

[MEMORANDUM ORDER NO. 150, October 18, 2004]

**REVISED HOUSE RULES GOVERNING THE USE OF THE OP-
PROPER PHYSICAL FITNESS CENTER AND ITS EQUIPMENT**

The following rules are hereby adopted governing the use of the OP Physical Fitness Center and its equipment:

1. The OP Physical Fitness Center at the 4th Floor of Mabini Building, shall be available for use by authorized OP-Propers officials and employees in accordance with the official schedules approved by the OP Physical Fitness Committee. Generally, the Center shall be open/available for use from Monday to Friday, at 5:00 A.M. – 7:00 P.M., varying only in accordance with the approved schedules of individual users or groups of users.
 2. The following equipment and fixtures inside the Physical Fitness Center shall be kept in working condition:
 - a. Two (2) units Recumbent Bike
 - b. Two (2) units Treadmill
 - c. One (1) unit Elliptical Edge
 - d. One (1) set Truster with option and accessories
 - e. One (1) set SIS 3 Multistation with leg option and accessories
 - f. Two (2) sets of Dumbbells
 - g. One (1) set of Television
 - h. One (1) unit of Water Dispenser
 - i. One (1) unit of Cordless Telephone
 - j. One (1) piece Wall Clock
 3. Interested officials and employees shall register with the Physical Fitness Committee (PFC), created under Special Order No. 666-01 dated October 16, 2001 and reconstituted under Special Order No. 1128 dated June 16, 2004, through the Career Development and Employees Welfare Service (CDEWS), Personnel Office, which shall be in charge of setting/authorizing practice sessions in the Physical Fitness Center (PFC), and enforcing and monitoring compliance with therequirements, as follows:
 - a. Malacañang Clinic Certificates/Clearance;
 - b. Waiver absolving the OP from responsibility for any accidents or injuries to a PFC user during his/her authorized practice schedule; and
 - c. Proper/prescribed attire, as follows:
 - FOR LADIES – Tights, cycling shorts, leggings, jogging pants, leotards and loose t-shirts, socks and rubber shoes.
 - FOR GENTLEMAN – Cycling shorts, jogging pants and t-shirt, socks and rubber shoes.
1. The Physical Fitness Committee shall enforce the following rules:
 - a. Physical Fitness Center (PFC) users shall maintain the cleanliness and hygienic condition of the Center. In this connection, eating, smoking