



Administrative Memo No : 2024-002
Date : February 7, 2024
To : All DBTI Employees
Subject : Official Room Reservations Using Lark Platform

RATIONALE

To clarify and reinforce the guidelines for reserving official rooms using the Lark platform. It ensures that employees understand the protocol for booking different types of rooms and promotes consistency and fairness in the reservation process.

SCOPE:

The memo addresses the process for reserving official rooms within the organization, emphasizing the use of the Lark Calendar Room Reservation platform for all bookings. This policy will be effective immediately

GENERAL GUIDELINES

List of Meeting Rooms for Reservation:

Office Location	Room Name	Requestor	Needs Approval	Approver	Capacity	Max Duration
Drive	Zendesk 1 (Quiet Room)	All	No	N/A	1 Person	2 Hrs
Drive	Zendesk 2 (Quiet Room)	All	No	N/A	1 Person	2 Hrs
Drive	Zendesk 3 (Quiet Room)	All	No	N/A	1 Person	2 Hrs
Drive	Zendesk 4 (Quiet Room)	All	No	N/A	1 Person	2 Hrs
Drive	Exec Office (President)	Mancom Management Com	Yes	I.Lumbao H.Regencia	6 Person	4 Hrs
Drive	Exec Office (S&M DM)	Mancom Management Com	Yes	C.Reyes H.Regencia	6 Person	4 Hrs
Drive	Crowdstrike	Sales Management Committee	Yes	C.Reyes H.Regencia	6 Person	4 Hrs
Integrity	Dreams	All	No	N/A	3 Person	4 Hrs
Integrity	Hana	All	No	N/A	10 Person	12 Hrs



Office Location	Room Name	Requestor	Needs Approval	Approver	Capacity	Max Duration
HR	HR	HR Staff / Mancom Management Com	Yes	A. Cornel C. Tiongco	4 Person	4 Hrs
Collab	Collaboration	Leadership Team	Yes	A. Cornel C. Tiongco	24 Person	12 Hrs
Collab	Netsuite	All	No	N/A	6 Person	12 Hrs
Collab	SAP B1	SolDel Management Committee	Yes	A.Pana N.Orate S. Molas C. Domingo	8 Person	12 Hrs
Creativity (Collab 2)	Creativity	Leadership Team	Yes	A. Cornel C. Tiongco	27 Person	12 Hrs
Creativity (Collab 2)	Exec Office (SD DM)	Mancom Management Com	Yes	I.Lumbao H.Regencia	6 Person	12 Hrs
Creativity (Collab 2)	Linkbox	All	Yes	C.Longos F.Macalinao	6 Person	12 Hrs

- Reservation platform:** All room reservations must be made through the Lark Calendar Room Reservation system.
- Rooms that needs approval:** Access to booking the Executive Office, Crowdstrike, HR, SAP B1, Creativity, & Collaboration is restricted to individuals listed in the requestor. Additionally, booking requires approval from the designated Approver.
- First reserve, first to accommodate basis:** Reservations will be honored on a first-come, first-served basis. In the event of conflicting reservation requests for the same room and time slot, priority will be given to the reservation that was submitted in the Lark Calendar first.

In the event of a VIP meeting, priority will be given to accommodate the VIP meeting, even if it conflicts with existing reservations. However, every effort will be made to minimize disruptions and find alternative solutions for affected reservations.

- 15-Minute Rule:** If the room remains unoccupied 15 minutes after the start of the booking, it will be considered available for reservation by other employees. **Lark check-in QR** codes will be used to verify room usage, and **Lark Takeover QR** codes will be utilized for reserving a snatched schedule of the room. QR codes will be placed on the door of designated rooms. Employees are encouraged to check-in promptly upon occupying reserved rooms to avoid interruptions or reassignment of the space
- Capacity management:** Meeting rooms are designated with maximum capacities to ensure a safe and comfortable environment for all attendees. In the event that additional participants are expected to exceed the maximum capacity of the room, it is the responsibility of the employee organizing the meeting to notify the admin department in advance. The admin department will then coordinate the arrangement of additional chairs and tables if needed, ensuring that the meeting can accommodate all participants comfortably



6. **Max duration:** To facilitate fair access to meeting rooms for all employees, reservations are limited to the specified maximum duration. Please adhere to the designated maximum duration for your reservation to accommodate other requests efficiently. If additional time is needed, kindly submit a new reservation request or coordinate with the admin department for extension possibilities, taking into consideration the availability of the room and the needs of other users.
7. **Clean as you go after the meeting:** It is the responsibility of the employee who reserved the meeting room to ensure that the room is left in a clean and orderly condition after the meeting. This includes disposing of any trash, returning furniture to its original arrangement, and tidying up any personal belongings. By adhering to this guideline, we maintain a professional and welcoming environment for all users of the meeting rooms.
8. **Closing of lights and aircon:** To conserve energy and promote environmental sustainability, it is essential to turn off lights and air conditioning units after the meeting. The employee who reserved the meeting room is responsible for ensuring that all lights are switched off, and the air conditioning system is set to an appropriate level or turned off if not needed.

We appreciate your cooperation in adhering to these guidelines to ensure efficient and fair usage of our meeting spaces. If you have any questions or concerns regarding room reservations, please don't hesitate to reach out to Ms. Micah Macapagal and/or Ms. Claudette Tiongco.

For your information and compliance

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