



**Finance and Administrative Division**  
**Disability Resource and Development Center (DRDC) Reservation Form**

**HOW TO MAKE A RESERVATION AT THE DRDC**

**STEP 1.** Send a letter of request addressed to:

**MR. JONIRO F. FRADEJAS**  
Executive Director III  
National Council on Disability Affairs  
NCDA Bldg., Isidora St.  
Brgy. Holy Spirit, Diliman, Quezon City

Please include the following information in your request letter:

- Name of Organization/Office/Company
- Purpose of Reservation (Type of Activity and Title of Activity)
- Inclusive Dates
- No. of Persons
- Contact Information

You may email your request to [council@ncda.gov.ph](mailto:council@ncda.gov.ph).

**STEP 2.** Wait for an approval. You may check the status of your request by calling 8932-6422 or 8277-6846.

**STEP 3.** Fill-out this DRDC Reservation Form (Downloadable at the [www.ncda.gov.ph](http://www.ncda.gov.ph)) and submit to NCDA via email or in person.

**Date of Request** : \_\_\_\_\_  
**Requesting Party** : \_\_\_\_\_  
**Organization/Office/Company** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Contact Details** : ☎- \_\_\_\_\_ ☒- \_\_\_\_\_ @ \_\_\_\_\_  
**Purpose** :  Training       Seminar       Meeting  
 Others \_\_\_\_\_ (Please specify)

**Facilities/Equipment Requested (Kindly mark the appropriate box.)**

- Dormitory**
- Multi-purpose Hall**    *Title of Activity:* \_\_\_\_\_  
*Date & Time:* \_\_\_\_\_
- E-Library**                    *Title of Activity:* \_\_\_\_\_  
*Date & Time:* \_\_\_\_\_
- Equipment**                     Microphone     Projector



Republika ng Pilipinas

## NATIONAL COUNCIL ON DISABILITY AFFAIRS

Pambansang Sanggunian Ukol sa Ugnayang Pang Maykapansanan

### Dormitory Occupancy Details

No. of Persons/Occupants : \_\_\_\_\_  
Date & Time of Check-in : \_\_\_\_\_  
Date & Time of Check-out : \_\_\_\_\_

### DRDC Dormitory Rates

- NCDA/DSWD officials/employees (₱300/guest)  
 Non-NCDA/DSWD Gov't Personnel (₱500/guest)  
 Non-Government Personnel (₱500/guest)

### Multi-Purpose Hall / E-Library Rates

- ₱10,000/8 hours + ₱1,250/hr. in excess of 8 hours

**STEP 4.** Make an initial payment\* at the Cashier's Office of the Finance and Administrative Division.

*\*Expenses incurred after the initial payment will be billed upon checkout or after the event/activity*

*\*Reservation will only be confirmed upon settlement of initial billing*

### Payment

I hereby certify that the payment for the use of the facilities shall be paid by the requesting party.

Kindly affix appropriate signatures:

Requested by:

Checked by:

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
**EXEQUIEL A. FRANCISCO**  
Chief, FAD

APPROVED  DISAPPROVED

\_\_\_\_\_  
**JONIRO F. FRADEJAS**  
Executive Director III

*\*The approved letter of request must be submitted together with this form*