

BTC Guide for Users

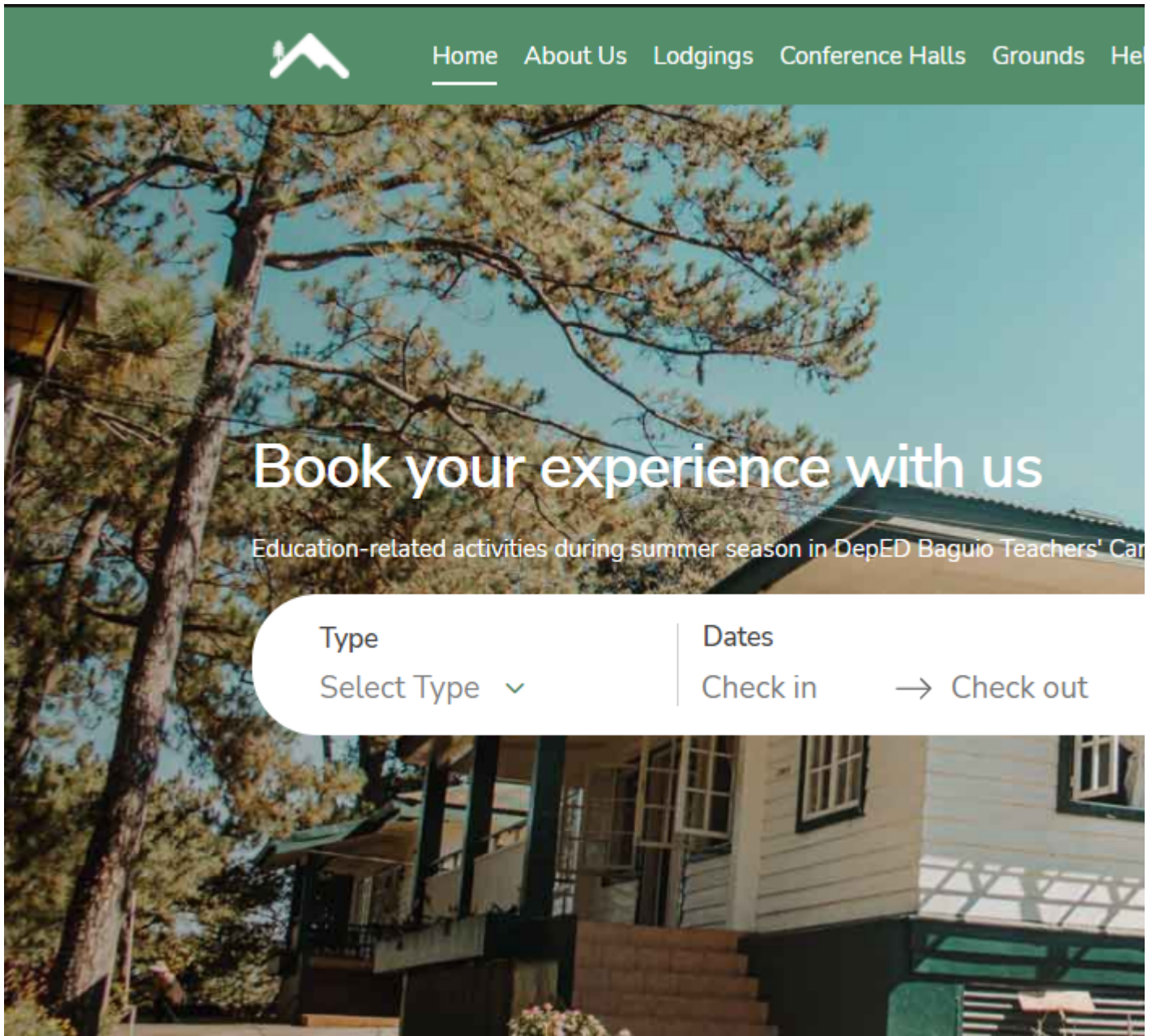
Guide for BTC clients

- [Home Page](#)
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Home Page

Summary: This article provides information about the **Home Page**

Home Page - Guests are greeted by a home screen where it allows the guests to quickly choose their unit type, check-in and check-out dates, and then include the number of guests that will check-in.



Guests can choose a unit type from those offered by our website. Simply click the dropdown field under **Type**.

Book your experience with us

Education-related activities during summer season in DepED Baguio Teachers' Camp

Type

Select Type ▾

Dates

Check in

→ Check out

Guest House

Dormitory Room

Conference Hall

Ground

Guests can select their desired check-in and check-out dates by clicking the **Check-in** and **Check-out** field.

Type

Select Type ▾

Dates

Check in

→ Check out

Guests

Add



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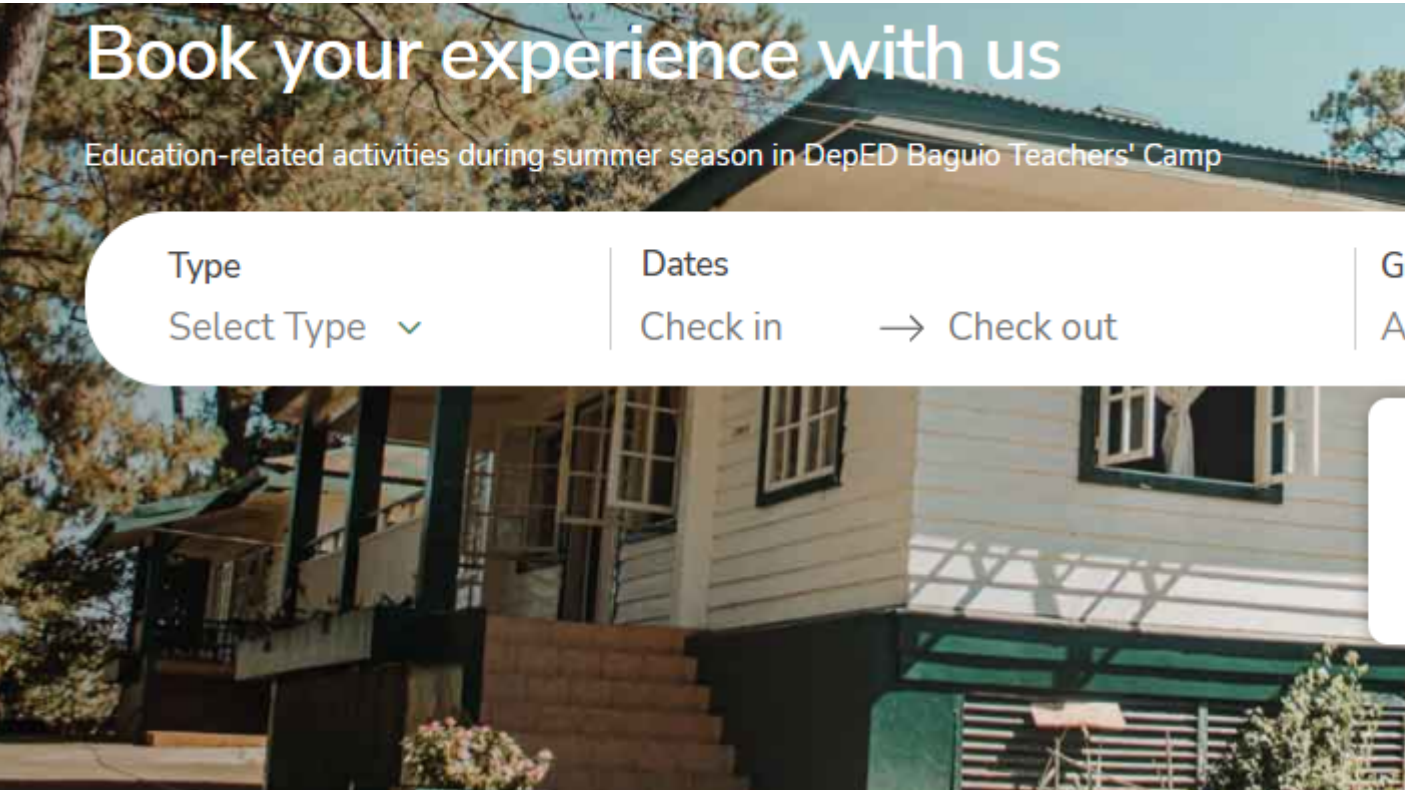
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Welcome to DepEd Teachers' Camp

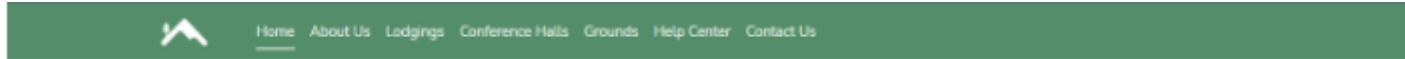
The number of guests are divided between adults and children. This field needs to be specified. To specify the number of guests, click the **Add Guests** field and click the + icon to increase the

number of adult and/or child guests. Click the - icon to decrease it.

Please note that only those 7 years old and below are considered children.



All throughout the web application/site guests will see this navigation header and each of it contains the following definitions below:



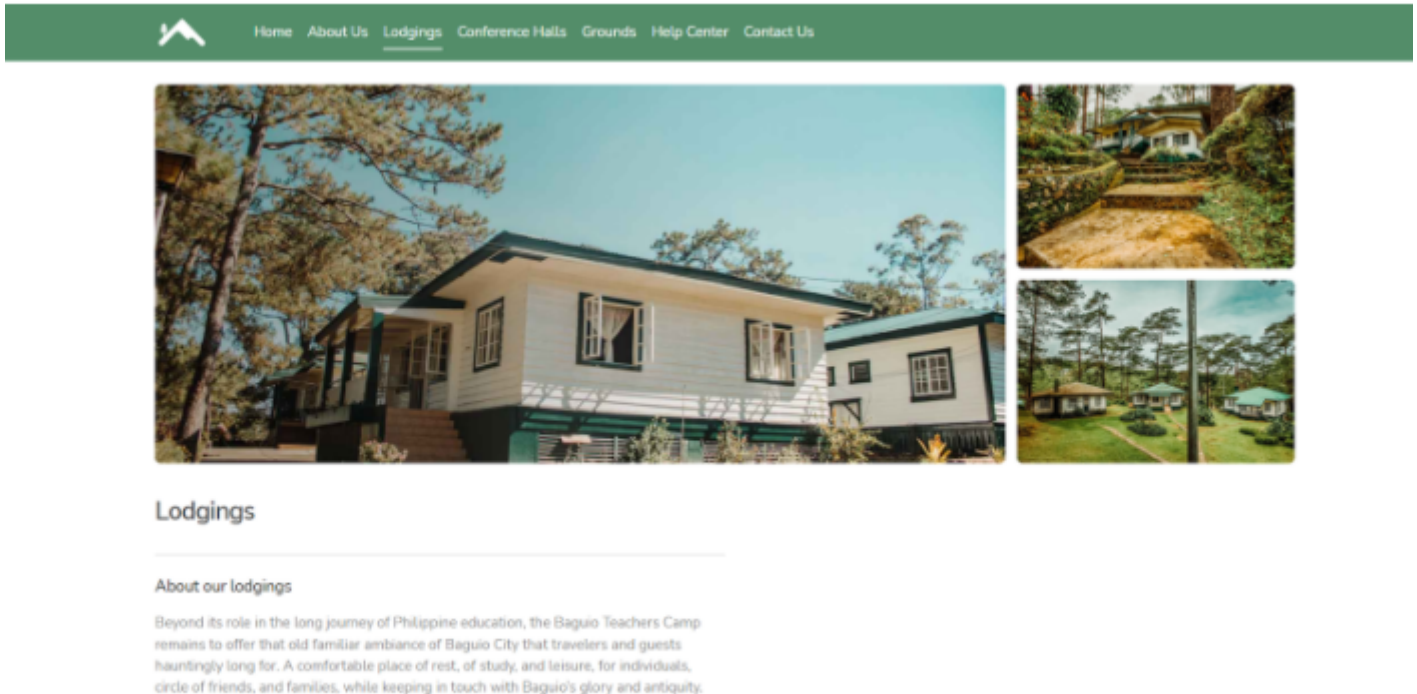
This will help our guests to navigate the website:

- **Home** - The home page of the site that contains the main search bar for various types of stays and/or activities. It also hosts other links and information about Baguio Teachers Camp.
- **About Us** - Contains more information about Baguio Teachers Camp.
- **Lodgings** - A page for directly booking lodging units such as dormitory rooms and guest houses. These units can also be booked from the main search bar in the home page, and would direct guests to this page as well. This page can also be accessed from the *Stay* section of the home page.
- **Conference Halls** - A page for directly booking conference halls. Selecting conference halls as unit type from the main search bar in the home page would also direct guests to this page. This page can also be accessed from the *Activities* section of the home page.
- **Grounds** - A page for directly booking grounds. Searching grounds as unit type from the main search bar would also direct guests to this page. This page can also be accessed from the Activities section of the home page.
- **Help Center** - Contains information on rules, guidelines, protocols, and reminders when booking in Baguio Teachers Camp. It also has quick links jumping to specific topics.

- **Contact Us** - Provides contact information for Baguio Teachers Camp.

Lodgings Page

Summary: This article provides instructions on how to book using the Lodgings Page



Lodgings Page allows our guests to directly book the unit types offered.

*Search fields are automatically filled if the Guest used the main search bar from the **home page**, otherwise guests are prompted to enter their desired **Lodgings** booking details.*

Add details

Please fill up search fields.

Type			
Lodging Type			▼
Dates			
Check in	→	Check out	
Guests			
Adults	⊖	0	⊕
Children	⊖	0	⊕
ⓘ Children (ages 0-7) are free but do not occupy beds on their own.			

Available Units Advanced Search

Please fill up search fields.
There should be at least one adult guest.

Upon filling up the details, the available units for reservation within the given details would be displayed in a list. Lodging units are aggregated based on their price, beds/rooms, and bathrooms.

Add details

Please fill up search fields.

Type	Dormitory Room		▼
Dates	11/25/2021 → 11/26/2021		
Guests			
Adults	⊖	2	⊕
Children	⊖	0	⊕
ⓘ Children (ages 0-7) are free but do not occupy beds on their own.			

Select preferred available units to view summary.

Available Units Advanced Search

Please select units you want to reserve. Per unit details may vary depending where the units are located inside the camp.

If you are looking for a specific unit, please use our [advance search](#) instead.

2 beds (shared Bathroom) P650/night - 5 units left	⊖	0	⊕
2 beds (shared Bathroom) P700/night - 13 units left	⊖	0	⊕
2 beds (with own Bathroom) P750/night - 2 units left	⊖	0	⊕

If guests already have a specific unit in mind, they can click the **Advanced Search tab** to search for their desired unit(s).

Unit Name and/or Building Name

Hernandez

Please select units you want to reserve.

If your preferred unit isn't listed, they may be unavailable at the given dates.

Hernandez Hall 2

5 beds (with own Bathroom)

₱1,750/night



0



Hernandez Hall 3

5 beds (with own Bathroom)

₱1,750/night



0



Hernandez Hall 4

5 beds (with own Bathroom)

₱1,750/night



0



Hernandez Hall 5

5 beds (with own Bathroom)

₱1,750/night



0



Using the screenshot above as an example, the guest can searching for a specific room type and searched "Hernandez Hall"

Guests can then choose which lodging units that are available for reservation. This would display a quick summary including the calculated price. Guests can also click the minus (-) button from the list to deselect any previously selected units in case they change their mind. Clicking the **“Reserve”** button would direct the guests to the booking details form.

Available Units Advanced Search

Unit Name and/or Building Name

Hernandez

Please select units you want to reserve.

If your preferred unit isn't listed, they may be unavailable at the given dates.

Hernandez Hall 2

5 beds (with own Bathroom)
₱1,750/night



1



Hernandez Hall 3

5 beds (with own Bathroom)
₱1,750/night



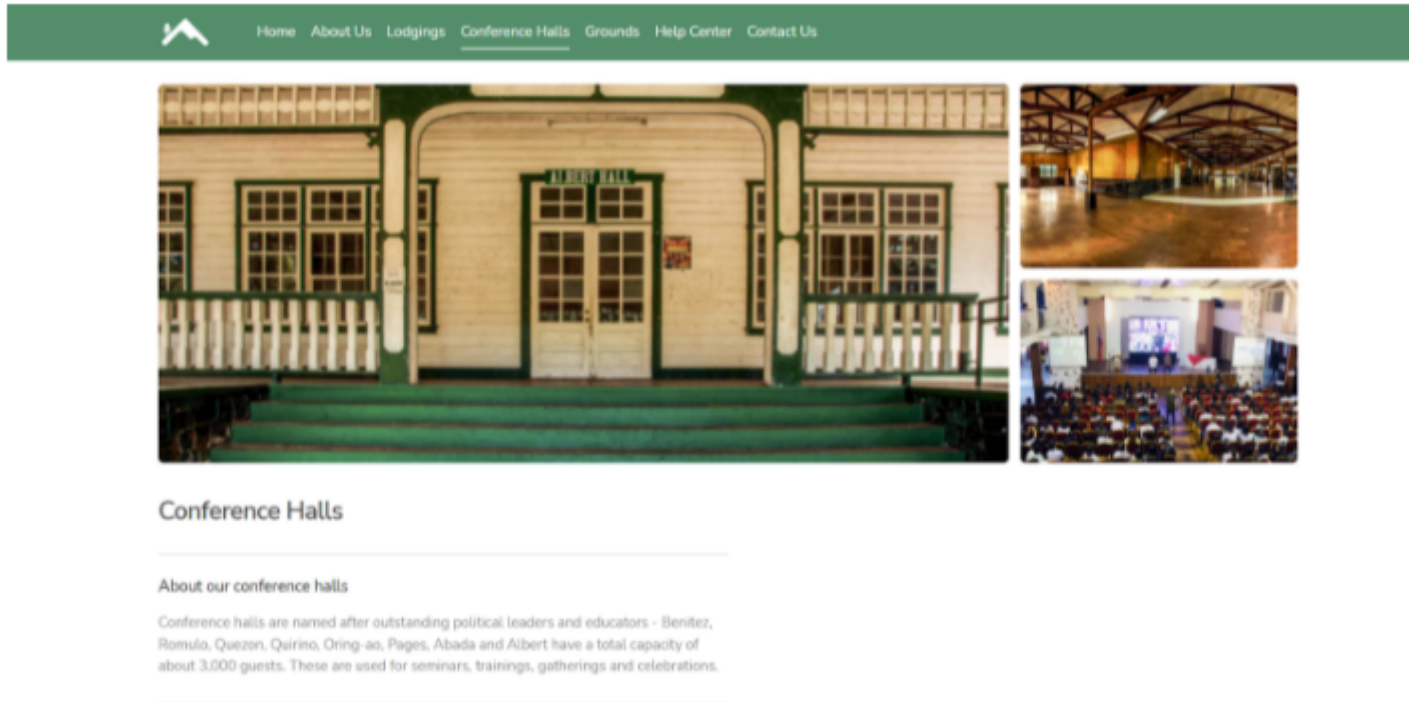
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Note: The “?” icons are clickable and will redirect to the guest to the help center page.

Conference Halls Page

Summary: This article provides instructions on how to book using the Conference Hall Page



Conferences Hall page allows the guests to directly search and book for conference hall unit types.

*Search fields are automatically filled if the Guest used the main search bar from the **home page**, otherwise guests are prompted to enter their desired **Conference Hall** booking details.*

Add details

Please fill up search fields.

Dates

Check in → Check out

Guests

Add Guests

Available Units

Please fill up search fields.
There should be at least one guest.

Upon filling up the details, the available units for reservation would be displayed in a list.

Add details

Please fill up search fields.

Dates

11/26/2021 → 11/27/2021

Guests

20

Select preferred available units to view summary.

Available Units

Please select units you want to reserve.

Quirino Mini Hall 20 capacity - P2,500/day	-	0	+
Albert Hall (Left) 25 capacity - P3,000/day	-	0	+
Albert Hall (Right) 25 capacity - P3,000/day	-	0	+

Guests can then choose which conference hall units that are available for reservation. This would display a quick summary including the calculated price. Guests can also click the minus (-) button from the list to deselect previously selected units in case they change their mind. Clicking the **“Reserve”** button would direct the guests to the booking details form.

Add details

Please fill up search fields.

Dates

11/26/2021 → 11/27/2021

Guests

20

Available Units

Please select units you want to reserve.

Quirino Mini Hall

20 capacity · P2,500/day

⊖

0

⊕

Albert Hall (Left)

25 capacity · P3,000/day

⊖

0

⊕

Albert Hall (Right)

25 capacity · P3,000/day

⊖

1

⊕

Oring-ao Hall

25 capacity · P3,000/day

⊖

0

⊕

Here's the summary of your booking:

Booking Schedule:
Fri, November 26, 2021 - Sat, November 27, 2021

Number of Guests:
20 adults

Units for reservation:

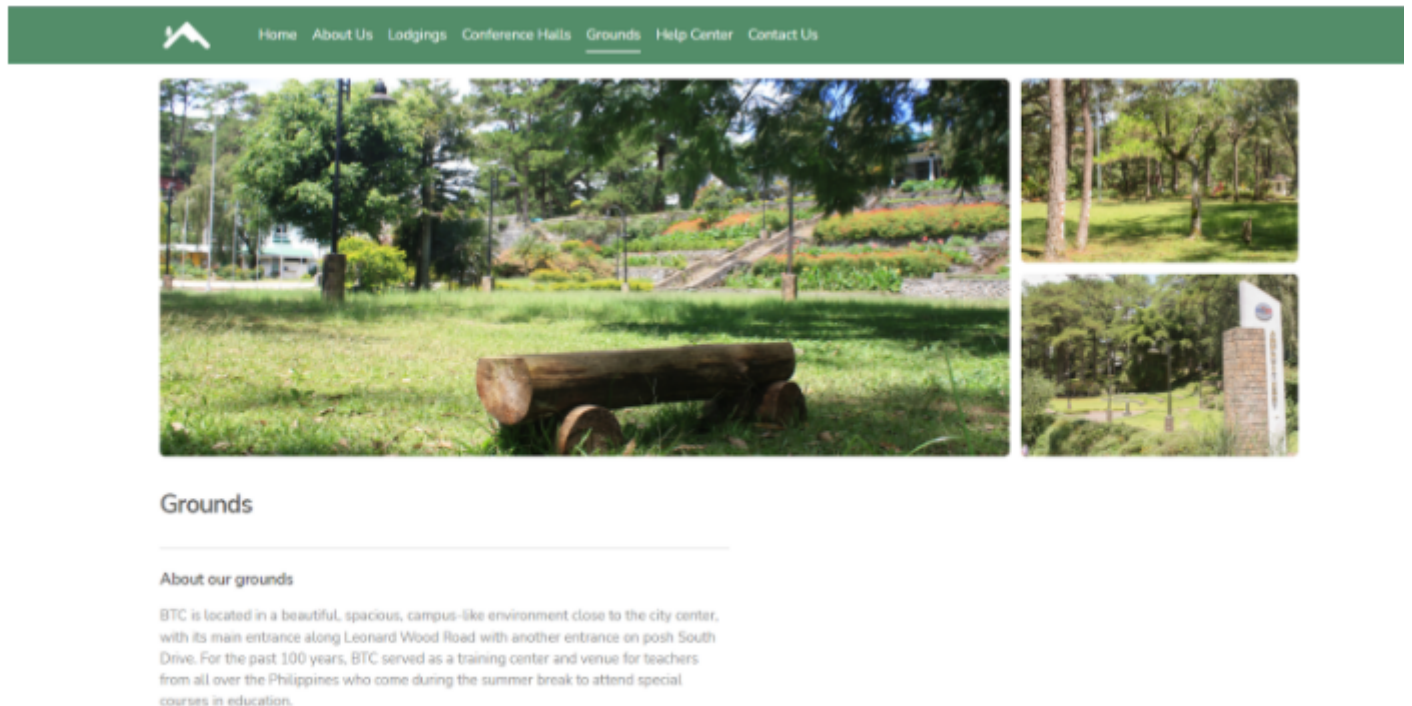
Albert Hall (Right)	P6,000
P3,000/day	
Sub Total	P6,000
Service Fee (10%) ⓘ	P600
TOTAL	P6,600

Reserve

You won't be charged yet

Grounds Page

Summary: This article provides instructions on how to book using the Grounds Page



Grounds page allows our guests to directly search and book for grounds unit types. Upon adding search details, available units for reservation within the given details would be displayed in a list.

*Search fields are automatically filled if the Guest used the main search bar from the **home page**, otherwise guests are prompted to enter their desired **Grounds** booking details.*

Add details

Please fill up search fields.

Dates
11/26/2021 → 11/27/2021
Guests
20

Available Grounds

Please select grounds you want to reserve.

Thomasites Ground
40 capacity - P1,200/day and P600/half-day

☐ Whole Day (7am to 10pm)
☐ Half-Day Morning (7am to 12nn)
☐ Half-Day Afternoon (12nn to 5pm)
☐ Half-Day Evening (5pm to 10pm)

Amphitheater Ground
50 capacity - P1,500/day and P750/half-day

☐ Whole Day (7am to 10pm)
☐ Half-Day Morning (7am to 12nn)
☐ Half-Day Afternoon (12nn to 5pm)
☐ Half-Day Evening (5pm to 10pm)

Select preferred available units to view summary.

Guests can then select a specific **Ground**. They also have the option of booking it for the whole day or only a portion of the day. This would display a quick summary including calculated price. Guests can also click the **“Clear selection”** button from the list to deselect previously selected ground in case they change their mind. Clicking the **“Reserve”** button would direct the guests to the booking details form.

Add details

Please fill up search fields.

Dates
11/26/2021 → 11/27/2021
Guests
20

Available Grounds

Please select grounds you want to reserve.

Thomasites Ground
40 capacity - P1,200/day and P600/half-day

☒ Whole Day (7am to 10pm)
☐ Half-Day Morning (7am to 12nn)
☐ Half-Day Afternoon (12nn to 5pm)
☐ Half-Day Evening (5pm to 10pm)

Clear selection

Amphitheater Ground
50 capacity - P1,500/day and P750/half-day

☐ Whole Day (7am to 10pm)
☐ Half-Day Morning (7am to 12nn)
☐ Half-Day Afternoon (12nn to 5pm)
☐ Half-Day Evening (5pm to 10pm)

Here's the summary of your booking:

Booking Schedule:
Fri, November 26, 2021 - Sat, November 27, 2021

Number of Guests:
20 adults

Units for reservation:

Thomasites Ground (7am to 10pm)	P2,400
P1,200/day	
Sub Total	P2,400
Service Fee (10%) 	P240
TOTAL	P2,640

Reserve

You won't be charged yet

Booking Details (Form) Page

Summary: This article provides instructions regarding the Booking Details Page

After reserving a unit, the guest is then directed to the booking details page. The booking details page contains a form where the guest needs to provide further details such as the name of the individual or organization who booked the reservation and other necessary fields that are provided.

[← Go back to unit selection](#)

Guest Details

Guest Type Choose one	Category Choose one
Name Please choose a Guest Type	Email Enter Email
Contact Person Enter contact person's full name	Contact Number  +63
Address Enter street address	
Activity Purpose Enter purpose of activity	
How many senior citizens and/or PWDs are in your group? 0	Are you one of the senior citizens/PWDs? ☐ Yes ☐ No

Unfinished fields are highlighted red and guests are required to fill it correctly before continuing. All fields except for the number of senior citizens/PWDs are required.

[← Go back to unit selection](#)

Guest Details

Guest Type Choose one Please choose a guest type.	Category Choose one Please choose a category.
Name Please choose a Guest Type Please provide a name.	Email Enter Email Please provide a valid email.
Contact Person Enter contact person's full name Please provide contact person.	Contact Number +63 Please provide valid contact number.
Address Enter street address Please provide address.	
Activity Purpose Enter purpose of activity Please provide activity purpose.	
How many senior citizens and/or PWDs are in your group? 0 Are you one of the senior citizens/PWDs? ☐ Yes ☐ No	

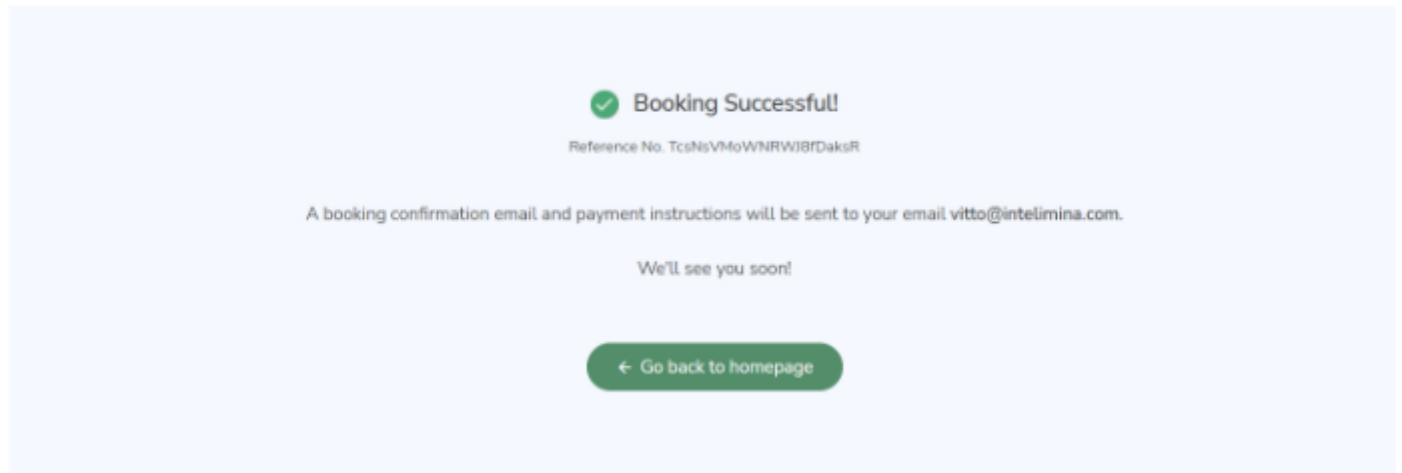
Booking details page also displays a quick summary of the intended booking. To remind the guests of the details of the booking and the units/grounds they want to book before continuing. Clicking the “**Book**” button will submit the form.

*Note: Check all the details first before clicking the "**Book**" button.*

Reservation

Booking schedule:	Fri, November 26, 2021 - Sat, November 27, 2021
Guests	20 adult
No. of units:	1 Un
Units for reservation:	
Thomasites Ground (7am to 10pm)	P2,400
Sub Total	P2,400
Service Fee (10%) 🕒	P240
TOTAL	P2,640
Book	

A successful submission would look like this:



Notifications Emails

Summary: This article provides information about the Notification Emails that will be sent to the user

Upon submission of the booking details, the guest would receive an email notifying them that their reservation is now pending.

 Baguio Teachers Camp

Reference No. ToshicVMeWNRWJ8fCaksR

 **Your booking request has been successfully submitted.**

Please wait for the booking confirmation email. Thank you.

Booking Details

Guest name:	Intolina
Total number of guests:	20 guests
Dates booked:	Fri, November 26, 2021 - Sat, November 27, 2021
No of days:	2 days
Address:	Baguio Teachers Camp, Leonard Wood Road, Baguio City

No. of units reserved:	1 Unit
Units booked:	

Thomasites Ground (7am to 10pm) ₱1,200.00 per day	₱2,400.00
--	-----------

 Total amount payable with the relevant confirmation will be sent via email once booking is confirmed. It is important to keep the reference number indicated above. Use the same for follow-ups and concerns.

If you have any queries and further information, contact us at telephone numbers (075) 642-3517 and 6427149 or send us an email at clarifications_camp1133@yahoo.com

We are located at Baguio Teachers Camp, Leonard Wood Road, Baguio City

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<http://infoonline.com>

After the Baguio Teachers Camp staff deems the booking for payment, a notification email would be received by the guest.



Your booking has been reserved.

Your booking has been reserved and awaiting payment for confirmation.
Please click on the button below to continue with your payment.
Kindly use the reference number for follow-up and concerns.

Booking Details

Guest name:	Therence Waters
Total number of guests:	1 guests
Date booked:	Tue, November 30, 2021
No of nights:	1 night
Check-in:	Tue, November 30, 2021 from 2:00 pm
Check-out:	Wed, December 1, 2021 until 12:00 pm only
Address:	Baguio Teachers Camp, Lozonad Wood Road, Baguio City

No. of units reserved:	1 Unit
Units booked:	

Cottage 215-A ₱2,600.00 per night	₱2,600.00
Sub Total	₱2,600.00
Service Fee	₱260.00
Booking Fee	₱10.00
TOTAL AMOUNT DUE	₱2,870.00

[View bill →](#)

You won't be charged yet.

Clicking the “**View Bill**” button would direct the guest to the billing summary page.

Notification emails are also sent in cases where the booking has to be updated (e.g. room changes, additional discounts, etc).

✓ Your booking has been updated.

Your booking has been updated. The booking details are as follows:

Booking Details

Guest name:	Heavy Boulder
Total number of guests:	1 guests
Date booked:	Tue, November 30, 2021
No of nights:	1 night
Check-in:	Tue, November 30, 2021 from 2:00 pm
Check-out:	Wed, December 1, 2021 until 12:00 pm only
Address:	Baguio Teachers Camp, Leonard Wood Road, Baguio City

No. of units reserved:	1 Unit
Units booked:	

GR 10 DOWN	₱2,600.00
₱2,600.00 per night	

Sub Total	₱2,600.00
-----------	-----------

GR 10 DOWN Developer's Discount (100.0%)	- ₱2,600.00
--	-------------

Service Fee	₱0.00
-------------	-------

Booking Fee	₱10.00
-------------	--------

TOTAL AMOUNT DUE	₱10.00
-------------------------	---------------

[View bill ↗](#)

You won't be charged yet.

Finally, notification emails are also sent when a booking is cancelled, indicating all previous payments may be refunded:



 We're sorry, your booking was cancelled.

Camp administrator has cancelled your booking due to the following reason(s):

Due to the pandemic, we have to close the grounds. Sorry for the inconvenience, a refund of your payments should be refunded shortly. Thank you for understanding.

Booking Details

Guest name:	Indelmina
Total number of guests:	20 guests
Dates booked:	Fri, November 26, 2021 - Sat, November 27, 2021
No of days:	2 days
Address:	Baguio Teachers Camp, Leonard Wood Road, Baguio City

No. of units reserved:	1 Unit
Units booked:	

Thomasites Ground (7am to 10pm)
₱1,200.00 per day

₱2,400.00

We know this is inconvenient, so here's what you can do now:

[Book another place](#) →

Online Payments

Summary: This article provides instructions on our Online Payment system

After clicking the “**View bill**” button in the email, guests would be redirected back to the site showing a billing summary. From here, guests may pay the confirmation fee (partial payment), or pay the booking fully by clicking the buttons accordingly.

 [Home](#) [About Us](#) [Lodgings](#) [Conference Halls](#) [Grounds](#) [Help Center](#) [Contact Us](#)

Billing Summary

Reference No. TstNtVMuWNRW8DaksR

Booking Details

Guest name:	Intelinina
Total number of guests:	guests
Dates booked:	Fri, November 26, 2021 - Sat, November 27, 2021
No of days:	2 days
Address:	Baguio Teachers Camp, Leonard Wood Road, Baguio City

No. of units reserved: 1 Unit
Units booked:

Thomasites Ground (7am to 10pm) P1,200.00 per day	P2,400.00
Sub Total	P2,400.00
Developer's Discount (100.0%)	- P2,400.00
Service Fee	P0.00
Booking Fee	P10.00
Transaction Fee (Payment 1)	P5.00
TOTAL AMOUNT DUE	P15.00

[Pay confirmation fee >>>](#) or [Proceed with full payment >>>](#)

By clicking the link(s) above, you will be securely redirected to our partner payment gateway.

This would redirect the guests to the payment gateway Magpie, from here there are multiple payment methods the guest can choose from. They can choose Card, Bank, or E-Wallet.

←  BTC Intelimina

Baguio Teachers Camp

₱15.00

Accomodation from 2022-05-03 to 2022-05-04.

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After a successful payment, guests are redirected back to the site showing any payments made, and if there is still any amount due.



Payment Success

Reference No. Tsdks/M/ANR/18/DatsR

Booking Details

Guest name: Intellimina
Total number of guests: 20 guests
Dates booked: Fri, November 26, 2021 - Sat, November 27, 2021
No of days: 2 days
Address: Baguio Teachers Camp, Leonard Wood Road, Baguio City

No. of units reserved: 1 Unit
Units booked:

Thomasites Ground (7am to 10pm) P1,200.00 per day	P2,400.00
Sub Total	P2,400.00
Developer's Discount (100.0%)	- P2,400.00
Service Fee	P0.00
Booking Fee	P10.00
Transaction Fee (Payment 1)	P5.00
Payments Made	- P1.50

TOTAL AMOUNT DUE	P13.50
-------------------------	---------------

 Transaction fees and charges are deducted thru [Magellan](#) and your bank respectively.

[Go back to homepage](#)

A notification email would also be received after the payment has been done. Note that when only a partial payment has been made, the "View bill" button would still be displayed. Clicking it would redirect the guest back to the website again showing how much is still due.



Your payment has been received.

Thank you for choosing Baguio Teachers Camp. We will see you soon!

Please click on the button below to pay balance.

Booking Details

Guest name: Indelmina
Total number of guests: 20 guests
Dates booked: Fri, November 26, 2021 - Sat, November 27, 2021
No of days: 2 days
Address: Baguio Teachers Camp, Leonard Wood Road, Baguio City

No. of units reserved: 1 Unit
Units booked:

Thomasites Ground (7am to 10pm) ₱1,200.00 per day	₱2,400.00
Sub Total	₱2,400.00
Developer's Discount (100.0%)	-₱2,400.00
Service Fee	₱0.00
Booking Fee	₱10.00
Transaction Fee (Payment 1)	₱5.00
Payments Made	₱1.00

TOTAL AMOUNT DUE **₱13.00**

 Transaction fees and charges are deducted thru [Magpie](#) and your bank, respectively.

[View bill](#) 

You want be charged yet.

From here the guest can pay their bill fully by clicking the “Pay balance” button, which will redirect them again to the payment gateway magpie.



Billing Summary

Reference No. T01000000000000000000

Booking Details

Guest name: IndiraGita
Total number of guests: 9 guests
Dates booked: Fri, November 26, 2021 - Sat, November 27, 2021
No. of days: 2 days
Address: Begun Teachers Camp, Leonard Wood Road, Baguio City

No. of units reserved: 1 Unit
Units booked:

Themedates Ground (7pm to 10pm) P2,400.00 per day	P2,400.00
Sub Total	P2,400.00
Developer's Discount (100.0%)	- P2,400.00
Service Fee	P0.00
Booking Fee	P10.00
Transaction Fee (Payment 1)	P5.00
Transaction Fee (Payment 2)	P5.00
Payments Made	- P5.00
TOTAL AMOUNT DUE	P10.00

[Pay online](#) →

By clicking the [Pay online](#) button, you will be redirected to our partner payment gateway.

When a booking is paid fully, the guest would see that their amount due would be zero.



Payment Success

Reference No. T01000000000000000000

Booking Details

Guest name: IndiraGita
Total number of guests: 20 guests
Dates booked: Fri, November 26, 2021 - Sat, November 27, 2021
No. of days: 2 days
Address: Begun Teachers Camp, Leonard Wood Road, Baguio City

No. of units reserved: 1 Unit
Units booked:

Themedates Ground (7pm to 10pm) P2,400.00 per day	P2,400.00
Sub Total	P2,400.00
Developer's Discount (100.0%)	- P2,400.00
Service Fee	P0.00
Booking Fee	P10.00
Transaction Fee (Payment 1)	P5.00
Transaction Fee (Payment 2)	P5.00
Payments Made	- P20.00
TOTAL AMOUNT DUE	P0.00

Transaction fees and charges are deducted from [Paygater](#) and your bank respectively.

[Go back to homepage](#)

A notification email would also be received by the guest, showing that they paid their booking fully.



Baguio Teachers Camp

Reference No. Tscfa/Vtaw/NR02/2021



Congratulations! Your payment has been received and booking is confirmed.

Thank you for choosing Baguio Teachers Camp. We will see you soon!

Booking Details

Guest name:

Total number of guests:

Orles booked:

No of days:

Address:

Intending

20 guests

PK, November 26, 2021 - Sat, November 27, 2021

2 days

Baguio Teachers Camp, Leonard Wood Road, Baguio City

No. of units reserved:

Units booked:

1 Unit

Thomson's Ground (7am to 10pm)

₱1,200.00 per day

₱2,400.00

Sub Total

Developer's Discount (100.0%)

Service Fee

Booking Fee

Transaction Fee (Payment 1)

Transaction Fee (Payment 2)

Payments Made

₱2,600.00

- ₱2,400.00

₱0.00

₱10.00

₱5.00

₱5.00

- ₱20.00

TOTAL AMOUNT DUE

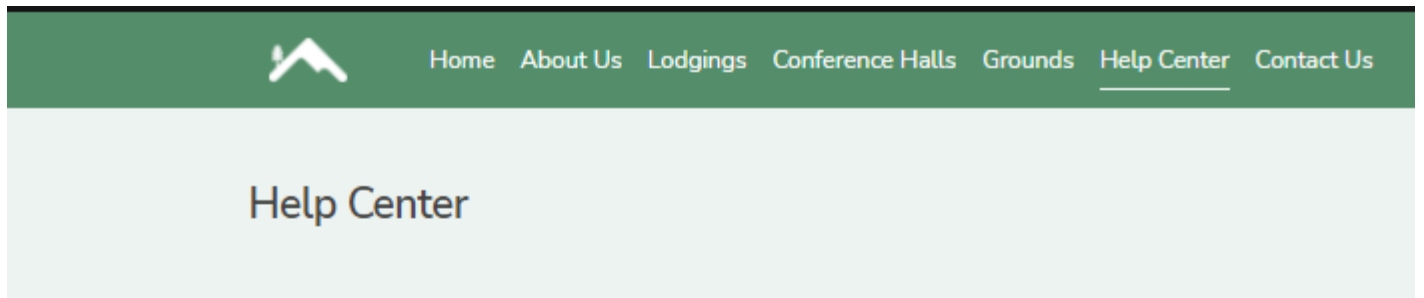
₱0.00

 Transaction fees and charges are deducted thru [Maya](#) and your bank respectively.

Help Center

Summary: This article provides information about the Help Center page.

This is the page where guests can find answers to their questions and solutions to their problems.



The terms and conditions of this facility booking agreement are designed to be fair to both facility by the client during the reserved period. For queries and further information, contact clientrelations_deped100@yahoo.com

Quick Links

[Safety Protocols](#)

[Reservations](#)

[Confirmation](#)

[Discounts](#)

[Fees](#)

[Refunds and Cancellations](#)

[Check-in and Check-out](#)

[Usage of Facilities](#)

Safety Protocols

Wear a mask and practice social distancing when required by local health officials.

All staff and guests must agree to:

- Wear a mask or face covering when interacting in person.
- Wear a face shield.
- Maintain 6 feet/2 meters of distance from each other at all times.

Reservations

Reservations for use of all Baguio Teachers Camp facilities (guests must be) are arranged through the Baguio Teachers Camp website. Any questions or requests can be made by calling (074) 4423517 & 4427149 or email at clientrelations_deped100@yahoo.com

Contact Us

Summary: This article provides our information and where you can reach us

If the guests have any questions or problems that does not exist on the Help Center page, they can contact our support through the details under the **Contact Us** page.

[Home](#)[About Us](#)[Lodgings](#)[Conference Halls](#)[Grounds](#)[Help Center](#)[Contact Us](#)

Contact Us

Address

Baguio Teachers Camp,
Leonard Wood Road, Baguio City

Office Hours

Monday-Sunday
8:00 AM – 5:00 PM

For Inquiries

(074) 442-3517 and 442-7149
clientrelations_deped100@yahoo.com