



Republic of the Philippines
Philippine State College of Aeronautics
OFFICE OF THE COLLEGE PRESIDENT

PHILIPPINE STATE COLLEGE OF AERONAUTICS
RECORDS CENTER

RELEASED

JOCAS NAIDAS
RECORDS OFFICER II

By:

Date: MAY 02 2024

Released No. 0238-2024

MEMORANDUM CIRCULAR

No. 5, Series 2024.

**TO : GUESTEL OCCUPANTS
AND ALL OTHERS CONCERNED**

SUBJECT : IMPLEMENTATION OF PHILSCA GUESTEL POLICY GUIDELINES

DATE : April 24, 2024

Reference: Memorandum Circular No. 04, s 2022 dated August 11, 2022.

1. Please be informed that Starting May 1, 2024, the Office of Auxiliary Services and Resource Generation will start to implement the Guestel Rental Contract in reference to Memorandum Circular no 04. S 2022, outlining the standard operations for Guestel Policy and Guidelines.
2. To standardize the Guestel operations, Office of Auxiliary Services and Resource Generation will start implementing the Guestel Rental Contract covering the period from May 1, 2024, to December 31, 2024.
3. As stipulated in the abovementioned memorandum circular, the lessee shall be responsible for a monthly rental fee based on the following conditions whichever is applicable:

Employees (Regular and Contract of Service)

- a) Six Thousand Seven Hundred Pesos (P6,700.00) per room per month divided by maximum capacity of tenants per room.
- b) The Standard Rate of 6,700 pesos must be equally divided by the number of tenants per room depending on room capacity should tenants decide to exclusively lease the entire room.
- c) Personnel on travel and availing the guestel room shall be charged a reasonable amount of Five Hundred (500) pesos individually from their per diem allowance for lodging inclusive of water and electricity consumption.

Non-Employees and Guests

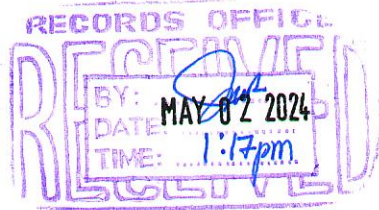
- a) Seven Thousand Pesos (P7,000.00) per room per month for quadruple sharing room good for 4.
 - b) Daily rates of Eight Hundred (800) pesos shall be charged to non-employees or guest.
 - c) Approval of non-employee lessees is contingent upon slot availability, with priority given to employee lessee applicants.
4. The rental Fees are payable every 5th day of the month. This amount excludes charges for Water and Energy Consumption, which are also due every 5th day of the month. Utility billing will be based on actual readings on the electric and water submeter divided by the number of tenants per room. Electric and Water submeter reading is scheduled every 30th day of the month. Payment for both rental and utilities must be settled through the collecting office. The commercial rate for electricity is twenty-five (P25.00) pesos per kilowatt hours (kWh) and Thirty Pesos (P30.00) per cubic meter for water consumption.





Republic of the Philippines
Philippine State College of Aeronautics
OFFICE OF THE COLLEGE PRESIDENT

5. The lessee is required to pay a deposit equal to two (2) months' rent, serving as security deposit and two (2) months' rent as an advanced deposit. The deposit is intended to ensure the lessees' diligent adherence to all terms and conditions of the contract and the proper return of the Unit in good condition. The security and advanced deposit may be applied as the final rental payment prior to the expiration of the contract unless, otherwise, forfeited in favor of the lessor to cover applicable charges such as unpaid utilities, repairs of damages, and other causes due to fault or negligence of the lessee.
6. Any outstanding balances of the lessees as of April 30, 2024, shall be settled before May 1, 2024, and the contract does not waive any pre-existing obligations owed by the lessee. Any lessee who failed to settle their outstanding balance must vacate their room and will no longer qualify for a contract moving forward.
7. For widest dissemination and strict compliance.




PROF. MARWIN M. DELA CRUZ, Ph.D.
President