



OVCSA SPACES RESERVATION SYSTEM

PRIMER

GENERAL GUIDELINES FOR ONLINE RESERVATION SYSTEM FOR OVCSA SPACES

A. Rationale

As part of the UPLB Future Proof Programs and Digital Transformation initiative of the university, the Research, Communication, and Information Technology (RECOMMIT) of the Office of the Vice Chancellor for Student Affairs (OVCSA) continues to streamline its online services through the design, development, and maintenance of the OVCSA management systems (OSAM) unique to UPLB. Furthermore, RECOMMIT effectively disseminates information through ICT resources and official OVCSA communication channels to students and staff especially during this time of remote and online learning, and the 'new normal'.

The Online Reservation System for OVCSA Spaces is an additional module of the OSAM System. The facilities (i.e. "spaces") are under the care and management of the OVCSA Main Office, which provides the necessary administrative services and manpower in order to ensure the availability of spaces for the use of university constituents, paying individuals and groups. The OVCSA seeks to develop an online system to facilitate the reservation of such spaces. The development of such a system is envisioned to result in better services and equity of use of resources.



B. Process Flow

The OVCSA Main Office is in charge of the management of the reservation of the spaces including the allocation of manpower and necessary equipment/facilities. Whenever there is a need to use OVCSA spaces, requests for facilities booking are done via an online reservation system. It provides the necessary information and facilitates the processing (i.e. notifies requester/s about requirements, approvals, disapprovals, cancellations) of reservation. The calendar containing information about the availability of facilities and manpower is updated, depending on whether the requirements for the use of facilities have been met. The entry to the calendar ensures non-conflict of scheduling and use of the spaces, and serves as a guide for necessary preparations prior to the event. The status of facilities (i.e. availability) is kept up-to-date and made easily retrievable at any given time so transactions involving any space, room, or event hall can proceed.

It is also important that users of facilities are informed about OVCSA and university policies prior to reservation/use. Some venues/facilities also require proof of payment; the interested user/s will therefore have to arrange for payment, as applicable.

Once requirements are met, the OVCSA Main Office provides a reservation slip to confirm the reservation. The transaction is then closed once the event is over. Questions/concerns may also be sent via email to request_ovcsa.uplb@up.edu.ph.

The steps for using the online reservation system are as follows:

1. Go to www.ovcsa.uplb.edu.ph.
2. On the upper right hand corner of the page, click **LOGIN**.
 - a. If you are a student, login using UP Mail or GMail (connected to an OSAM Account). If you have no OSAM account yet, sign up for one at bit.ly/OSAM-Account-Reg and wait for the confirmation email. Strictly no guest accounts for students.



- b. If you are a UPLB Staff or a visitor, sign up as a Guest. You may immediately login using the email you entered after signing up.
3. Once logged in, click **SPACES** under your icon on the upper right hand corner.
4. Choose **RESERVE NOW**.
5. Click **+ NEW EVENT** at the upper right corner.
6. Fill out the necessary details for your events. Once done, click **CREATE EVENT**.
7. Locate the new event in the table below and click **CONTINUE**.
8. Among the list of OVCSA spaces, pick which space you want to reserve then click **ADD TO CART**.
9. Go to your cart to verify the details and once done, click **SUBMIT FOR APPROVAL**. Your reservation is now **pending for pre-approval** of the OVCSA Main Office. This usually takes 1-3 working days.
10. Once pre-approved, your reservation is **pencil booked**.
11. To **finalize** your reservation, follow the instructions:
 - a. For UP students, upload an approved request letter from OVCSA Main Office, activity permit from OVCSA-OSA, and your student ID.
 - b. For Non UP guests, depending on which option is chosen, upload an approved request letter or payment receipt along with their valid ID.
12. Once you have uploaded your document, your reservation will be submitted to the OVCSA Main Office for **verification**. This usually takes 1-2 working days.



13. You will be notified via email once your reservation is **booked and finalized**. Go back to your OVCSA Spaces Dashboard and **DOWNLOAD** the reservation slip.
14. On the day of the event, present the reservation slip to the OVCSA staff-in-charge.

C. The OVCSA Spaces

The following are the details about OVCSA spaces:

Venue	Short Description	Min. Capacity	Max. Capacity	Available Days	Available Hours	Equipment Included and Fees
Makiling Ballroom Hall (MBH)	Located at the 2nd Floor, Student Union building, the MBH is a multi-function hall that accommodates a maximum of 200 pax. This hall can be used as a venue for meetings, seminars, workshops, plays, birthdays, wedding receptions, among others.	50	200	The entire week, including holidays	8 AM-9 PM	Diesel - own bring Sound system - 250/hr 640 - UP 840 - NON UP
SU Amphitheater	The SU Amphitheater is an open space in front of the SU building with a built-in water fountain at the center of the area. This area can be used for large events, cultural plays, concerts, dance practices, meeting de avance, etc.	50	150	The entire week, including holidays	8 AM-9 PM	None
SU Creekside Park	The SU Creekside park is located on the right side of the SU building. This open space can be used for large meetings, dance rehearsals, meeting de avance, cultural plays, among others.	30	50	The entire week, including holidays	8 AM-5 PM	None



Venue	Short Description	Min. Capacity	Max. Capacity	Available Days	Available Hours	Equipment Included and Fees
Sunken Lobby 1 (beside LRC)	The Sunken Lobby 1 is located at the SU ground floor beside the Learning Resource Center (LRC) office. This is temporarily not available as it is currently used as a Learning Hub for students.	30	50	The entire week, including holidays	8 AM-9 PM	None
Sunken Lobby 2 (beside coffee shop)	The Sunken Lobby 2 is located at the SU ground floor adjacent to The Giving Cafe near the Molawin Mural area. Similar to Sunken Lobby 1, it is used as a Learning hub.	30	50	The entire week, including holidays	8 AM-9 PM	None
Molawin Hall (SU Canteen)	The Molawin Hall Canteen area is an open space with high ceilings intended for dining. It is located at the ground floor of the SU building and can accommodate approximately 200 pax. This is open to the public from 8am to 8pm, Mondays to Saturdays.	200	240	Sundays and holidays	8 AM-9 PM	Php 720 - NON UP; Php 550 - UP; Free - OVCSA; letter of request for free use applicable here
Basement Open Space	The Basement Open Space is located at the SU basement in front of the University Publication Office (UPO). This space, which can accommodate up to 40 pax, can be used for meetings, workshops, orientations, film showing and other informal activities.	20	40	The entire week, including holidays	8 AM-9 PM	None
Basement Room 08 (unavailable)	Rooms 8 to 11 are located in the SU basement with available chairs that may be used for student-related activities. Each room can accommodate a maximum of 20 pax. The rooms have foldable partitions and can be expanded into one (1) room. As of the moment, only Rooms 9 and 10 are available.		20	The entire week, including holidays	8 AM-9 PM	None



Venue	Short Description	Min. Capacity	Max. Capacity	Available Days	Available Hours	Equipment Included and Fees
Basement Room 09			20	The entire week, including holidays	8 AM-9 PM	None
Basement Room 10	Student-related activities		20	The entire week, including holidays	8 AM-9 PM	
Basement Room 11 (unavailable)	Student-related activities		20	The entire week, including holidays	8 AM-9 PM	None
Basement Room 08-09	Student-related activities		40	The entire week, including holidays	8 AM-9 PM	None
Basement Room 09-10	Student-related activities		40	The entire week, including holidays	8 AM-9 PM	None
Basement Room 10-11	Student-related activities		40	The entire week, including holidays	8 AM-9 PM	None
Basement Room 08-09-10	Student-related activities		60	The entire week, including holidays	8 AM-9 PM	None
Basement Room 09-10-11	Student-related activities		60	The entire week, including holidays	8 AM-9 PM	None
Basement Room 08-09-10-11	Student-related activities		80	The entire week, including holidays	8 AM-9 PM	None



Venue	Short Description	Min. Capacity	Max. Capacity	Available Days	Available Hours	Equipment Included and Fees
SU 2nd floor Lobby	The SU 2nd floor lobby is in front of the OVCSA Main Office. It can be used as a venue for small group meetings between 5pm to 9pm on weekdays and from 8am to 9pm on weekends and holidays.		25	The entire week, including holidays	Weekdays 5-9 PM; Weekends 8-9 PM	None

Important Reminders

1. For UP employees, reservations can only be made by staff with permanent positions either faculty, REPS and administrative within the University. For guests and visitors who are not UP employees, they can create a guest account to access the OVCSA Spaces Reservation System.
2. Event reservation must be done **at least five (5) calendar days** ahead of time prior to the event.
3. Reservation of OVCSA spaces must be within the duration of the event.
4. Reservation of OVCSA spaces officially starts from 8:00 AM to 9:00 PM but for events which need preparation time (such as catering events), users are allowed to reserve as early as 6:00 AM. Preparation time should always be accounted for when making your reservation.
5. To waive reservation fees for certain spaces (e.g. Makiling Ballroom Hall), you must upload an approved letter request from the Vice Chancellor for Student Affairs together with your valid ID in one PDF file.
6. If you failed to upload within three days after the initial approval of your reservation, it will automatically be cancelled.



7. Cancelled bookings are non-refundable, but they can be rebooked within 6 months at no additional cost.
8. For OVCSA spaces related concerns, please contact request_ovcsa.uplb@up.edu.ph. For technical concerns regarding the system, contact recommit-it.uplb@up.edu.ph.

D. Frequently Asked Questions

1. *What are the spaces available for use at the SU building?*

Makiling Ballroom Hall - Event hall for programs and gatherings
SU Amphitheater - Cultural events, org deliberations, meetings,
and cultural plays

SU Creekside Park

Sunken Lobby 1 (beside LRC)

Sunken Lobby 2 (beside coffee shop)

Mural Wall (front)

Molawin Hall (SU Canteen)

Basement Open Space

Basement Room 08 *unavailable

Basement Room 09

Basement Room 10

Basement Room 11 *unavailable

SU Hallway Lobby

2. *How much is the rental rate per hour?*

Makiling Ballroom Hall - PhP 640/hr (UP), PhP 840/hr (non UP)

Molawin Hall- PhP 550/hr (UP); PhP 750/hr (non UP)



3. How many persons can be accommodated per space/area?

OVCSA SPACES	CAPACITY
Makiling Ballroom Hall	150 persons with tables; classroom type -200
SU Amphitheater	Cultural events, org deliberations, meetings, and cultural plays - 150 persons
SU Creekside Park	100 persons
Sunken Lobby 1 (beside LRC)	50 persons
Sunken Lobby 2 (beside coffee shop)	50 persons
Mural Wall (front)	50-70 persons
Molawin Hall (SU Canteen)	240 persons
Basement Open Space	40 persons
Basement Room 08 (unavailable)	20 persons
Basement Room 09	20 persons
Basement Room 10	20 persons
Basement Room 11 (unavailable)	20 persons
SU Hallway Lobby	20-30 persons

4. What are the operation hours of OVCSA spaces?

The availability of OVCSA spaces varies depending on the type of facility. Most of the facilities are available for use from Monday to Sunday from 8:00 AM to 9:00 PM. Some facilities such as the Molawin Hall (SU canteen) are open for reservation only on Sundays and holidays.



5. *Who are allowed to use/rent the OVCSA spaces?*

Basically, anyone who has the need for a venue. The difference is on the rates applied (UPLB constituents i.e. students, staff, alumni, and retirees can use selected venue for free, as long as required permits are filed prior to use).

6. *What are the requirements?*

Interested individuals/groups can refer to the masterlist of OVCSA spaces. For UPLB students, some venues require an activity permit from OVCSA-OSA.

7. *How do I know that my reservation is approved?*

You will receive a notification email from it@uplbosa.org, or from the OVCSA Spaces Dashboard where your reservation slip will be displayed.

Procedure for the payment of Makiling Ballroom Hall and Molawin Hall Rental thru the Link.BizPortal Process

1. Get the amount to be paid from the OVCSA Spaces Dashboard on the OVCSA Website (www.ovcsa.uplb.edu.ph).
2. Go to www.landbank.com website.
3. Click "e-banking", in the drop-down menu, click "other e-banking services", another drop-down menu will appear, click "Link.Biz portal."
4. You will be transferred to the Link.Biz Portal site.
5. Click "Link.Biz" portal logo, click "PAY NOW."



6. Enter merchant name – University of the Philippines Los Baños, then click "CONTINUE."
7. Select transaction type, then enter other information needed. For MBH and Molawin Hall rental payment – choose "OTHER REVOLVING FUND."
8. Enter "CASH PAYMENT", and other details needed (Amount, Payor, Purpose of payment, email add of Payor).
9. Enter Fund Code (FC) 9305911 in the Reference Number, and click "CONTINUE."
10. Click SUBMIT and wait for the reference slip for printing to be presented to participating establishments (7 Eleven outlet, bayad center, SM, Robinson, Palawan Pawnshop, Cebuana Lhuillier, etc). Please be reminded that payment should be done within the specified period indicated in the transaction details).
11. Do not forget to upload the printed/scanned copy of the payment confirmation slip to the OVCSA Spaces Reservation System to finalize your reservation or else your reservation might get cancelled.



OVCSA SPACES



SU AMPITHEATER



BASEMENT OPEN SPACE



OVCSA SPACES



CREEK



MAKILING BALLROOM HALL



OVCSA SPACES



MOLAWIN HALL



MURAL WALL



OVCSA SPACES



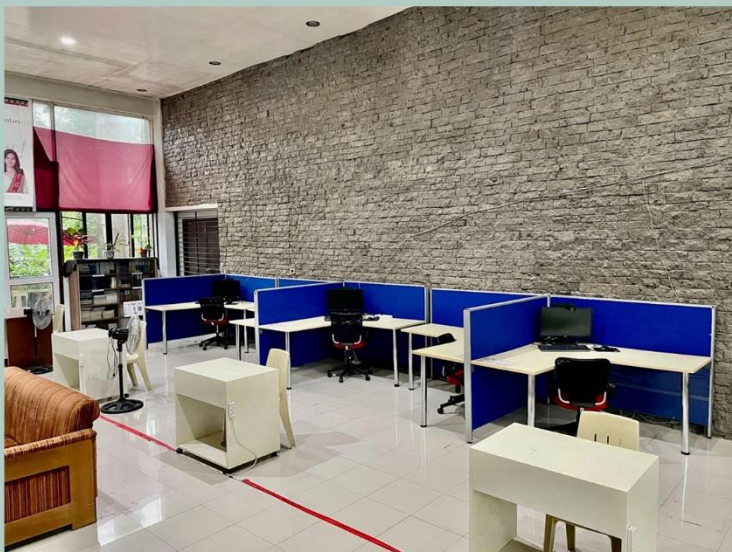
SU HALLWAY LOBBY



SUNKEN LOBBY



OVCSA SPACES



SUNKEN LRC

If you have further questions, clarifications, suggestions, and/or comments, do not hesitate to contact us through the following:

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