

Philippine Judicial Academy
PHILJA Training Center

TagaytayCity

philjatrainingcenter@mail.com

02-5525043 / 046-4130775



PTC RESERVATION FORM

Reminder: Please call the PHILJA Training Center for venue availability before submitting the request.

Institution				Contact Person	Name	Address					
					Tel. No.						
Type of TPA				Complete Title of Activity		Lodging Rooms <i>(to be filled-in by PTC Reservations)</i>	Executive Suite				
No. of Pax	Min:	Max:					De Luxe Room				
No. of Nights							Double Occupancy				
Arrival	Date	Time					Triple Occupancy				
							Family Room				
Departure	Date	Time					Staff Room				
							Drivers' Quarters				
				Total							
Payment/Charging				Type of Client	PHILJA		F & B	Caterer:			
Reservation Deposit	F & B Deposit				Judiciary			First Meal			
					Government			Last Meal			
				Private							
Specific Requirements											
IT Equipment/ Services	Audio System			Tele-Video Conferencing Services			Others:				
	DVD Player			Global Distance Learning Network							
	Wide Screen			Conference Audio System							
	LCD Projector			Internet							
	Microphones/Wireless Mic			Computer							
Furniture Set-up and Supplies	Tables			Glassboard			Others:				
	Chairs			Glassboard Marker							
	Rostrum			PHIL,SC,PHILJA Flags with Flagpole							
	Stage			Registration Table and Chairs							
				Whiteboard							
Schedule of Use <i>(to be filled-in by PTC Reservations)</i>	Date		Time		Venue		Date		Time		Venue
					Lecture Room 1 (60pax)						Breakout Room 1 (15pax)
					Lecture Room 2 (60pax)						Breakout Room 2 (15pax)
					Auditorium (150pax)						Breakout Room 3 (15pax)
					AVR/Media Room (40pax)						Breakout Room 4 (15pax)
					Computer Room (60pax)						GDLC (64 pax)
					Moot Court						Mini Convention Hall (40 pax)
					Conference Room-MB (26 pax)						Conference Rooms (ATF)
With Socials/Fellowship?		<input type="checkbox"/> No <input type="checkbox"/> Yes Date: _____			Type of Setup:		<input type="checkbox"/> Classroom <input type="checkbox"/> Conference <input type="checkbox"/> U-shape <input type="checkbox"/> Boardroom				

Requested by/Focal Person/Date:

Please Attach:

1. Draft Program (for Trainings & Programs)
2. List of Participants
3. Rooming List

Signature:

Name: _____

Recommending Approval:

Romulo M. Abancio, Jr.
Acting Manager for PTC

Approved by:

Justice ADOLFO S. AZCUNA
Chancellor