

## UPV Guidelines on Proposed Tambayans

### I. Scope and Coverage

These guidelines cover the proposed Tambayan within the properties of UP Visayas. Tambayans or hang-out areas are community facilities for public use, either for a fee or free for the use of utilities in the Tambayans (ex. power, internet).

These guidelines concern site selection, site suitability, site planning, and Detailed Architectural and Engineering Design (DAED) of the Tambayans. Guidelines implemented by other offices cover the designation of users, uses, and operations of proposed Tambayans.

The guidelines complement the existing guidelines in 2009 which are about the Tambayan's uses, users, and general maintenance and operations

### II. Framework

- A. This set of guidelines is a formal planning document to be undertaken by the Office of the Vice Chancellor for Planning and Development (OVCPD,) in coordination with the project proponent, operating offices, and other key stakeholders.
- B. The proposed community facilities plans are aligned with the university's overall plans.
- C. The planning of Tambayans shall be through a purposive site selection or based on certain characteristics of the area.
- D. The Office of Student Affairs shall confirm the updated recognition of the student organization whose alumni intend to donate a Tambayan for the organization. For donations without specific student organizations as End Users, the Office of Alumni Relations (OAR) shall coordinate with the Donor for the necessary documents and proper logging of intent and donation.

### III. Guidelines on Permanent Structure Tambayans

- A. Site Identification Process
  - 1. The OVCPD shall lead the identification of proposed sites with location clearance from the office. See Annex A for selected sites for proposed locations of new Tambayans in UPV campuses, subject to validation and stakeholder consultations.
  - 2. The guidelines cover the identification of location with considerations, as follows:
    - a) **Zoning designation (ex. allowed in open spaces)**
    - b) **Vulnerability to hazards** (natural and man-made) and management or mitigating measures
    - c) **Distance** to academic buildings and other community facilities to reduce noise and population density in an area.
    - d) **Setbacks are required**, especially when the structures are within the heritage sites.
    - e) **Complements the architectural design** of existing buildings
    - f) **Accessibility** to roads especially for Persons With Disabilities.
    - g) **Easily monitored** for safety and security concerns.

Deliverables or Outputs: Site Identification of the proposed Tambayans, Location Clearance

## B. Site Suitability Process

1. The OVCPD, in coordination with other offices, shall consider the advantages, constraints, and development issues the site may create. Site-specific considerations shall include:
  - a) Topographic, soil, and slope analysis – for depressions, for buildability
  - b) Elevation analysis – for danger zones
  - c) Waterways and drainage – paths of rivers and creeks
  - d) Vegetation analysis – consider the trees, flowers, and plants in the area
  - e) Fauna analysis – for the habitat of Indigenous, endemic species
2. As part of due diligence, the construction of new Tambayans on all campuses shall have no legal issues.
3. The complete staff work of site suitability shall include site inspection. The OVCPD with concerned UPV offices will carry out a site inspection for the new Tambayan. The project proponent may join the site inspection.

Deliverables/Outputs: Site Assessment Report, Site Location Map

## C. Site Planning and Detailed Architectural and Engineering Design (DAED)

1. Site planning shall be conducted after satisfying the Site Selection and Site Suitability processes.
2. Site Planning and DAED, can be undertaken by OVCPD or the proponent.
3. The applicable process flow for infrastructure projects shall be followed based on the arrangement. See Annex B.1. and Annex B.2. for the Process Flow for the Proposed Tambayan.
4. The OVCPD (for specific student organizations) or the OAR (for Donors without specific organizations in mind) shall give the Donor/Proponent the necessary forms for inputs and orientation of the construction process.

The OVCPD will conduct a stakeholder consultation about the project.

5. Figures 1 and Figure 2 show the prescribed design, dimension, and details of the new Tambayan from the OVCPD. The Donor/Proponent may provide an alternative design, subject to review by the OVCPD and endorsement to the Office of the Chancellor.

Deliverables/Outputs: Capital Outlay Form with applicable documentary requirements (see CO Form Required Attachments: Project Profile, Schematic Plans, Budgetary Estimate, Construction Schedule, and S-curve), Results of Stakeholder Consultation

## D. Minimum Requirements Requested by OVCPD from the Proponent

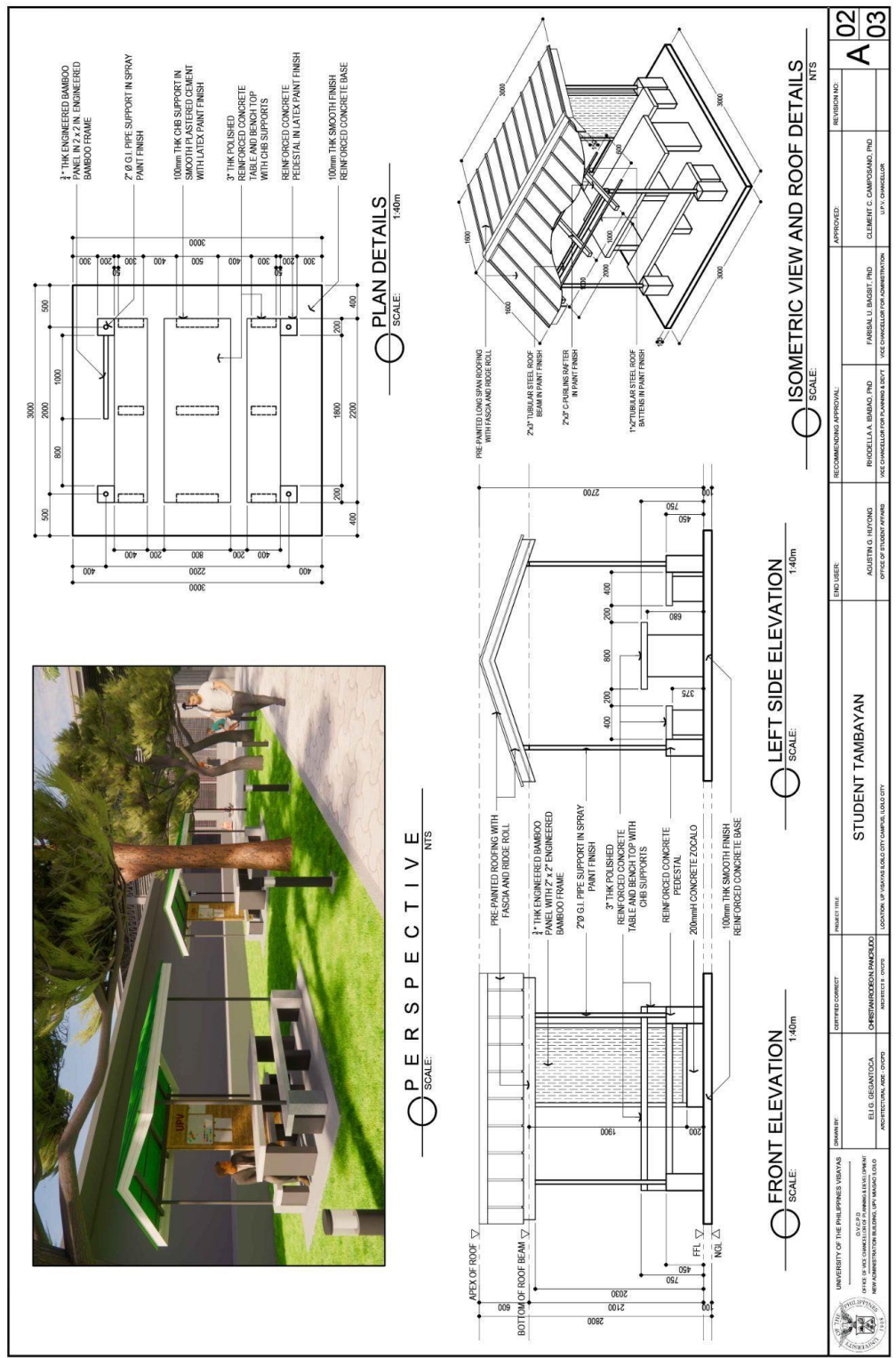
1. Letter of Intent with e-Signature of the Proponent,
2. Certification of Recognition from OSA (Office of Student Affairs) if the Tamabayan is for specific organizations
3. Proposed design (if available) for review
4. Tambayan location (For Renovation/Rehabilitation of existing structure or Proposed location for Relocation/New Construction).

## E. Feedback Mechanism

Feedback about the relevance of the guidelines can be forwarded to the OVCPD as part of improving its services to the UPV community.

F. Review and Amendments

The concerned UPV offices shall review and amend (if necessary), these guidelines every three years, or when necessary. Stakeholders shall be part of the review process.



UNIVERSITY OF THE PHILIPPINES VISAYAS OFFICE OF THE ARCHITECT & PLANNING NEW ADMINISTRATION BUILDING, UPM WALKER TOWER, CDO		PROJECT TITLE		STUDENT TAMBAYAN		LOCATION: UPM WALKER TOWER CAMPUS, CDO CITY	
DESIGNED BY	ELIO G. SANTOS ARCHITECTURAL AEC GROUP	DESIGNED BY	OFREYANIKYAN PANEKID ARCHITECTS GROUP	LEAD USER	JACUETIN G. HUTIONG OFFICE OF PROBATION OFFICER	RECOMMENDING APPROVAL	REVISION NO.
APPROVED		APPROVED		FISCAL U. BAGBIT, PhD VICE CHANCELLOR FOR OPERATIONS	FISCAL U. BAGBIT, PhD VICE CHANCELLOR FOR CONSTRUCTION	CLEMENT C. COMPOSANO, PhD UPM CHANCELLOR	02 A 03

Figure 1. Typical Student Tambayan Plan and Details. Source: OVCPD-Campus Architect Team (CAT), 2024

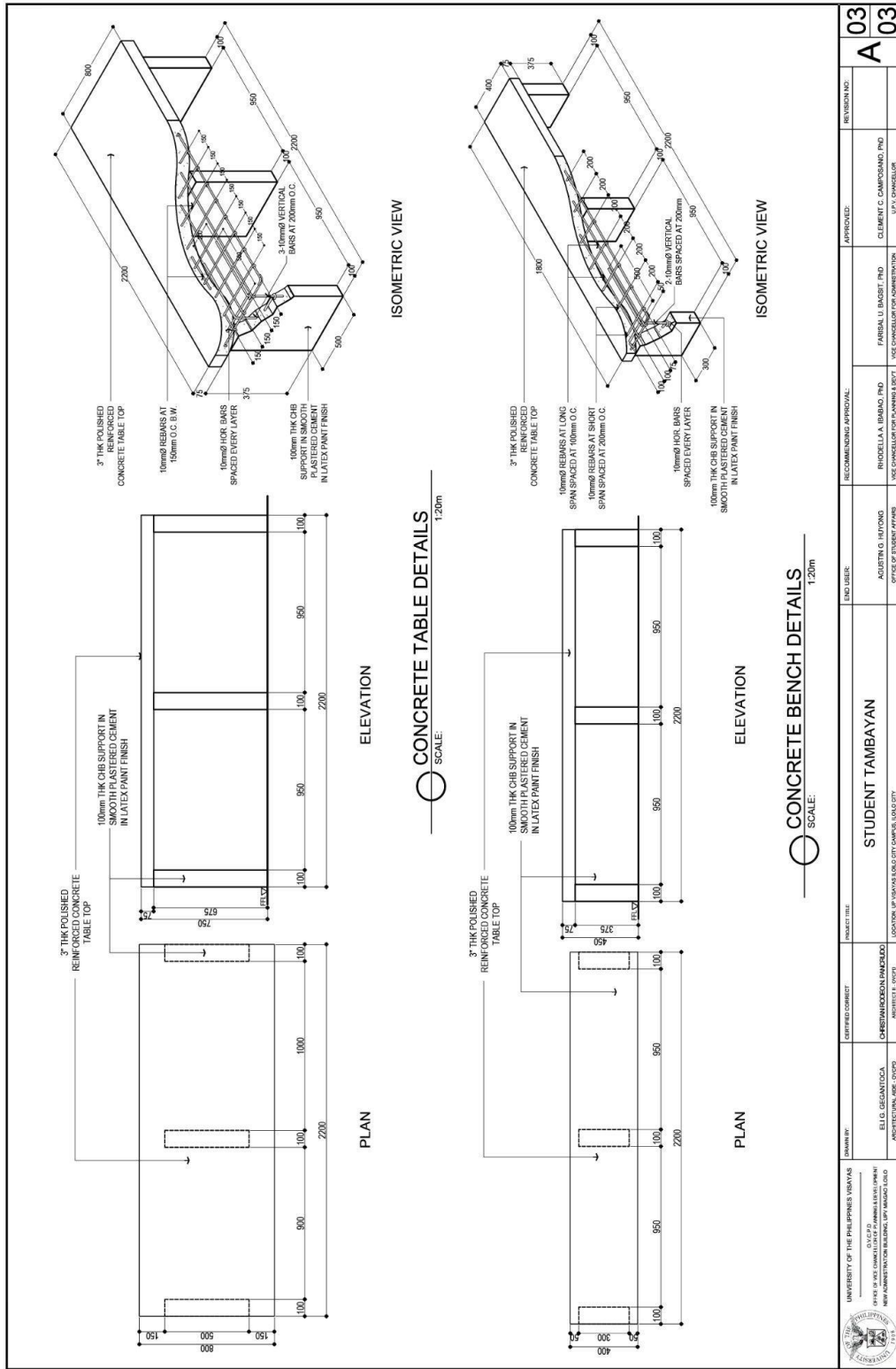


Figure 2. Typical Student Tambayan Table and Bench Details. Source: OVCPD-Campus Architect Team (CAT), 2024

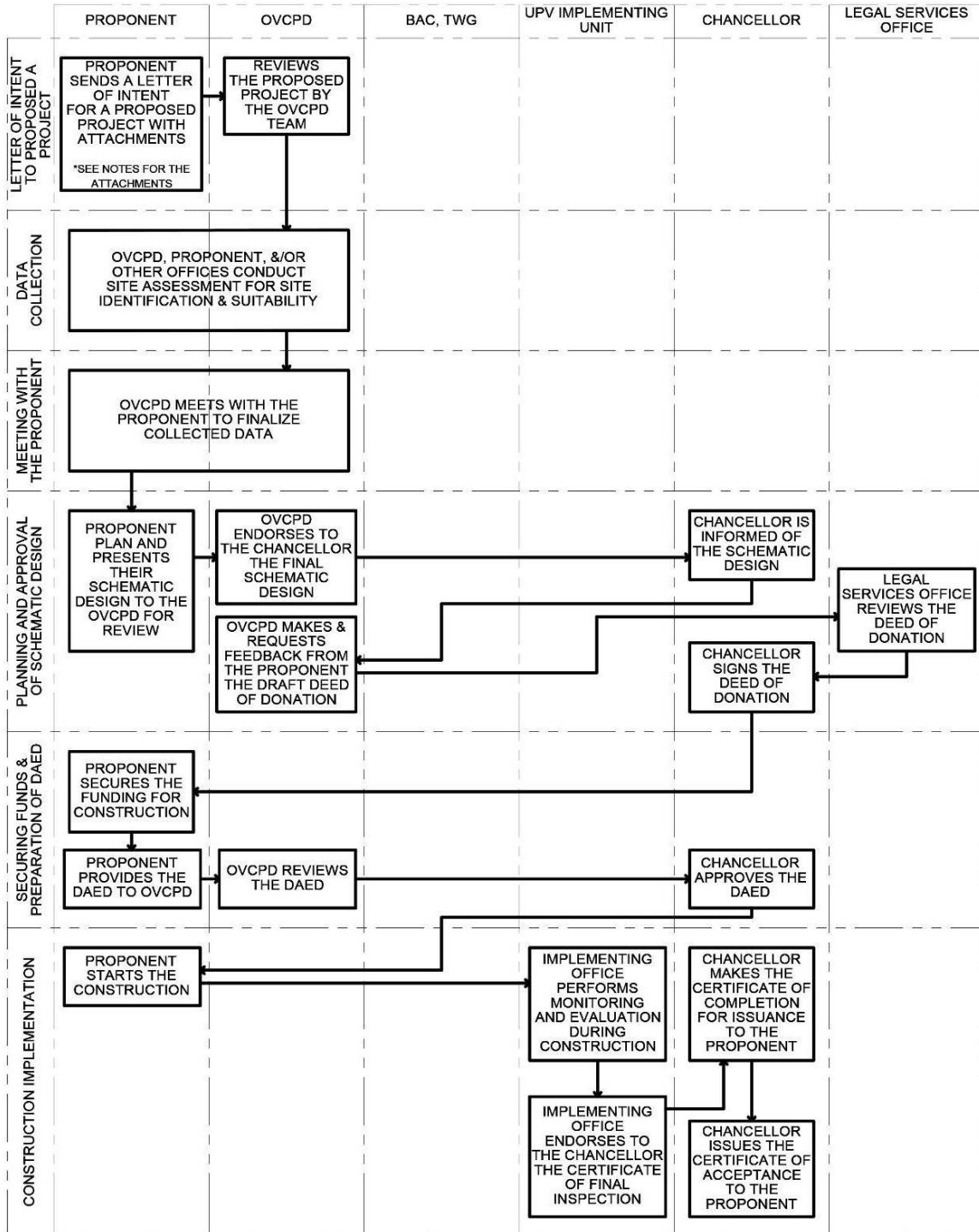
Annex A. Site Locations for Proposed Tambayans in the UPV Iloilo City Campus



Sources: LUDIP Iloilo City Campus 2021-2029; CAT 2024

## Annex B.1. Process Flow for the Proposed Tambayan - Construction by Proponent

UP VISAYAS OFFICE OF THE VICE CHANCELLOR FOR PLANNING AND DEVELOPMENT  
 PROJECT PROPOSAL PROCESS FLOW  
 PROPONENT: ALUMNI OF STUDENT ORGANIZATION - CONSTRUCTION: PROPONENT



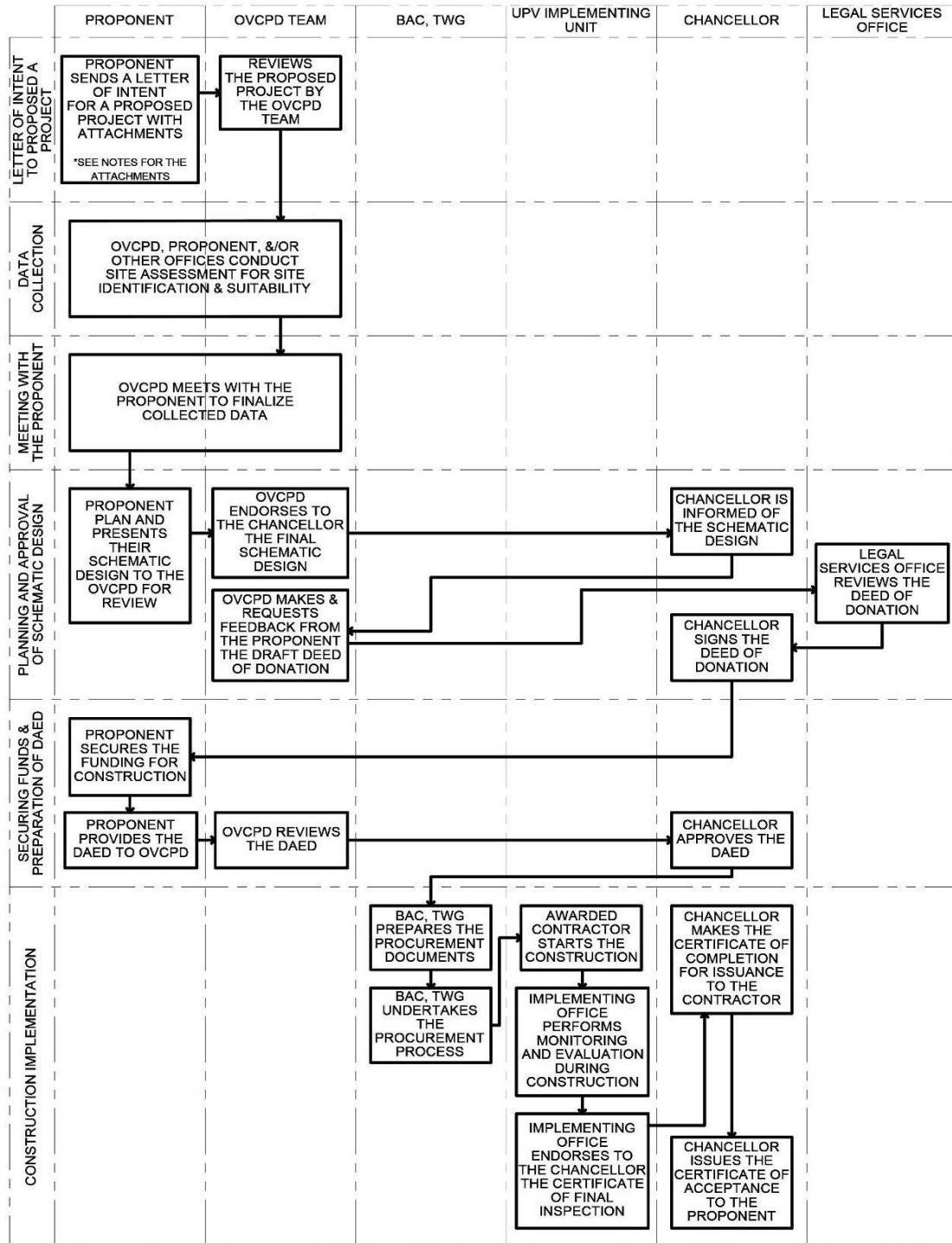
Source: Adapted from UP Infrastructure Manual process flow, with modifications from OVCPD for local context.

- Notes: Attachments for the Letter of Intent:  
 1.) Certification of Recognition from OSA  
 2.) Proposed Design if available  
 3.) Tambayan Location (Existing and/or Proposed)

Source: OVCPD-Campus Architect Team (CAT), 2024

## Annex B.2. Process Flow for the Proposed Tambayan - Construction by UPV

UP VISAYAS OFFICE OF THE VICE CHANCELLOR FOR PLANNING AND DEVELOPMENT  
 PROJECT PROPOSAL PROCESS FLOW  
 PROPONENT: STUDENT ORGANIZATION - CONSTRUCTION: UPV VIA PROCUREMENT



Source: Adapted from UP Infrastructure Manual process flow, with modifications from OVCPCD for local context.

- Notes: Attachments for the Letter of Intent:  
 1.) Certification of Recognition from OSA  
 2.) Proposed Design if available  
 3.) Tambayan Location (Existing and/or Proposed)

Source: OVCPCD-Campus Architect Team (CAT), 2024

Reference No.: NOA 24-1888

Date: October 22, 2024