

SERVICE NAME: **RENTAL OF FUNCTION HALL AND MEETING ROOMS**

Description of the Service:

Negros Residences is a government - owned hotel Negros Residences is a government – owned hotel under the Economic Enterprise Development Department

OFFICE OR DIVISION	EEDD - NEGROS RESIDENCES			
Classification	Simple			
Type of Transaction	G2C, G2B, G2G			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Reservation Form 2. 50% Downpayment Upon Reservation (G2C, G2B) 3. Purchase Order (G2G)		Hotel Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Booking for Available Function Hall or Meeting Room/s	Provide reservation form and require 50% downpayment	Based on Ordinance	15 Minutes	Negros Residences Personnel
2. Pay Rental Fees	Issuance of Official Receipt	Based on Ordinance	30 Minutes	Deputized Collecting Officer
TOTAL:				

SERVICE NAME: **ROOM ACCOMMODATION**

Description of the Service:

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OFFICE OR DIVISION	EEDD - NEGROS RESIDENCES			
Classification	Simple			
Type of Transaction	G2C, G2B, G2G			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Reservation and Health Declaration Forms 2. Deposit of One Night Stay Per Room (G2C, G2B) 3. Purchase Order (G2G) 4. Valid ID for Discount if applicable		Hotel Front Desk Booking Individual/Booking Party Booking Individual/Booking Party Booking Individual/Booking Party as per recommendation of NOTD and ATONO		