



Development Bank of the Philippines

DBP TRAINING COMPLEX RESERVATION FORM - INTERNAL TRAINING

Date of Request : 07/24/09
 Requesting Bank Unit/department : MANILA WATER TOWER AND SYSTEM (MWSS)
 Contact Person & Telephone No. : JEANINE S. YANAY (02) 808-0048
 Purpose/Date of Duration : TRAINING
 Total No. of Participants : Sixty-seven (67) live-in guests/participants

Facilities/Services:

- Training Room
 Ground Floor
 Room 1 Room 2 Room 3 Room 4 Room 5
 Second Floor
 Training Room Arrangement

Rate per day: Time from 8:00AM to 5:00PM beyond

P 12,000.00 (G/F Training Room) 2 room/s 3 day/s = 72,000.00
 Before 8am and/or after 5pm G/F Training Rooms will be charged P 1,200.00/hr/room
 P 8,000.00 (2/F Training Room) x 1 room/s x 1 day/s = _____
 Before 8am and/or after 5pm G/F Training Rooms will be charged P 800.00/hr/room
Total 1 = P 72,000.00

Accommodation:

Cottages @P7,000.00/day
 Cottage 1 x _____ days/s = _____
 Cottage 2 x _____ days/s = _____
 Cottage 3 x 3 days/s = 21,000.00
 Cottage 4 x 3 days/s = 21,000.00

Staff House - for triple sharing at P 1,750.00/day

No. of Rooms Requested 16 x 3 days = 84,000.00
 No. of Rooms Requested _____ x _____ days = _____
 No. of Rooms Requested _____ x _____ days = _____
 No. of Rooms Requested _____ x _____ days = _____

Driver's Quarter (P100.00/day)
5 No. of beds x 3 = 1,500.00
Total 2 = P 42,000.00

Estanislao Hall @ P2,500.00

Total = P 114,000.00

Additional Facilities/Equipment Needed:

- Gazebo Laptop Sound System LCD Projector
 Kitchen Microphone

Name of Caterer : GABLETS CATERING SERVICES P 6,000.00
 Contact Person/Number : _____

Total Charges P 205,500.00

Note: All charges are subject to change without prior notice.

Plus 2 staff house rooms for advance party on 19 Sept
3,500.00
209,000

REQUESTED BY:

PODG REYNALDO V. VELASCO (Ret)
 Administrator

APPROVED BY:

VP MARIE CIELO T. VERAN
 Concurrent Head, PFMD

