



UNIVERSITY OF THE PHILIPPINES  
DILIMAN

CITIZEN'S CHARTER  
2019 (First Edition)

Science and Technology Cluster  
College of Architecture (CA)



## External Service

### 1. Graduate Application

<b>Office or Division:</b>		College of Architecture (UPCA)		
<b>Classification:</b>		Simple		
<b>Type of transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All Government Agencies, LGU's, GOCC's, and other Government Instrumentalities		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
NONE		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Step 1:</b> Inquire/ request order over the phone (89818500 loc 3135), go to the UPCA Administration Office or email the Integrated Graduate Program at upca.igp.upd@up.edu.ph.	<b>Step 1:</b> Assist the client.			<i>IGP Staff</i>
<b>Step 2:</b> Submit documents thru online and physical copy to IGP Office.	<b>Step 2:</b> Collect/compile documents.		30 minutes	<i>IGP Staff</i>
<b>Step 3:</b> Pay the amount.	<b>Step 3:</b> Issue Official Receipt.	PHP1,000	15 minutes	<i>Special Collecting Officer</i>
<b>Step 4:</b> Wait for the issuance of the University Admission Slip.	<b>Step 2:</b> Send the University Admission Slip.		1 month before enrollment period	<i>IGP Staff</i>
<b>TOTAL:</b>		PHP1,000		



## 2. Publication

Selling of books/publication produced by the College

<b>Office or Division:</b>	College of Architecture (UPCA)			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	Government to Government/Government to Business			
<b>Who may avail:</b>	All Government Agencies, LGU's, GOCC's, and other Government Instrumentalities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
NONE		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Step 1:</b> Inquire/ request order over the phone (89818500 loc 3138), go to the UPCA Administration Office or email the Research Office at upcaresearch.upd@up.edu.ph.	<b>Step 1:</b> None		30 minutes	<i>Research Office personnel</i>
<b>Step 2:</b> Pay at the UPCA Administration Office.	<b>Step 2:</b> Issue Official Receipt and the book purchased.	PHP450.00	15 minutes	<i>Special Collecting Officer</i>
<b>TOTAL:</b>		PHP450.00	45 minutes	



### 3. Rental of Facilities

<b>Office or Division:</b>	College of Architecture (UPCA)			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	Government to Government/Government to Business			
<b>Who may avail:</b>	All Government Agencies, LGU's, GOCC's, and other Government Instrumentalities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
NONE		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Step 1:</b> Inquire over the phone (89818500 local 3135) or email College of Architecture Administration Office at upca_admin.upd@up.edu.ph.	<b>Step 1:</b> Refer to the Building Administrator (BA).  Assists and presents the rates to client/s.  Issue Billing Statement.		30 minutes	<i>Building Administrator</i>  <i>Building Administrator</i>  <i>Special Collecting Officer</i>
<b>Step 2:</b> Pay at the UPCA Administration Office.	<b>Step 2:</b> Issue Official Receipt.	Refer to rates	30 minutes	<i>Special Collecting Officer</i>
<b>TOTAL:</b>		Varies*	1 hour	

\*Please see rates.



## RENTAL RATES OF UPCA FACILITIES

As of June 2019

<b>Amphitheater</b>	<b>Commercial</b>		<b>Official University Events</b>		<b>UPCA Organizations, Faculty, Students and Personnel</b>	
Capacity:450 people	<b>Non-Aircon</b>		<b>Non-Aircon</b>		<b>Non-Aircon</b>	
First 4 hours	9,000.00		7,200.00		5,400.00	
Succeeding Hour	2,250.00		1,800.00		1,350.00	
8 am - 5 pm	18,000.00		14,400.00		10,800.00	

<b>Building 1 MOFA</b>	<b>Commercial</b>		<b>Official University Events</b>		<b>UPCA Organizations, Faculty, Students and Personnel</b>	
Capacity:150 people	<b>Non-Aircon</b>	<b>With Aircon</b>	<b>Non-Aircon</b>	<b>With Aircon</b>	<b>Non-Aircon</b>	<b>With Aircon</b>
First 4 hours	2,500.00	4,250.00	2,000.00	3,400.00	1,500.00	2,550.00
Succeeding Hour	650.00	1,100.00	520.00	880.00	390.00	660.00
8 am - 5 pm	5,000.00	850.00	4,000.00	6,800.00	3,000.00	5,100.00

<b>Building 1 Stage Area</b>	<b>Commercial</b>		<b>Official University Events</b>		<b>UPCA Organizations, Faculty, Students and Personnel</b>	
Capacity:150 people	<b>Non-Aircon</b>		<b>Non-Aircon</b>		<b>Non-Aircon</b>	
First 4 hours	2,500.00		2,000.00		1,500.00	
Succeeding Hour	650.00		520.00		390.00	
8 am - 5 pm	5,000.00		4,000.00		3,000.00	

<b>Building 2 Classroom</b>	<b>Commercial</b>		<b>Official University Events</b>		<b>UPCA Organizations, Faculty, Students and Personnel</b>	
Capacity: 35 people	<b>Non-Aircon</b>	<b>With Aircon</b>	<b>Non-Aircon</b>	<b>With Aircon</b>	<b>Non-Aircon</b>	<b>With Aircon</b>
First 4 hours	1,200.00	2,000.00	960.00	1,600.00	720.00	1,200.00
Succeeding Hour	300.00	500.00	240.00	400.00	180.00	300.00
8 am - 5 pm	2,400.00	4,000.00	1,920.00	3,200.00	1,440.00	2,400.00



<b>Building 3</b>	<b>Commercial</b>	<b>Official University Events</b>	<b>UPCA Organizations, Faculty, Students and Personnel</b>
<b>Gallery</b>			
First 4 hours	2,500.00	2,000.00	1,500.00
Succeeding Hour	625.00	500.00	375.00
8 am - 5 pm	5,625.00	4,500.00	3,375.00
<b>Function Hall A - Ground Floor</b> Capacity: Max 350 people			
First 4 hours	9,200.00	7,360.00	5,520.00
Succeeding Hour	2,300.00	1,840.00	1,380.00
8 am - 5 pm	20,700.00	16,560.00	12,420.00
<b>Faculty Lounge - Ground Floor</b> Capacity: Max 250 people			
First 4 hours	5,500.00	4,400.00	3,300.00
Succeeding Hour	1,375.00	1,100.00	825.00
8 am - 5 pm	12,375.00	9,900.00	7,425.00
<b>Function Hall B - 8<sup>th</sup> Floor</b> Capacity: Max 260 people			
First 4 hours	6,500.00	5,200.00	3,900.00
Succeeding Hour	1,625.00	1,300.00	975.00
8 am - 5 pm	14,625.00	11,700.00	8,775.00
<b>Function Hall C - 8<sup>th</sup> Floor</b> Capacity: Max 144 people			
First 4 hours	3,700.00	2,960.00	2,220.00
Succeeding Hour	925.00	740.00	555.00
8 am - 5 pm	8,325.00	6,660.00	4,995.00

<b>Other Charges per 4-hour Block</b>	
Sound System (with 1 wired microphone /stand/mixer)	2,000.00
Additional Wired Microphone	150.00
Wireless Microphone	250.00
Fee to bring in Mobile Sound System	2,200.00
LCD Projector	1,000.00
LCD Monitor	1,000.00
Projector Screen	400.00
IWATA Air-cooler/ 2 Electric Fans	400.00



Spotlight (each)	1,500.00
Electricity for Equipment brought in (LCD, TV, etc.)	Dependent on Wattage of Equipment

<b>Personnel Rates</b>	
If event is held after 5 pm and/or during weekends, extra pay for personnel overtime (Building Administrator and Janitors) shall be charged.	
<b>Corkage</b>	
Caterer's fee for food and drinks	1,200/day
<b>Other Charges per 8-hour Block</b>	
Steel Easel (8)	75.00
4x8 Wood Board (4)	100.00
Tripod Steel Stand (8)	75.00
3-Layer Bleacher (Black)	250.00
Monoblock Chair	7.50
Folding Long Plastic Table	100.00
4x8 Wood Stage Platform	250.00

<b>Bond per day for Commercial and Office University</b>	
Classrooms	1,000.00
MOFA	2,000.00
Building 1 Stage Area	2,000.00
Amphitheater	3,000.00
Building 2 Atrium	2,000.00
Building 3 Gallery	3,000.00
Building 3 Function Hall A	3,000.00
Building 3 Faculty Lounge	2,000.00
Building 3 Function Hall B	2,000.00
Building 3 Function Hall C	2,000.00
*To be refunded after the events less cost of damages, if any.	
<b>Ingress/Egress</b>	
25% of the rental rate per day	

Notes: UPCA Facilities may not be rented out for political events. University policies related to facilities use, including but not limited to liquor consumption, religious gathering, etc.

\***Building 3** is not operational as of the moment. Wait until further notice.