

Information Guide for Yen Center Guests



INTERNATIONAL INSTITUTE OF RURAL RECONSTRUCTION

Welcome to the Y.C. James Yen Center of the International Institute of Rural Reconstruction!

The Yen Center is named after the founder of IIRR - Dr. Y.C. James Yen (Yen Yang Chu). The 50 + hectare center is home to the organization's headquarters, Regional Center for Asia, and Yen Center conference facilities composing of function halls, hostels, dining services, campsite and some rest and recreation amenities.

LOCATION OF THE YEN CENTER

The Yen Center is located at the northern portion of the town of Silang, Cavite - about 39 kilometers south of Manila and approximately an hour drive from the international and domestic airports in Manila. Cavite is one of the 79 provinces and belongs to the Luzon island which is the biggest among 3 major island groups of the Philippines; Visayas and Mindanao being the other two. You may view the Philippine Tourism website www.tourism.gov.ph.

Climate and Weather

The Philippine climate has two seasons – the dry season and the rainy season. The period from March to May is the hot, dry season, with temperatures ranging from 22^o C to 36^o C. The rainy season typically runs from June to October. The period from November to February is still part of the rainy season but there is less pronounced rains and is comparatively cooler with temperatures ranging from 22^o C to 28^o C. The average annual humidity is 77%. Silang is about 600 feet above sea level.

Contact details

International Institute of Rural Reconstruction
Y.C. James Yen Center
Silang, Cavite 4118, Philippines

Telefax: (63-46) 414-3216
Email: Gina.Cantada@iirr.org
Website: <http://www.iirr.org>

Yen Center Conference Facilities

The Yen Center map will guide you on the location of the various facilities Copies are found inside the rooms and at the front desk or ask from your function coordinator.

HOSTELS

We accommodate our guests at the German Agro Action (GAA) Hostel, Flame Tree Hostel, Cypress Hostel or cottages. All rooms are equipped with electric fans. Each guest is provided with towels and soap. Hot and cold water is available.

You may request for a single occupancy accommodation subject to availability of rooms and with additional charges. Contact the German Agro-Action (GAA) Hostel front desk staff for special requests.

FUNCTION HALLS

Function halls for both indoor and outdoor activities are available. Indoor halls include the Yen-Benitez-Sycip Hall, Rural Reconstruction Hall, Jim Johnson Hall, YBS Exhibit Room and the Ping-sheng Yen Chin Conference room with capacities ranging from 20 to 200 participants. Modular tables and chairs allow for creative seating arrangements. All halls are air-conditioned and equipped with a sound system and white and cork boards.

Outdoor options include the Balete Hut and the Campsite with two sheds and cooking pits. The kiosks and under the shade spots for spontaneous and natural learning settings are available for small group discussions.

Please check with your COORDINATOR for your assigned function hall

DINING SERVICES

Meals are usually served at the Dining Hall while snacks in areas near the assigned function hall. The regular service hours are found below although other arrangements may be made.

Breakfast	7:00 - 8:30 am
Am snack	10:00 – 10:15 am
Lunch	12:00 n - 1:30 pm
PM snack	3:00 – 3:15 am
Dinner	6:30 - 8:00 pm

Meals are served buffet or individual plate service. We encourage you to bring to the Dining Hall any sauces, condiments or spices that they may wish to use. Please advise the coordinator for any

dietary restrictions. We request you to segregate your leftovers in the appropriate waste bins and bring your plates and utensils in the dishwashing area.

We provide you with coffee and tea at the GAA Hostel lobby between 5:00 - 7:00 am and 6:00 - 10:00 pm. For out-of-campus, training-related activities such as village study, field visits, etc., we provide packed meals.

CLINIC AND NURSE

A registered nurse is available for consultation/appointment during work hours on Monday to Friday, 8:00 am to 5:00 pm.

After office hours, contact the following numbers for assistance: Ms. Maridel Alberto (144) or Ms. Emily Monville (local 100). Medical care expenses will be paid by the guest unless other arrangements are made.

LAUNDRY SERVICES

Laundry services through an outside provider are available at guest's expense. This service may be requested at the GAA Hostel front desk by completing a laundry service form.

PHOTOCOPY/REPRODUCTION SERVICES

Photocopy services are available for a fee. Ask the administrative support staff assigned to the course for assistance.

COMMUNICATION SERVICES

The Yen Center is equipped with internet services, phone services, and postal mail services to keep you in touch with the outside world.

Computer and Internet Access

We provide internet access free of charge. Please bring your own laptop.

Mail Services

Regular postal services (letters, postcards/packages) will be arranged through your coordinator or at the Yen Center Finance office. Please provide money for stamps and allow at least one day for processing.

MEMORIAL GARDEN AND THE Y. C. JAMES YEN MUSEUM

The remains of Dr. Yen and his wife, Alice Yen, are interred in the memorial garden at the southern end of the campus. The Yen Museum is located beside the garden and contains memorabilia about the life and pioneering work of Dr. and Mrs. Yen, and their efforts to release the rural poor of the world from the bonds of poverty. If you wish to visit the Yen Museum, please make arrangements through the GAA Hostel front desk staff or through your COORDINATOR.

RECREATION FACILITIES

For relaxation, indoor games like table tennis, board games - chess, dart, Chinese checkers, are available at the Recreation Room located at the foyer of the Flame Tree Hostel. Game equipments may be borrowed from the GAA Hostel staff. We also have a swimming pool, a multi-purpose court for basketball/volleyball/tennis/badminton, jogging and walking nature trails.

Swimming Pool

The IIRR swimming pool is for the use of IIRR Yen Center guests such as IIRR conducted course and workshop participants, visitors, and IIRR staff and their immediate family. Other facilities users may use the Yen Center swimming pool, with prior arrangements and may be subject to a small fee.

The swimming pool is open from 6:00 am to 7:00 pm Tuesday through Sunday. The pool is closed for cleaning on Mondays until 3:00 pm Tuesday, and 8:00 am to 10:00 am Wednesday to Sunday.

Observe swimming and safety rules posted near the pool area. IIRR does not employ lifeguards and therefore swimmers are solely responsible for their own safety. IIRR assumes no liability for injuries incurred during the use of its facilities. Children should be accompanied by adults and there should be no more than 25 guests in the pool at a given time.

Multi-purpose Court

The multi-purpose court for basketball, volleyball games - as well as for tennis matches - is located near the Flame Tree Hostels. Guest may use the court for free during the day; night time use is charged a small fee of P 75.00 per hour. Reserve at the GAA Hostel Front Desk.

Jogging and walking roadways and nature trails

Stay on the trails or roadways. Walking through the undergrowth will disturb or injure plants and animals.

SAFEKEEPING OF VALUABLES

Valuables such as hard currency and notes, important documents, passports, etc. may be deposited with the Finance Office for safekeeping. However, only small items are accepted such as envelopes. . It is not recommended that guests leave their valuables inside the hostel and session rooms. IIRR will NOT be responsible for loss of personal items or valuables not deposited for safekeeping with the Finance office.

FINANCE SERVICES AND PAYMENT OF BILLS

IIRR can accept payments in cash or traveler's checks in either US dollar or Philippine peso currency. Currently, IIRR does not have the facility to accept credit card payments, although we hope to install this service in the near future.

The Finance Office can exchange US dollar traveler's checks or cash into Philippine pesos, but can not convert Philippine pesos into US dollars. Nor can we convert other currencies into Philippine Pesos or US dollars. Each guest is allowed to exchange into Philippine Pesos up to US\$50. Additional amounts can be exchanged with commercial money exchange services at nearby locations. (Note: it might be difficult to convert Philippine pesos to currencies other than US dollars.)

SOLID WASTE MANAGEMENT

We encourage guests to support our solid waste management efforts by properly putting waste in the correct bins. Waste bins are located in most buildings throughout the Yen Center.

AIRLINE BOOKING/VISA ASSISTANCE

For IIRR conducted training and workshop participants, and official guests, coordinate your travel arrangements, including flight bookings and passport/visa status, with your coordinator. Other guests are responsible for confirming their airline bookings, passport/visa requirements, and other travel arrangements. Special requests for assistance (on a case-to-case basis) would be charged a minimal fee. Make sure to have your bookings confirmed (especially airline bookings) within 72 hours before departure. Guests traveling overseas should prepare US\$19 or its equivalent in Philippine Peso for airport tax; travelers on Philippine domestic flights should prepare P200.

OFF-CAMPUS ACTIVITY

The Yen Center is just a few minutes away from Tagaytay City and the must-see tourist destination, the scenic Taal Volcano and Taal Lake -- a lake within a volcano within a lake within a volcano. Restaurants, shops, and entertainment establishments abound in this area. Fruit and flower stands are also found along the highway.

In the town of Silang, one can easily find basic amenities such as photo-processing shops, groceries, and a wet market. In the towns of Dasmariñas, Imus and Bacoor, there are shopping malls where you can watch movies, or dine in fast food outlets and restaurants.

There are also several tourist spots to visit within the province of Cavite, a location rich in Philippine history. For more information about Cavite, please visit: <http://cavite.gov.ph>

Please coordinate your estimated departure and arrival time with your COORDINATOR to ensure that there are no conflicts with other schedules.

LOCAL TRANSPORTATION

You can reach Manila and the nearby towns of Cavite through public transport (buses and jeepneys) at the E. Aguinaldo Highway immediately outside the main entrance gate of the Yen Center. Private vehicles-for-hire may be arranged in advance at the expense of the guests. Coordinate travel plans with your COORDINATOR to ensure that there are no conflicts in schedules.

DONATIONS AND CONTRIBUTIONS

We discourage guests from giving tips to any IIRR staff. Should you wish to contribute to the maintenance of the Yen Center facility, or to our rural development programs, donations and contributions can be made through the Finance Office. We issue an official receipt to acknowledge your donation or contribution.

REFERRALS TO THE IIRR-YEN CENTER

At the Yen Center, we aim to offer reasonable rates to organizations or groups who would like to use our facilities and services. Use of Yen Center facilities can either be through an activity in collaboration with IIRR or independent of IIRR. The contributions we generate from the use of the Yen Center facilities enable us to maintain the facilities for future use and pursue programs that benefit the rural poor.

You can help by:

- continuously patronizing the Yen Center facilities and services, and
- referring other development organizations to use IIRR's Yen Center.

IMPORTANT PHONE NUMBERS AT THE YEN CENTER

GAA Hostel front desk staff/Hostel accommodations/ Yen Museum / Laundry services/ Recreation facilities	Local 146
Dining Services	Local 151
Nurse (office hours only)	Local 132
For after-office medical and other emergency needs – Guard at the IIRR Entrance Gate	Local 135
De La Salle University Medical Center, Dasmariñas	Tel. 416-0226
IIRR Bookstore (office hours only)	Local 132
Finance Office (office hours only) Safekeeping of valuables / Finance services / Payment of bills	Local 105
Vehicle transportation / Solid waste management	Local 125

IMPORTANT REMINDERS

To fully appreciate the quiet charm of our surroundings and the benefits of the Yen Center facilities, your cooperation during your stay will be appreciated.

1. Make the Yen Center your “Home Away from Home.”
2. Help keep the Yen Center clean. Segregate your waste using the appropriate waste bins.
3. Enjoy the flowers and plants, but don’t take them away.
4. Help save and conserve energy and water by turning off the lights and water when not in use.
5. Observe the quiet hours between 10:00 pm and 6:00 am.
6. Take care of your valuables. IRR is not responsible for loss of valuables. To be sure, have your valuables deposited in the safe located at our Finance Office.
7. Smoking is not allowed inside the buildings. Gambling of any kind is prohibited.