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AND  
Now

SAMAHAN

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# Guide Book

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*for Student Activities*

# Requests and Reservations

## STEP 01 Submission of Concept Paper

< 50 participants  
OSA

≥ 50 participants  
OEVF

## STEP 02 Venue Reservation

Arrupe Hall

4F Marlin Hall

Conference Room  
Rice Hall

UCEAC Media/  
Training Room

J Building  
Classrooms

Bapa Benny  
Tudtud Auditorium

## STEP 03 ERMAP - ECOTENEO

## STEP 04 Request for Equipment

Community Center  
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PPO

iCOMMP

## STEP 05 Guest Campus Entry

## STEP 06 Finalize Venue Reservation

STEP 01

Submission of Concept Paper

*Will there be less than fifty (50) attendees at your activity?*

YES

Fill up the [Office of Student Affairs Form](#) using your Organization's Email. Expect a receipt sent to your email shortly. For follow-ups and concerns, you may email Mr. Raphael Claveria ([raclaveria@addu.edu.ph](mailto:raclaveria@addu.edu.ph)), Student Activities Program Officer.

*Note: Send your concept paper not less than ten (10) days before the event proper or project implementation. Upon checking, OSA might ask for additional requirements depending on the nature of your activity (e.g. Parents Consent and Undertaking Form).*

NO

Upon the approval of the Office of Student Affairs (follow steps above), you may proceed to securing an approval from the Office of the Executive Vice President.

Send your concept paper to Mr. Jeremy S. Eliab ([jseliab@addu.edu.ph](mailto:jseliab@addu.edu.ph)) then cc: Ma'am Hazel Joyce R. Bulaong ([hjrbulaong@addu.edu.ph](mailto:hjrbulaong@addu.edu.ph)), EVP Office Administrative Associate.

*Note: Include a cover/request letter and a receipt of OSA approval upon sending your concept paper to the Office of Executive Vice President.*

STEP 02

Venue Reservation

*Where is the venue of your activity?*

*Note: These venues are available on a first-come and first-serve basis. Make sure that you include all the necessary details in your letter of request together with your approved concept paper.*

Arrupe Hall, 1st Floor MartinHall

Send a Letter of Request addressed to Ma'am Theresa Salaver-Eliab ([tseliab@addu.edu.ph](mailto:tseliab@addu.edu.ph)), OSA Director, and cc: OSA ([univ.studentaffairs@addu.edu.ph](mailto:univ.studentaffairs@addu.edu.ph)) and Mr. Raphael Claveria ([raclaveria@addu.edu.ph](mailto:raclaveria@addu.edu.ph)), Student Activities Program Officer. Include all the important details in your letter and attach to your email a copy of your event concept paper and OSA's email of approval. Upon approval, obtain a copy of the reservation form in the OSA Office located on the right side of the Mezzanine floor of Martin Hall.

4th Floor, 6th Floor, or 7th Floor Martin Hall

Proceed to the Athletics Office located at the back of the 4th floor of Martin Hall, look for Ma'am Ivy Guadalquiver ([icguadalquiver@addu.edu.ph](mailto:icguadalquiver@addu.edu.ph)) and inquire about the availability of the venue. Obtain a copy of the Martin Hall Reservation Form as soon as your event has been tentatively scheduled.

Conference Rooms, Ricci Hall 3rd Floor CCFC Building

Send a Letter of Request to Ma'am Suzanne Marie A. Doromal ([smadoromal@addu.edu.ph](mailto:smadoromal@addu.edu.ph)) Assistant to the President for Community Center Operations or proceed to the 9th floor of the Community Center of the First Companions (CCFC) Building and look for Ma'am Charlene Apayart ([cmapayart@addu.edu.ph](mailto:cmapayart@addu.edu.ph)).

STEP 02

## Venue Reservation

Inquire about the availability of the conference rooms and obtain a copy of the Ricci Hall Reservation Form as soon as your event has been tentatively scheduled.

*Note: Included in the reservation form is the request for the sound system and microphones. Conference Rooms C1 and C2 can accommodate less than 20 participants and Conference Rooms D and E can accommodate less than 40 participants.*

### UCEAC Media/Training Room, 8th Floor CCFC Building

Send a Letter of Request to Mr. Mark Paul Samante ([mposamante@addu.edu.ph](mailto:mposamante@addu.edu.ph)), UCEAC Chairperson and you may also cc: UCEAC ([uceac@addu.edu.ph](mailto:uceac@addu.edu.ph)), or proceed to the 8th floor of the CCFC Building UCEAC Office and inquire about the availability of the Media or Training Room. Obtain a copy of the Room Reservation Form as soon as your event has been tentatively scheduled.

### Jubilee “J” Building Classrooms or Bapa Benny Tudtud Auditorium

Send a Letter of Request to the Physical Plant Office (PPO) thru Engr. Florian Z. Remolino ([fzremolino@addu.edu.ph](mailto:fzremolino@addu.edu.ph)), PPO Director indicating all the important details of your event. Make sure that your letter is endorsed by Ma'am Theresa Salaver-Eliab ([tseliab@addu.edu.ph](mailto:tseliab@addu.edu.ph)), OSA Director.

You may also process the request face-to-face by printing your letter endorsed by OSA, proceeding to the 1st floor of the Dotterweich “D” Building (also known as the Law Building), and inquiring about your request through the window.

*Note: The auditorium can currently accommodate at most 150 people with physical distancing according to PPO.*

STEP 03

## Environmental Resource Management Plan (ERMAP)

Process the [ERMAP form](#) at the ECOTENEO Office located at the 5th floor, Martin Hall (right side of the stage). If you will serve snacks or meals during your event, make sure to secure the details of your food supplier, the materials used for its packaging, and your plans for disposal.

STEP 04

## Request for Equipment

***Where is the venue of your activity?***

### Venues in the CCFC Building and Martin Hall

Send a Letter of Request to Ma'am Suzanne Marie A. Doromal ([smadoromal@addu.edu.ph](mailto:smadoromal@addu.edu.ph)) Assistant to the President for Community Center Operations or you may proceed to the 9th floor of the CCFC Building with a hard copy of your letter to process the request.

### Jubilee "J" Building or Bapa Benny Tudtud Auditorium

Send a Letter of Request to the Physical Plant Office (PPO) thru Engr. Florian Z. Remolino ([fzremolino@addu.edu.ph](mailto:fzremolino@addu.edu.ph)), PPO Director, or you may proceed to the 1st floor of the Dotterweich "D" Building with a hard copy of your letter and transact through the window to process the request.

*Note: You may simultaneously process your request for equipment with your venue reservation to save time. Make sure to indicate all the equipment needed for your event (e.g. sound system, microphone, tables, chairs, platforms, etc.) For events with tables and chairs, don't forget to attach a detailed floor plan of the venue in your letter.*

STEP 04

## Request for Equipment

*Note: Be aware that such requests may necessitate a Job Order and may incur overtime fees (for university staff who work outside of normal hours), so remember to settle your payment with Finance afterward.*

### LED/iCOMMP Studio

Send a letter of request to Mr. Bernie M. Jereza ([bmjereza@addu.edu.ph](mailto:bmjereza@addu.edu.ph)) Institutional Communications and Promotions (iCOMMP) Director and cc: Mr. Gian Carlo Tancontian ([gcctancontian@addu.edu.ph](mailto:gcctancontian@addu.edu.ph)). Upon sending a request via email, proceed to the iCOMMP Office on the 3rd floor of Ricci Hall CCFC Building and look for Mr. Jereza or Mr. Tancontian to make a follow-up on your request.

STEP 05

## Guest Campus Entry

Send a letter of request to the Office of the University Executive Vice President, Mr. Jeremy S. Eliab ([jseliab@addu.edu.ph](mailto:jseliab@addu.edu.ph)) then cc: Ma'am Hazel Joyce R. Bulaong ([hjrbulaong@addu.edu.ph](mailto:hjrbulaong@addu.edu.ph)), EVP Office Administrative Associate. The request must be endorsed by OSA or must include an approved event concept paper. Indicated in the request letter are the important details of the campus entry request including the list of guest/s, their contact numbers or emails, and a copy of their vaccination cards.

Upon approval, your request will be forwarded to Mr. Evtri Tabanguil ([eetabanguil@addu.edu.ph](mailto:eetabanguil@addu.edu.ph)) Physical Plant Office Supervisor for the entry of your guests.

STEP 06

## Finalize Venue Reservation

Don't forget to complete all the additional requirements of your venue request. Return to the concerned office and pass all the necessary requirements to finalize your reservation.

*Note: If you are unable to fulfill all necessary requirements, your reservation will be void.*

### GENERAL REMINDERS

- Here is a copy of the [Guidelines on the Conduct of Hybrid In-Campus Student Activities from](#) the Office of Student Affairs for further instructions.
- Observe at least three (3) to ten (10) working days to process requests per office.
- All onsite activities may be conducted between 8:00 AM to 5:00 PM (Monday to Friday), 8:00 AM to 12 NN (Saturday), and strictly no events on Sundays.
- Implement a social distancing protocol and always observe the university's [Single Use Plastic Policy](#).
- As advised by OSA, activities must secure marshals if it reaches or exceeds 50 students (1 marshal: 10 students). Organizations may ask for help and contact the Ateneo Student Security Force ([assf@addu.edu.ph](mailto:assf@addu.edu.ph)) and for SAMAHAN and Cluster Events fill up this [request form](#).
- Always practice CLAYGO (Clean As You Go) in any of the facilities used.
- For additional inquiries about your request and reservation, you may directly email or go to the concerned office.