hrs)	Additional (succeeding hrs)	Total Amount	TOTAL	0
				0		
AMENITIES					DP/RESERVATION FEE	
Chairs	<input checked="" type="checkbox"/>	package			REMAINING BALANCE	
Training Tables	<input type="checkbox"/>	0	57/table	0		
Additional Fee (electricity)					FULL PAYMENT	
Projector	<input checked="" type="checkbox"/>	1	package			
Sound System	<input checked="" type="checkbox"/>	1	package			
Microphones	<input checked="" type="checkbox"/>	2	package			
Other Fees					OR NO. / DATE	

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FOR CASH PAYMENT ASSISTING STAFF (COPY for CDMO)		Venue Request No.			
Event Name/ Activity:		Date of event:			
Venue:		Start - time		End time	
Contact Person Complete:		Ingress Time		Egress Time	
Organization/ Institution or Clients Name:					
Prepared by:	JUAN PEMPENGCO	1. Payment for assisting personnel (125/hr - min 1000)	0	Pax	AMOUNT
		ADDITIONAL PAYMENT (CASH PAYMENT TO CDMO/PERSONNEL)		2	1000
Payment Received by:		TOTAL AMOUNT		1,000	
Complete Name and Signature:		Date of Payment			

FOR CASH PAYMENT ASSISTING STAFF (COPY for CDMO)		Venue Request No.			
Event Name/ Activity:		Date of event:			
Venue:		Start - time		End time	
Contact Person Complete:		Ingress Time		Egress Time	
Organization/ Institution or Clients Name:					
Prepared by:	JUAN PEMPENGCO	1. Payment for assisting personnel 1. Payment for assisting personnel (125/hr - min 1000)		Pax	AMOUNT
		ADDITIONAL PAYMENT (CASH PAYMENT TO CDMO/PERSONNEL)		2	1000
Payment Received by:		TOTAL AMOUNT		1,000	
Complete Name and Signature:		Date of Payment			