



THE
ORCHARD HOTEL
BAGUIO

NO. 49 LEGARDA RD., BAGUIO CITY, 2600, PHILIPPINES
Globe 09178962305 / Smart 09985483348 / Telephone 442 4360
Email: reservations@orchardbaguio.com

USEC. RENATO L. EBARLE

Undersecretary
Department of Labor and Employment
Intramuros, Manila

DATE: April 20-23, 2022
60 PAX

Dear Usec Ebarle,

Greetings from The Orchard Hotel Baguio!

Thank you for considering us for your plan to have your seminar in our hotel this April 2022.

The Orchard Hotel Baguio, a millennial-themed and instagrammable friendly hotel that could satisfy your social media feeds, with a mix of elemental materials as well as unexpected eclectic modern twists, serves as your go-to destination when you want to take a break from the hustle and bustle of everyday life. The details have been passionately chosen, from its interior and exterior architectural design, to keep up with the ever-changing times.

We are pleased to inform you of your Room Reservation details as follows:

Check In Date : April 20, 2022
Check Out Date : April 23, 2022

Expected Time of Arrival (ETA): - Adults : 60
No. of nights: 3 No. of Rooms: 20 Kids: - :

Type of Room/s	# of Rooms	Rate per night	Total	Inclusions:
Premiere/ Supreme/ Deluxe Rooms (Triple Sharing)	20	Php 2,700.00 net	Php 162,000.00 net	Breakfast for 3 and High Speed Wifi
Seminar Venue	2.5 days	Free		With Overflowing Coffee, Projector and White Screen and LAN Internet
GRAND TOTAL FOR ACCOMODATION AND SEMINAR HALL:			Php 162,000.00 net	



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As requested, please also see our proposal for your meals below:

Food Package Price for 60 pax:

	# of Pax	Price	Total
April 20, 2022 (PM Snack)	60	Php 145.00	Php 8,700.00 net
April 20, 2022 (Dinner)	60	Php 320.00	Php 19,200.00 net
April 21, 2022 (Breakfast)	60	Php 170.00	Php 10,200.00 net
April 21, 2022 (AM Snack)	60	Php 145.00	Php 8,700.00 net
April 21, 2022 (Lunch)	60	Php 320.00	Php 19,200.00 net
April 21, 2022 (Pm Snack)	60	Php 145.00	Php 8,700.00 net
April 21, 2022 (Dinner)	60	Php 320.00	Php 19,200.00 net
April 22, 2022 (Breakfast)	60	Php 170.00	Php 10,200.00 net
April 22, 2022 (AM Snack)	60	Php 145.00	Php 8,700.00 net
April 22, 2022 (Lunch)	60	Php 320.00	Php 19,200.00 net
April 22, 2022 (Pm Snack)	60	Php 145.00	Php 8,700.00 net
April 22, 2022 (Dinner)	60	Php 320.00	Php 19,200.00 net
April 23, 2022 (Breakfast)	60	Php 170.00	Php 10,200.00 net
April 23, 2022 (Am Snack)	60	Php 145.00	Php 8,700.00 net
April 23, 2022 (Lunch)	60	Php 320.00	Php 19,200.00 net
TOTAL FOR FOOD PACKAGE			PHP 198,000.00 net

GRAND TOTAL : Php 360,000.00 net with VAT



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The following Terms and Conditions apply to all bookings made. We kindly ask that you take a moment to read upon receiving this confirmation.

1. **IDENTIFICATION CARDS:** Any government issued identification is required upon registration.
2. **CHECK IN:** Check-in time is 2:00 PM. Early check-in is subject to room availability.
3. **CHECK OUT TIME:** Check-out time is 12:00 noon. Request for Late check out must be coordinated with the Front desk and subject to availability with corresponding additional fees.
4. **NON-SMOKING FACILITY.** All rooms are non-smoking rooms, including the balcony. A cleaning fee of P3,000.00 for guestrooms and P4,000.00 for the Loft shall be charged, if found traces of smoking.
5. **KEY CARD.** Lost key cards shall be charged an amount of P500.00. Request for additional key cards shall also require a P500.00 deposit per card, which is subject for refund upon presentation of the receipt.
6. **DISPLAY OF GARMENTS.** No hanging, drying or displaying of any garments at the balcony of the guestrooms.
7. **VISITING POLICY.** Only the occupant is allowed to stay in the room. Any visitor or unregistered occupant staying in the guestroom will be charged for an extra person amounting to Php 600.00.
8. **DAMAGE TO PROPERTY.** The Management shall not be liable for any damage howsoever caused (whether by the deliberate, negligent, or reckless act) to the room/s, hotel's premises or property caused by you or any person in your party whether staying at the hotel or not during your stay.
9. **LOST ITEMS.** The Management assumes no responsibility or liability for any items or properties that are lost, misplaced or stolen during your stay. Electronic safe is available in the guestroom for your valuables and personal belongings.
10. **DRESS CODE.** Types of clothes or garments that are prohibited from the hotel's public areas;


Sleeveless shirts (Jerseys and tank tops)

- Sports bra
- Cycling Shorts / Micro short shorts
- Micro short skirts / Mini skirts
- Very low plunging necklines

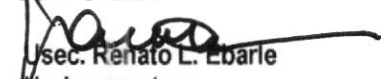
Should you need any further information, please do not hesitate to contact us, thank you for choosing The Orchard Hotel Baguio. We look forward to welcoming you soon.

Sincerely yours,


Jenny Lyn Alvarez
Front Office Team Leader
The Orchard Hotel Baguio


Hansel David Co
General Manager

CONFORME:


Jsec. Renato L. Ebarle
Underscretary
Department of Labor & Employment

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CERTIFIED FUND AVAILABLE ₱ 231,200 (for CO pay only)


RICHELDA L. BALLAD
Chief Accountant
Financial Management Service

ORS 2022-04-2625