



HEADQUARTERS
HEADQUARTERS & HEADQUARTERS SUPPORT GROUP, PA
Fort Andres Bonifacio, Metro Manila



ADDENDUM to
STANDING OPERATING PROCEDURE
NUMBER _____

**OPERATIONS, MAINTENANCE, AND UTILIZATION OF THE
PHILIPPINE ARMY GRANDSTAND, PAOVILLE PARK, LAPU-LAPU HALL, ST MICHAEL
PARKING AREA AND UGNAYAN HALL**

I. GENERAL

The Philippine Army GRANDSTAND, PAOVILLE PARK, LAPU-LAPU HALL, and the ST MICHAEL PARKING AREA were built to provide venues for the social activities and parking area of the Command while the UGNAYAN HALL is designed for conferences. As such, the Command has the priority in their use. The Office of the CMO, OG7, HHSG, PA shall be the office primarily responsible for the accommodation of requests related to their availability.

II. PURPOSE

This SOP prescribes the guidelines and procedures in the operations, maintenance, proper utilization and reservation of the HPA Grandstand, PAOVILLE Park, LAPU-LAPU Hall, St Michael's Parking Area and the UGNAYAN Hall.

III. FACILITIES AVAILABLE

1. HPA Grandstand – The HPAG can accommodate 1500 persons and can be utilized for outdoor activities. It shall be available during week-days and week-ends and activities to be held shall be until 2300H only, unless authorized by the Post Commander or directed by higher authorities.
2. PAOVILLE Park – The PAOVILLE Park can accommodate 500 persons and it can be utilized for outdoor activities.
3. Lapu-Lapu Hall – The Lapu-Lapu Hall can accommodate 100 persons and shall be utilized for indoor activities.
4. Ugnayan Hall – The Ugnayan Hall can accommodate 30 persons and it shall be limited to conferences only unless authorized by the Post Commander or directed by higher authorities.
5. St Michael Parking Area- The St Michael Parking Area can accommodate 110 vehicles and can be utilized for outdoor activities.

IV. POLICIES

Command directed activities shall be given priority in the utilization of the above facilities. Command directed activities are undertakings initiated by the units/offices in connection with their respective official functions/tasks.

Non-command directed activities are undertakings initiated by individuals that have no connection with the official duties/functions of individual concerned and those activities not sanctioned by the command.

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1. Reservation:

A. Interested parties who wish to avail of the facilities shall make a request to the Commander, HHSG, PA (Attn: OG7) for approval.

B. Availability of the facilities shall be on a “first come, first serve” basis. Interested parties may inquire on the availability of the facility, but their request will not be scheduled until receipt of a written request.

C. Non-active PA personnel and civilians intending to avail of any of the facility should be sponsored by an active Army personnel who shall be accountable to the command.

D. Requesting party should state therein the following data:

- 1) Name of individual/company user
- 2) Contacting address and number of user
- 3) Purpose
- 4) Total number of expected guest
- 5) Date and duration of activity
- 6) Rank, Name, Present Assignment and contacting number

of the Army personnel endorsing the request.

E. All reservations shall be made at least one (1) week in advance.

F. Loan request of properties such as mono-bloc chairs & tables and other equipment shall be included in the request.

2. Payments:

A. For purposes of preserving the facilities, a security or maintenance fee for the first four (4) hours and an additional fee for the succeeding hours and or any fraction thereof shall be charged for non-command directed activities. The amount of the maintenance fee to be charged shall be stipulated in the “Terms and Conditions” to be signed by the requesting party.

Facility/Equipment	Active PA/CE Personnel	Succeeding hour	Non-Active/ Civilian	Succeeding hour
HPA Grandstand	₱6,000.00	₱1,500.00	₱8,500.00	₱2,125.00
PAOVILLE Park	₱ 5,500.00	₱1,375.00	₱8,000.00	₱2,000.00
Lapu-Lapu Hall	₱4,000.00	₱1,000.00	₱ 5,500.00	₱1,375.00
Ugnayan Hall	₱ 1,000.00	₱ 250.00	₱ 2,000.00	₱ 500.00
St Michael Parking Area			₱ 50.00	₱ 30.00
Mono bloc chair	₱ 10.00 per chair			
Mono bloc table	₱ 45.00 per table			
Sound system	₱ 2,000.00			

B. No fee shall be charged to Command directed activities, however, PA units/offices using the facility shall be responsible for the replacement and or repair of any destroyed furniture or equipment used during the activity. Cleanliness of the facility before and after the activity shall be the responsibility of the using unit/office.

C. For approved applications, 50% of the security or maintenance fee shall be paid upon approval and full payment of the fee shall be made at least two days before the activity. All payments shall be paid at the Office of the Non-Appropriated Fund

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(ONAF). Full refund of the fee shall be made when such reservation is cancelled due to a command directed activity.

D. A security bond equivalent to the security or maintenance fee shall be collected and shall be refunded after the activity for Non-Active/ Civilian requesting party. Said security bond shall serve as warranty to the availed facility and equipment. ONAF shall conduct inspection immediately after the activity to determine damages to property and shall assess the equivalent amount to be deducted from the security bond. Any excess thereof that cannot be covered by the security bond shall be collected from the requesting party.

3. Duration and Restrictions

Facilities will be open from 0600H to 2300H daily. The mode of usage of the St Michael Parking Area will be from 0600H to 2200H. Likewise, the usage of Lapu-Lapu Hall is classified into three (3) categories i.e. "Lunch" which is from 1000H-1400H, "Dinner" is from 1500H-1900H and "After Dinner" from 2000H-2300H for the purpose of accommodating other requests. Requesting parties and their participants are only authorized to stay at the venue.

4. Responsibilities of Requesting Party

A. Requesting party will be held liable in the conduct of their guests and visitors inside the facilities and within the premises of the camp during their activity. Likewise, damages to properties arising from the improper utilization of the facility during the actual activity will be charged against the requesting party.

B. The employment of services such as caterer, band and others of such nature should also be cleared with the OG2, HHS, PA. The requesting party is responsible in the conduct of their performance and should, likewise submit the following information:

- 1) List of participants and photocopy of their IDs if possible.
- 2) List of Vehicles and plate numbers

5. Cancellation of Reservation

The Philippine Army reserves the right to revoke reservation for the use of the facilities at any time and shall not be held liable for any damages caused by the cancellation of such reservation. Should this happen, payments will be returned to the requesting party.

V. Rescission and Effectivity

Any directives, policies and SOPs contrary to this ADDENDUM is hereby rescinded and this ADDENDUM takes effect upon publication.

BY COMMAND OF BRIGADIER GENERAL DEVESA:

ISABELO P BERNABE
Major, (FA) PA
Adjutant

(Facility)
SECURITY/MAINTENANCE FEE RATE

1. Command Directed Activity – Free of Charge
2. Non-Command Directed Activity

	ACTIVE	NON-ACTIVE/CIVILIAN
Maintenance Fee (good for 4 Hours)		
Additional Payment for succeeding hours		
Equipment		

TERMS AND CONDITIONS

1. The availability of the requested facility shall be on a “FIRST COME, FIRST SERVE” Policy.
2. For Command Directed activity, the OPR for the activity shall be responsible for the repair and replacement of any damage/destroyed equipment, and also responsible for the cleanliness and orderliness of the facility before and after the activity.
3. For Non-Command Directed activity, a letter request shall be made by the requesting personnel. Active military personnel shall sponsor the request of civilians and or military dependents.
4. A list of expected guests must be attached to the reservation form to serve as basis in requesting G2 clearance/security pass allowing the guests to enter the camp.
5. Indecent/obscene shows, political or any anti-government activities are not allowed inside the facility.
6. All reservations shall be made one (1) week in advance or earlier.
7. In the event that the user requested for the rescheduling to another date of his/her previous reservation date, a new reservation form must be accomplished.
8. Down payment of 50% of the security or maintenance fee shall be collected by ONAF upon approval of request.
9. In the event that the requesting party for any other reasons cancelled his/her reservation, an amount equivalent to 25% of the total security or maintenance fee required shall be deducted from the advance payment of 50% in favor of HHSG,PA.
10. Full refund of the amount paid shall be made when the reservation is cancelled by this unit.
11. The equivalent amount of destroyed/damaged equipment inside the facility shall be charged against the security bond. Any excess thereof that cannot be covered by the security bond shall be collected from the requesting party.(for Non-Command Directed activity).
12. In case the facility will be used for exposition, sales, or shows, or of commercial value the security or maintenance fee shall be doubled.

A G R E E M E N T

THIS IS TO CERTIFY that I/we understand and consent to the terms and conditions stated herein and that any false declaration that we will make in connection with our request to use the above facility shall be the basis for the cancellation of our reservation and to prohibit me/us or our group from availing of the facility in the future.

(Printed Name and Signature of User)

(Printed Name and Signature of Military Sponsor)

HEADQUARTERS
HEADQUARTERS & HEADQUARTERS SUPPORT GROUP, PA
Fort Andres Bonifacio, Metro Manila

(Date)

R E S E R V A T I O N F O R M

I. USER:

NAME: _____

UNIT/OFFICE: _____

HOME ADDRESS: _____

ACTIVITY/AFFAIR/OCCASION: _____

DATE: _____ FROM: _____ TO: _____

CONTACT NUMBER: _____

II. SPONSORING MILITARY PERSONNEL:

NAME: _____

UNIT/OFFICE: _____

HOME ADDRESS: _____

CONTACT NUMBER: _____

III. CATERING SERVICES:

NAME: _____

HOME ADDRESS: _____

CONTACT NUMBER: _____