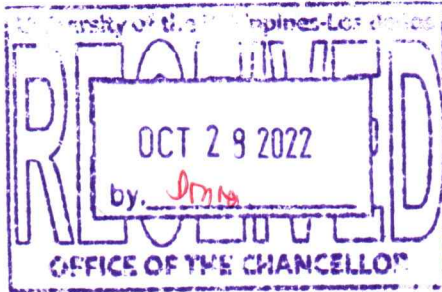




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3/F Bienvenido M. Gonzalez Hall, UP Los Baños, College, Laguna 4031 Philippines
+63 49 536 3468 | ovca.uplb@up.edu.ph | www.uplb.edu.ph

202210-JED148



1st Indorsement
27 October 2022

Respectfully forwarded to Dr. Jose V. Camacho Jr., Chancellor, U.P. Los Baños, the attached proposals of the UPLB Business Affairs Office (BAO) on the following:


- New and Standard Rental Rate for Lot and Space, and Other Services for Business Activities in the Campus
- Standardization Rate for the Use of UPLB Facilities


The proposals were in line with the future-proofing initiatives of the University to improve systems and processes. In addition to the new rental rates and bidding criteria for kiosks and canteens which has been approved as per OC Memo No. 075 s. 2022 dated 24 June 2022, the BAO proposes to systematize and standardize as well the rental rates for the lot and spaces for business activities in the campus as well as other services for business activities in the campus.

In addition, the use of UPLB facilities and services for purposes other than University academic activities were also revised, updated, and standardized base on OC Memo No. 7, s. 1992.

The UPLB-FPOC reviewed and discussed the said proposal during its meeting held on 26 October 2022 and hereby recommends its approval.

For your consideration.


ROLANDO T. BELLO
Vice Chancellor
and Chair, UPLB-FPOC


APPROVED/DISAPPROVED
JOSE V. CAMACHO, JR.
Chancellor



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11 October 2022

PROF. ROLANDO. T. BELLO
Vice Chancellor for Administration
Chair, FPOC
University of the Philippine Los Banos

Dear Vice Chancellor Bello:

Warm Greetings from the UPLB Business Affairs Office!

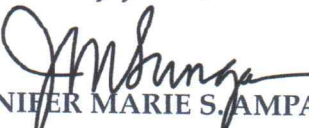
In line with the future-proofing initiatives of the University to improve systems and processes, we are submitting herewith the following proposals:

- **New and Standard Rental Rate for Lot and Space, and Other Services for Business Activities in the Campus.**
- **Standardization Rate for the Use of UPLB Facilities**

We reviewed our existing rental rates with that of the UP Diliman rates and other nearby private business operators. We have also incorporated the suggestion and commendations of other units in the proposals.

We are looking forward to your kind approval. Thank you very much for your continued support.

Respectfully yours,


JENNIFER MARIE S. AMPARO, Ph.D.
Asst. Vice Chancellor for Administration/
Director, Business Affairs Office



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Proposed New Rental Rate for Lot and Space, and Other Services for Business Activities in UPLB

The UPLB Business Affairs Office (BAO) as mandated to generate resources aims for sustainable financing to support the University's programs and projects. Since the creation of the BAO, it has managed and generated revenues from the food kiosks and land lease rentals. The BAO is also mandated to recommend policies, guidelines, systems and procedures for the improvement of the operational and financial performance of income generating activities in the Campus.

In line with the future-proofing initiatives of the University to improve systems and processes, the new rental rates and bidding criteria for food kiosks and canteen has been approved as per OC Memo No. 075 s. 2022 dated 24 June 2022. And in addition to that, the BAO would like to systematize and standardize as well the rental rates for the lot and spaces for business activities in the campus.

Referring on the existing and previous lot/space lease rentals in the campus stated below (Table 1), the University still adopt the Interim Rules on the Fees for the Use of Business Spaces dated July 12, 2013 with base rate of Php400.00 per square meter and follow the usual bidding process (highest bid offer) and or thru Swiss challenge (see No. 2, Gascom Gas Station).

Table 1. Existing and Previous Lot/Space Rentals in UPLB

	LESSEE	NATURE OF BUSINESS	LOCATION	AREA (SQM)	UPLB CURRENT RENTAL RATE (PHP)
1	Philippine Veterans Bank	ATM	SU Bldg	1.5	9,007.76 / mo.
2	Gascom Gas Station	Gas Station	UPMO	512.61	12,000/ swiss challenge
3	Cell Site Tower	Cell Site Tower	JDDrillon Jr. St.	225	1,000/mo.
4	Meralco	Sub-station Hi-way	Maahas	2,500	7,581,705.42 /year
5	Philippine National Bank (PNB)	Bank	Andres P. Aglibut St.	229.54	83,702.20/mo.
6	Laguna Water District (LWD)	Water Reservoir			306,572.17/year
7	Makiling Tennis Court	Tennis Facility	Forestry	2750	9,150.63/yr
8	Country Club	Tennis Facility	Forestry	3000	9,900/yr.
9	Commercial Spaces				



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LESSEE	NATURE OF BUSINESS	LOCATION	AREA (SQM)	UPLB CURRENT RENTAL RATE (PHP)
Bowling Alley	Bowling	SU Basement	274.36	10,710.00/mo.
Philippine Seven Corp.	Convenience Store	SU Bldg	125	52,920.00/mo.
Premium Copy Centre	Computer Center	SU Basement	32	5,092.50/mo.
Meraki Design & Photocopying Ent.	Photocopying & Printing Booth	Main Coop	6	6,000/mo.
Rand Ent.	Photocopying & Printing Booth	PhySci Bldg	2	3,500/mo.
Happy Vending Ent.	Vending Machine	Various Dorms	5.25	400/sqm.
The Polishers	Nail & Spa	SU Bldg	32	4,832/mo.

In our recent inquiry with UP Diliman, they are already using the lease rates below as approved by Pres. Danilo L. Concepcion on 05 March 2019.

A. Lot/Space Lease

Type	UP DILIMAN RATE				
	Lease Term (years)		Fixed Rate		Others
	New Structure	Renewal	Min (Php/sqm/mo.)	Max (Php/sqm/mo.)	
Government Office (non-revenue-generating agency)	25	-	100	250	+ 20% of space for UP's use
	-	5	100 (Land) + 250 (Space inside building)	250 (Land) + 350 (Space inside building)	+ 20% of space for UP's use
Government Office (revenue-generating agency)	25	-	250	500	+ 20% of space for UP's use
	-	5	250 (Land) + 500 (Space inside building)	500 (Land) + 800 (Space inside building)	+ 20% of space for UP's use
Non-Government, non-profit Institution	-	5	100 (Land) + 250	250 (Land) + 350	+ 20% of space for UP's use



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			UP DILIMAN RATE		
			(Space inside building)	(Space inside building)	
Commercial (Restaurants and other similar establishments)	3	3	850	1,500	--
Gasoline Station	3	3	1,200	1,700	--
Garden	3	3	100	250	--
LED Billboards	3	3	600	1,000	--
Cell Site (Tower or Rooftop)	3	3	13,000	15,000	--
Agricultural/ Research	3	3	100	250	--
Substation (Electrical and other Utilities)	3	3	800	1,200	--

B. Space Lease

Type	Lease Term (years)	Fixed Rate		Percentage of Sales (%)	Common Use Service Area (Php/sq./mo.)
		Min (Php/sqm /mo.)	Max (Php/sqm/m o.)		
Government Office (revenue-generating)	3	1,100	2,500	--	50
Government Office (non-revenue generating)	3	440	1,200	--	50
Non-government, non-profit	3	440	1,200	--	50
Commercial (Food)	3	850	1,500	--	50
Commercial (Non-food)	3	850	1,500	--	50
Canteen/ Food Concessionaires	3	--	--	10	50
Other Concessionaires	3	850	1,300	--	50
Kiosk (Small)	3	450	850	--	50
Kiosk (Big)	3	850	1,300	--	50



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Student Support Services	3	440	1,200	--	50
Photocopying Services	3	200	500	--	50

C. Others

Type	Lease Term (years)	Fixed Rate		CUSA (Php/sqm/mo.)
		Min. (Php/mo.)	Max (Php/mo.)	
ATM	3	13,000	15,000	50
Wet Market Vendors	1	400	1,300	50
Roving Carts	3	200	650	--
Food Delivery	3	450	750	--

The rates of UP Diliman is exclusive of 12% VAT, subject to escalation rate of 5% per year, and is negotiable at the level of the University President.

We have inquired as well with the private business operators outside or nearby UPLB campus, please see below:

Type	Rate (Php/sqm/mo)
Convenience Store (i.e. Seven Eleven Grove, Alfamart)	200-500
Computer Center (near Robinson Place)	300
Commercial Spaces (i.e. Vega Centre, ES Plaza)	500-1,300
Gasoline Station (Bay Hi-way)	250 (Lot only)
Tennis/Badminton Court (i.e. Anos)	7,000 (whole day rental) for 4 courts, 328sqm 145 rental per hour for 1 court



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RECOMMENDATION:

As per consultation with Resource Generation and Development Office (RGDO) and Office of the Vice Chancellor for Planning and Development (OVCPD), since the basis of UPLB is still base from the Interim Rules in 2013 which is almost a decade already and with the increasing cost of maintenance and operations, it is timely for UPLB to review and propose a new standard base rate for lot and spaces leases specifically for business activities in the campus. And since the rental rate UP Diliman is not at par with the commercial lot/spaces rental rates near the campus, it is then recommended the **adoption of the UP Diliman rental rates as approved by PDLC in 2019** with modification (see Table below):

Table 2.1 Proposed Lot/Space Lease Rental in UPLB

Type	Lease Term (years)		Fixed Rate Php/sqm/mo.	Others
	New Construction	Renewal		
A. Lot/Spaces				
Office/Institution	25	5	60 if more than 1 hectare ¹ 100 if less than 1 hectare	+ 20% of space for UP's use
Commercial (Restaurants and other similar establishments)	3	3	850	-
Gasoline Station	3	3	1,200	-
Cell Site (Tower)	3	3	13,000	-
Agricultural/Research ²	3	3	200	-
Substation (Electrical and other Utilities)	3	3	800 + 420 per pole/per annum (if applicable) ³	-
B. Space Lease				
Office/Institution	--	3	440	-
Commercial (Food/Non-Food)	--	3	850	-
Student Support Services ⁴	--	3	440	-
Photocopying Services	--	3	200	-
Tennis/Badminton Courts	-	3	100/sqm/year for exclusive use	-

¹ According to RGD, the zonal value for UPLB land can be assumed to be similar to Sacay Ville (nearest to UPLB) which is about P6,000.00 per sq.m.(rounded to the nearest thousand).

² Agricultural and Research Spaces include animal pens, farm land and related.

³ National Electrification Administration Memo No. 2018-055

⁴ Private organizations and institutions that offer assistance to students in the form of grants, loans, counselling or technical services which are income-generating



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			(UPLB alumni/ personnel/staff/ students) ⁵	
--	--	--	---	--

Table 2.2 Proposed Rental Rates for Other Services for Business Activities in UPLB

Type	Lease Term (years)	Fixed Rate	Others
ATM	--	13,000 per month for 1.5 sqm ⁶	-
Sounds System (Public Address System Package 1 - 1 Unit Amplifier, 1 Unit 6/4 Channel Mixer-Equalizer, 1 Pair 650W Speaker, 2 Microphone)		1,500 for first 3hrs (Additional P300/hr or a fraction thereof in excess of 3hrs)	30% discount for UP user
Audio Package 1 small-size venues (1 Unit Amplifier, 1 Unit 6/4 Channel Mixer-Equalizer, 1 Pair 650W Speaker, 2 Microphone)		P3,000 for first 3hrs (Additional P500/hr or a fraction thereof in excess of 3hrs)	30% discount for UP user
Audio Package 2 medium-size venues (1 Unit Amplifier, 1 Unit 6/4 Channel Mixer-Equalizer, 1 Pair 650W Speaker, 1 Pair 100W Speaker, 4 Microphone)		P5,000 for first 3hrs (Additional P750/hr or a fraction thereof in excess of 3hrs)	30% discount for UP user
Audio Package 3 large-size indoor venues (1 Unit Amplifier, 1 Unit 18 Channel Mixer-Equalizer, 1 Unit Equalizer, 1 Pair 1000W Speaker, 1 Pair 2000W Speaker, 6 Microphone)		P8,000 for first 3hrs (Additional P1,500/hr or a fraction thereof in excess of 3hrs)	30% discount for UP user
Audio Package 4 large-size indoor venues (1 set 24-channel mixer, 2 Units Amplifier, 2 Units Equalizer, 1 Unit		P20,000 for first 3hrs (Additional P5,000/hr or a fraction thereof in excess of 3hrs)	30% discount for UP user

⁵ If the University will adopt an hourly rate, we suggest that the Committee on Sports develop the fees per hour to FPOC.

⁶ Considered New Proposal for ATM adopted to UPD rate as approved by PDLC 2019.



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Type	Lease Term (years)	Fixed Rate	Others
Limiter/Conditioner, 1 Unit Crossover, 1 Pair 1000W Monitor Speakers, 1 Pair 2000W Hi-Mid Speakers, 1 Pair 1200W Hi-Freq Linear Array Speakers, 1 Pair 1200W Subwoofer, 8 Units Microphones with stand)			
Audio Package 5-full Outdoor Sound System, (1 set 24-channel mixer, 3 Units Amplifier, 3 Units Equalizer, 1 Unit Limiter/Conditioner, 1 Unit Crossover, 2 Pairs 1000W Monitor Speakers, 2 Pairs 2000W Hi-Mid Speakers, 2 Pairs 1200W Hi-Freq Linear Array Speakers, 2 Pairs 1200W Subwoofer, 10 Units Microphones with stand)		P40,000 for first 3hrs (Additional P10,000/hr or a fraction thereof in excess of 3hrs)	30% discount for UP user Free use is subject to the approval of the Chancellor
LED Wall (for event) ⁷		5,000 per hour for 4 hours, 2,000 in excess of 4 hours	30% discount for UP user
LED Billboard (for Ad Space) ⁸	—	Php7/spot for 1x/hr (14x/day) - Php490 Php6/spot for 2x/hr (28x/day) - Php840 Php5/spot for 4x/hr (56x/day) - Php1,400 Php4/spot for 6x/hr (84x/day) - Php1,680	-

UPLB still adheres with the existing provision regarding vendors including wet market vendors and roving carts of not allowing them to operate inside the campus.

The new guidelines will only apply for new proposals, units with approved FPOC proposals will follow the approved rates.

⁷ Studied and recommended by RGDO.

⁸ Studied and recommended by RGDO.



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For food kiosks and canteen, the new rental rates and bidding criteria is already followed as per OC Memo No. 075 s. 2022 dated 24 June 2022. In fact, we will be opening and accepting interested concessionaires for some of our functional or readily available food kiosks and canteen for the first semester in time for the gradual reopening of classes.

Free Use of Sound System and LED Wall especially for the use of college/unit's events/activities and programs are subject to the approval of the Chancellor.

Similarly to UP Diliman rates, the lot and space lease rental is subject to an escalation rate of 5% per year. It is also exclusive of the 12% VAT and negotiable at the level of the University President.

The bidding procedure is on the highest lease rental rate amount bid based on the recommended fixed rate. It also follows the usual bidding process of the University. However, a Swiss Challenge Method may be used if an interested private party initiates a proposal for a contract or the bid for a certain project within the University premises.



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**PROPOSED STANDARDIZATION OF RATES
FOR THE USE OF UPLB FACILITIES**

As part of our future-proofing initiatives of UPLB systems and processes and due to the increasing costs of maintenance and operations, the rates on the use of UPLB facilities and services for purposes other than University academic activities were revised, updated, and standardized based on the OC Memo No. 7 series of 1992.

A. Categories and Basic Amenities of UPLB Facilities

Auditorium - a large building or hall primary use is for performances; 100-300++ seating capacity.

Lecture Hall - a large room used for instruction, typically at a college or university. The primary use is for lectures and seminars; 51-100++ seating capacity.

Lecture Room - a room used for instructions, and the capacity is 31 pax less not more than 50 pax.

Multipurpose Hall - is a space that is well-equipped to accommodate a wide variety of events or activities.

Conference Room/Classroom - primary use is for lectures and conferences/seminars; 16-30 seating capacity

Classroom/Meeting Room - The primary use is for lecture and lab classes, meetings; 1-15 seating capacity.

Laboratories - These are room facilities primarily used for analytical testing and laboratory research activities. These are service laboratories that could be rented out for a project and are not used for instruction but primarily for research and extension

Sports Facilities - are areas primarily used for sports and wellness activities such as courts for badminton, basketball, table tennis, volleyball including the gymnasium

All facilities (Auditorium, lecture halls, lecture rooms, function halls, conference rooms) should be equipped with a basic sound system (microphone and speakers); A/C; white screen or LED TV or screen.



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All rooms and facilities should comply with the Fire and other emergency safety regulations and protocols (i.e. presence of fire extinguishers, exit and evacuation plan and map displayed in prominent area)

B. Guidelines on the UPLB Facilities Rental Fees

- The rentals, fees, and rates of charges for UPLB facilities is based on the OC Memo No. 7 series of 1992 while units with approved rates by the Chancellor are exempted from these basic rates.

Proposed Rental Rates					
FACILITY	Seating	Amount/Per Hour		Bond Fee/ Security Deposit (Php)	Remarks
	Capacity	UP	Non UP		
DL UMALI HALL	>301	1,600	2,200	2,000	
Rehearsal		800	1200		
w/o AC					
Lighting System		2,000/show	2,500/ show		
Sound System		2,500/show	3000/show		
AUDITORIUM CLASS A	101-300	1,000	1,600		Class A: REDREC and the rates are FPOC approved Per hour
AUDITORIUM CLASS B	101-300	700	1,000		Class B is based on how old is the facility and amenities offered
CLASS A					
Lecture Hall (Mega Hall)	101-300	537	937		Based on existing rates
Lecture Hall	101-300	500	800		
CLASS B					
Lecture Hall	51-100	500	800		Based on existing rates
Classroom (Speech Lab w/ aircon)	51-100	500	700		
CLASS C					
Lecture Room	31-50	500	700		
CLASS D					
Conference Room	16-30	400	600		
Class Room w/ Aircon	16-30	400	600		
CLASS E					
Meeting Room	1-15	200	400		
Class Room w/ Aircon	1-15	200	400		
BAKER HALL	>301	20	165		Use existing rate



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9. The end users of the UPLB facilities should observe the solid waste management protocols and guidelines¹⁰ of the university particularly on waste segregation and disposal. A solid waste fee of P 100 per event will be charged to the events coordinator and requesting party.
10. For the use of laboratories, each unit could develop their proposal for presentation and review of the UPLB FPOC. All laboratory fees charged to research and extension projects should follow the fiscal management review system and approved by the Chancellor. The rent fee should consider in their proposed rates the following: cost of utilities being used, staff hours that will assist the end users, depreciation cost of the equipment to be used.

REFERENCES

[STUDENTS Application for Venue Hire.pdf \(anu.edu.au\)](#)
[EXTERNALS Application for Venue Hire.pdf \(anu.edu.au\)](#)
[2021 Room Price List September.pdf \(anu.edu.au\)](#)

¹⁰ OC Memo 2013-021 Required Color Coded Segregation Bins; OVCCA Memo 2012-026 Waste Segregation at Source; and OVCPD 2012-005 Pangangasiwa ng Basura sa UPLB