

**Philippine Judicial Academy
The Judicial Academy Philippines**

Tagaytay City

tjap@judiciary.gov.ph

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THE
JUDICIAL ACADEMY
PHILIPPINES

RESERVATION FORM

Reminder: Please call The Judicial Academy Philippines for venue availability before submitting the request.

Institution		Contact Person	Name	Email Address				
				Tel. No.				
Type of TPA			Complete Title of Activity	Lodging Rooms <small>(pls. indicate number of required rooms)</small>	Executive Suite			
No. of Pax	Minimum:				De Luxe Room			
	Maximum:				Double Occupancy			
No. of Nights					Triple Occupancy			
					Family Room			
Arrival	Date	Time			Staff Room			
					Drivers' Quarters			
Departure	Date	Time			Total			
Payment/Charging					Type of Client	F & B	Caterer:	
Reservation Deposit	F & B Deposit		PHILJA	First Meal				
			Judiciary					Last Meal
			Government					
			NGO					
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		Philippine Flag					
	Stage		Registration Table and Chairs					
			Whiteboard					
Schedule of Use <small>(to be filled-in by PTC Reservations)</small>	Date	Time	Venue	Date	Time	Venue		
			Lecture Room 1 (60 pax)			Breakout Room 1 (15 pax)		
			Lecture Room 2 (60 pax)			Breakout Room 2 (15 pax)		
			Lecture Room 3 (30 pax)			Breakout Room 3 (15 pax)		
			AVR/Media Room (40 pax)			Breakout Room 4 (15 pax)		
			Computer Room (60 pax)			GDLC		
			Moot Court			Multi-Purpose Hall		
			Conference Room (MB)			Auditorium (150 pax)		
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

Recommending Approval

Romulo M. Abancio, Jr.
General Manager

Approved by:

Justice ROSMARI D. CARANDANG (ret.)
Chancellor