

**Philippine Judicial Academy  
PHILJA Training Center**

Tagaytay City

Telephone No.: (02) 5525043 \* (046) 4131232

Email Address: [philjatrainingcenter@mail.com](mailto:philjatrainingcenter@mail.com)



Contract No. 19-93

September 27, 2019

Ms. Maria Luisa DV. Olitoquit  
Director IV  
Planning and Management Service  
Department of Justice

Dear Ms. Olitoquit:

Thank you for considering PHILJA Training Center (PTC) in Tagaytay City as the venue for DOJ MISD's DOJ Prosecution Case Management System Reporting Module Workshop scheduled on October 23-25, 2019.

As coordinated earlier, may we provide you with the following details for your confirmation:

**A. Accommodation**

Room Type	No. of Rooms	No. of Nights	Room Rate Per Night (Php)	Total (Php)
Twin Sharing Room	3	2	3,400.00	20,400.00

**B. Function Room**

Function Room	No. of Days	Rate (Php) (first eight hours)	Total (Php)
Breakout Room 6	3	4,000.00	12,000.00

**Total Package Cost: PhP 32,400.00**

**Package Inclusions**

1. Free use of Dining Venue
2. Free use of Health and Wellness Facilities from 7AM to 9PM
3. Free use of workshop equipment (LCD projector and sound system)
4. Free WiFi internet access
5. 24-hour Front Desk assistance
6. Sufficient parking lot

**Billing Arrangement**

1. Upon approval of the request, a 50% payment is required based on the total cost of the contract, while the remaining amount will be settled upon signing the Summary of Charges as prepared by PTC.
2. For requests with Send Bill arrangements, confirmation of booking can only be made upon the submission of a Certificate of Availability of Funds (CAF) together with the signed contract.
3. All charges are payable without a need for demand within twenty (20) days upon receipt of the billing. A penalty of 1% per day will be imposed upon an unpaid amount from the day it should have been paid until the same is fully paid.
4. Payments, either in cash or check, shall be paid directly to the Cash Division, Finance Office or deposited to:

Account Name: SC-PHILJA-PTC Fund  
Account Number: 3472-100-431  
Bank: Landbank of the Philippines  
Supreme Court EO

5. Services availed by the organizer/client in addition to the arrangements stated in this contract shall be included in the computation of the total billing. Incidental charges made by the guest-participant shall be settled prior to check-out and shall be guaranteed by the organizer/client in case of non-payment.
6. PTC is exempted from any forms of taxes pursuant to Section 13 of Republic Act No. 8557 and per BIR Letter to PHILJA dated 1 June 2016.

*Vision* "To be the Center for Judicial Training in Asia and the Pacific by 2025"

*Core Values* \*Performance \* Teamwork \* Commitment

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**Terms and Conditions**

1. The prescribed check-in time shall be 2PM and the check-out time shall be 12 noon. Any arrangements in relation to the said assignments shall be coordinated in advance with the Sales and Marketing of the PTC.
2. Notice of cancellation or postponement of the function must be done in writing. The organizer/client shall notify the PTC of any cancellation or postponement not less than two (2) weeks before the event. Request for cancellations received after the prescribed period will not be allowed and a cancellation fee (fifty percent (50%) of the contract cost) shall be billed against the organizer/client accordingly.
3. Guests will be held accountable for all properties in the rooms and for any borrowed items from the PTC. Any damage to or loss of such item/s shall be charged to the room occupants/guests to be settled upon check-out.
4. The PTC has yet to organize its Medical Section, thus, the organizer/client is requested to arrange for its own medical team during the event when necessary. The facility, however, has a standby emergency vehicle/ambulance in case of emergency.
5. Other Policies and Procedures within the facility are included in the PTC House Rules are found in the Front Desk and Lodging Rooms.
6. The organizer/client is required to finish all activities at the function room at the prescribed closing time unless an extension had been requested and allowed subject to approval.
7. The PTC has the right to assign an alternate function / accommodation room similar to the agreed set-up, if the said function / accommodation room has become unavailable.

We hope that the above terms merit your approval. Should you find them acceptable, kindly sign the conforme portion below. For more queries, kindly contact PHILJA Training Center through telephone numbers 02-5525043 or 046-4130775.

Thank you very much for your patronage.

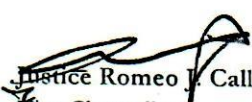
Prepared by:

  
**Bernadeth C. Aquino**  
Sales and Marketing-in-Charge

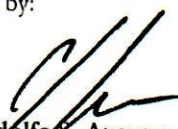
Recommending Approval:

  
**Romulo M. Abancio, Jr.**  
Acting PHILJA Chief of Office for Training Center

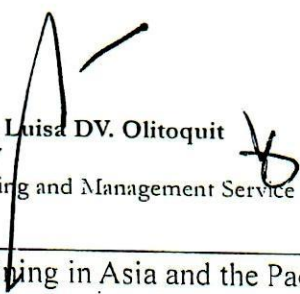
Noted by:

  
**Justice Romeo J. Callejo, Sr.**  
Vice Chancellor

Approved by:

  
**Justice Adolfo S. Azcuna**  
Chancellor  
Philippine Judicial Academy

Conforme:

  
**Ms. Maria Luisa DV. Olitoquit**  
Director IV  
DOJ Planning and Management Service

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