INSTRUCTION TO DORMITORY APPLICANTS WITH CONFIRMED SLOTS

1. Download a copy of the following Residence Hall Forms (ReHa Forms):
   a. Residence Hall Contract (1 page)
   b. Parents Instruction Sheet (1 page)
   c. Appliance Declaration Form (1 page)
   d. Basic House Rules and Regulations (5 pages)

2. Fill up completely the ReHa forms and affix your signature together with your parents/guardian.

3. Submit on or before 3 August 2015 (check-in date) the following:
   a. all accomplished ReHa forms
   b. Official Receipt (OR) of dorm fees payment
   c. a photocopy of UP Form 5 (if already enrolled)

4. Suggested items to bring:
   a. Bed sheets, blankets, and pillows (at least 2 sets)
   b. First Aid Kit/medicines
   c. Pail, small basin, and dipper
   d. Hangers, laundry bag/basket
   e. Toiletries
   f. Emergency light/flashlight
   g. Cup, saucer, spoon, fork, drinking glass, plate, plastic food keepers

5. Upon check-in please do the following:
   a. Sign at the logbook
   b. Register all electrical appliances
   c. Check your room assignment
   d. Fill-up and sign the Resident Directory
RESIDENCE HALL CONTRACT

I, _____________________________________________________, ______________ years old with home address at ______________________________________________________________ for and in consideration of application for accommodation in the UPV Residence Halls in Miag-ao and Iloilo City do hereby agree and bind myself to the following terms and conditions:

1. That I shall pay the amount of Six Hundred Pesos, (Php600.00) as my lodging fee for two months upon my entrance in the hall and which amount shall be for the first and last months of the 1st semester/ 2nd semester of the academic year, 2015 - 2016, starting a day before the regular registration period and ending 3 days after final examination based on the academic calendar.

2. That I will pay the amount of Three Hundred Pesos, (Php300.00) for the subsequent months on or before the 15th day.

3. That I shall vacate and remove from the Residence Hall all my personal effects on the last day of the accommodation period. Upon my failure to perform the acts herein stated, my belongings shall be disposed.

4. That this contract and the terms thereof may be terminated by the University upon (a) my default of payment, (b) dismissal from the University and/or (c) misconduct. (Release from this contract and from all its obligations and conditions thereof shall be permitted upon official leave from the University.)

5. That my room assignment and accommodation may be changed by the University whenever it deems necessary and my room may be available for inspection by the staff of the Residence Hall or by any of the proper authorities of the University provided that any inspection should be made in my presence or of two witnesses.

6. That I shall pay the University the amount of damage that I and my visitor/s may cause to the residence hall building or to any part, or to the furnishing or facilities thereof.

7. That I shall not use any electrical appliances unless authorized in writing by the Residence Head.

8. That I shall be accountable for all properties issued to me by the University by virtue of this contract and upon termination thereof, I shall return all such property in good condition and render a proper account thereof.

I agree to abide by the rules and regulation promulgated by the University authorities and the management of this dormitory including the residence hall guiding policies and basic house rules and regulations. I further agree to pay the required dormitory fees faithfully and promptly in accordance with the terms and condition agreed upon.

Approval of this application for admission may be revoked if I fail to comply with the schedules of payment as stipulated in the Basic House Rules and Regulations.

I hereby manifest that I have carefully read and understood the residence hall guiding policies, the basic house rules and regulations.

First Semester

________________________________________
Date

Applicant’s Signature Over Printed Name

(For freshmen only)

________________________________________
Parent/Guardian’s Signature Over Printed Name

Second Semester

________________________________________
Date

Applicant’s Signature Over Printed Name

Noted:

________________________________________
Dormitory Manager
**PARENTS INSTRUCTION SHEET**

*(Strictly for Parents to fill in only)*

Dear Parents/Guardians:

To provide us with reliable and definite instructions about your son/daughter, ________________________, please furnish us with details about the following:

Name of Child

**IS HE/SHE ALLOWED TO:** Please check appropriate box

1. Go home alone on weekends?  □ Yes    □ No

2. Attend activities WITH RESTRICTIONS, □ Yes    □ No ______

   If yes, please check items in NO. 3

3. For school approved/non-school related activities:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Yes</th>
<th>No</th>
<th>School Approved</th>
<th>Non-school Related</th>
<th>In Campus</th>
<th>Off Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is he/she allowed to stay out beyond curfew hour?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Attend night socials?</td>
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<tr>
<td>Join picnics and excursions?</td>
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<tr>
<td>Attend overnight/weekend field trips?</td>
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<td></td>
</tr>
<tr>
<td>Spend weekends with friends and dormmates?</td>
<td></td>
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</tr>
</tbody>
</table>

**Note:** *Please indicate the name of **authorized guardian or relatives** who are readily available for the signing of permits or waiver to attend or join the aforementioned activities.*

Name of Authorized Guardian    Complete Address of Guardian    Contact No.

Information especially health conditions that require medical attention which you believe is necessary for better guidance of your son/daughter. Please enumerate below.

Additional instruction/s:
____________________________________________________
____________________________________________________

**CONFORME:**

First Semester  ___________________  ___________________
               (For freshmen only)
               Date             Resident’s Signature Over Printed Name

Parent/Guardian’s Signature Over Printed Name

Second Semester  ___________________  ___________________
               Date             Resident’s Signature Over Printed Name

Noted: ___________________

Dormitory Manager
APPLIANCE DECLARATION FORM

Madam:

I would like to request permission to utilize electric current in my room to use it for the following:

<table>
<thead>
<tr>
<th>Name of Electrical Appliance(s)</th>
<th>Appliance Fee/Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester/ 2nd Semester</td>
<td>1st Semester/ 2nd Semester</td>
</tr>
<tr>
<td>1. ____________ / _______________</td>
<td>____________ / _______________</td>
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<tr>
<td>2. ____________ / _______________</td>
<td>____________ / _______________</td>
</tr>
<tr>
<td>3. ____________ / _______________</td>
<td>____________ / _______________</td>
</tr>
<tr>
<td>4. ____________ / _______________</td>
<td>____________ / _______________</td>
</tr>
</tbody>
</table>

I agree to pay the monthly/semestral fee in the amount of ________________ / ________________ and would inform the office should I stop using it/them.

1st Semester: ________________ 2nd Semester: ________________

I further agree to control the volume of my laptop, etc. and put them off when not in use.

1st Semester: ____________________________ 2nd Semester: ____________________________

Date

Resident’s Signature Over Printed Name

APPROVED: ____________________________

Dormitory Manager

NOTE: Please refer electrical rates allowed at the dorm to the staff in charge. Flat Iron, TV, Refrigerator, Rice Cooker, Heater, and hair dryer/curling/straightening iron are strictly prohibited.

PROPERTY RESPONSIBILITY

I acknowledge receipt of the furnishing of Room No. ___ 1st Semester; Room No. ___ 2nd Semester which I shall use them with care and concern:

1. Bed
2. Foam Mattress
3. Study Table
4. Locker

I am hereby reminded of the provision of section V-E of the residence hall policy which states: “The residents shall be held liable for any damage done to the facilities issued to him/her, the furnishings or to the hall.

1st Semester: ____________________________ 2nd Semester: ____________________________

Date

Resident’s Signature Over Printed Name

Furnishing Issued by: ____________________________

Household Attendant

NOTED: ____________________________

Dormitory Manager

RESIDENCE HALL AGREEMENT

In consideration of my admission at the UPV Residence Hall for the 1st Semester 2nd Semester Academic Year 2015-2016, I HEREBY AGREE TO PRESENT MY FORM 5 immediately after my enrollment to the dormitory authorities and myself to comply with the provision embodied in the accompanying Basic House Rules and Regulations, which I have read and understood. This residence hall agreement shall be on a semestral basis only.

I HEREBY AGREE TO CHECK OUT AT THE END OF THE 1st Semester 2nd Semester, to leave the locker empty, and to surrender the furnishings issued to me.

1st Semester: ____________________________ 2nd Semester: ____________________________

Date

Resident’s Signature Over Printed Name

Furnishing Issued by: ____________________________

NOTED: ____________________________

Dormitory Manager
The following house rules and regulations must be observed for the purpose of ensuring the general welfare and well-being of all the residents. The primary consideration behind these revised rules is the need to create, in the residence hall, an atmosphere that is conducive to intellectual growth and sound psycho-social development.

1. **Signing In and Out**

   Residents who leave the hall and its premises for purposes other than to attend their classes are required to sign out properly in the hall's log book, likewise, to sign in upon their return.

   Residents should indicate in the logbook their destination, purpose, contact person, telephone number, time of departure, companion(s) if any, and expected day/time of return.

2. **Observance of Curfew Hours**

   The main door shall be opened at 5:30 a.m. Curfew starts at 9:00 p.m. and shall be strictly observed. Residents who wish to stay out beyond 9:00 p.m. should secure either Late Permit or an Overnight Permit, depending on the length of time they wish to be out beyond the curfew hours.

3. **Permits**

   A **General Overnight Permit** is issued to those who go home regularly or a **Weekend Pass** to those whose parents have expressed no restrictions. Approval of requests for such permits is based on parental consent as reflected in the Instruction Sheet (for freshmen only). Like the Late and Overnight Permits, these permits can only be secured before 6:00 p.m. Permits should be filed in person.

   A Late Permit is good only up to 11:00 p.m., whereas an Overnight Permit allows the resident until morning of the following day. These permits can only be secured before 6:00 p.m.

4. **Silence in the Hall**

   To create an atmosphere conducive to study all throughout the day, residents and guests should tone down their radios, cassette players and other such gadgets, as well as avoid overly loud talk and scandalously boisterous laughter. This rule must be observed especially inside rooms, along corridors and in study areas. Moreover, the **8PM to 8AM** silent hours shall be strictly observed.
5. **Visits and Social Calls**

To maintain order and safety in the hall as well as to secure the resident’s general well being, visits and social calls shall be regulated as follows:

a. Visitors and callers shall be entertained from 8:00 a.m. to 8:00 p.m. only. Visitors who wish to stay beyond the period indicated should first secure the approval of the Dormitory Manager or the staff in-charge. Should they wish to stay overnight, however, they shall be accommodated at the transient’s room and shall be required to pay in full and in advance the transient fee.

b. Residents shall be responsible for any violation of house rules and regulations committed by their guest/s during the latter’s stay at the residence hall.

c. Non-residents are not allowed to stay overnight inside the rooms of the residents.

d. Calls and visits made outside of schedule are subject to the approval of the Dormitory Manager and the Staff-in-Charge. Exempted from these rules are visits by parents, relatives, guardians, as well as urgent long distance and emergency calls.

e. Visitors are to be entertained only at the lobby. Parents, relatives and guardians, may visit the residents in their rooms provided permission of either the Dormitory Manager or the Staff-In-Charge is first secured.

6. **Conduct and Discipline**

Residents are expected to behave decently and in a socially acceptable and appropriate manner. They must also be cooperative, considerate and respectful at all times.

Bringing in, using, and/or doing the following acts are prohibited:

a. Intoxicating liquors or drinks;

b. Prohibited drugs and substances;

c. Firecrackers and other pyrotechnics;

d. Firearms and other deadly weapons;

e. Gambling;

f. Pornographic materials;

g. Brazen public display of sexual intimacy or affection; and

h. Smoking in places other than those designated as smoking areas.

Cases of serious misconduct punishable by outright ejection include, but are not limited to, the following:

a. Destruction of the facilities and/or any part of the hall;

b. Gross disrespect for the hall staff and other residents;

c. Drunken behavior or breach of peace.

d. Other serious forms of misconduct such as theft, vandalism and sexual harassment.

e. Using of the fire exits or windows as entrance and exits of students at any time.

The Staff on duty must submit an incident report to the Dormitory Manager on any violation or prohibited acts committed by the residents.
Sanctions against lesser form of misconduct, as well as all other violations of these rules and regulations are as follows:

a. First Violation - Written Reminder
b. Second Violation (whichever is applicable)
   1. Letter of reprimand/warning. Parents or Guardian shall be furnished a copy.
   2. Curtailment of dormitory privileges.
c. Third Violation - Ejection Notice without prejudice to any other disciplinary action that may be taken against the erring resident.

7. Grooming

Residents are expected to appear properly attired in the lobby, office and the common dining hall. Wearing of clothes that are too skimpy and/or for bedroom wear only are prohibited in these areas.

8. Room and Corridor Upkeep

Residents are responsible for maintaining the cleanliness and tidiness of their rooms and corridors. Any improvement involving permanent or extensive alteration or modification of the physical design and/or configuration of the room or corridor, including any furniture or property of the hall therein, must, however, be subject to prior approval of the Dormitory Manager.

9. Use and Care of Facilities

Residents are expected to take care in using the facilities, furniture, and properties of the hall. Should a resident, either intentionally or otherwise, destroy, deface any of the latter, he/she shall bear the full cost of repair or replacement provided, however, this should be without prejudice to any other sanctions or set of sanctions that the management or the University may deem appropriate to impose.

The rule is qualified as follows: if the damaged or defaced property is a part of or has been issued to a particular room, wing, or any of the common areas, and no violator comes forward to own responsibility for the damage, the full cost of either repair or replacement shall be COLLECTIVELY borne by all the occupants of that room, wing, or all the residents through the House Council, respectively.

No piece of furniture or dormitory property shall be moved from one place to another without permission from the Dormitory Manager or Staff-In-Charge.

Residents must follow the University Guidelines regarding the use of internet service.

10. Use of Bathroom, Washroom and Sink

Cleanliness, proper hygiene and due consideration for other users shall be required of all residents in the use of these facilities. The following shall be strictly observed:
a. Toilets must be flushed after use and their seats left clean and dry;
b. Sanitary napkins, stones, egg shells, bottle caps and other such objects should never be flushed down toilets;
c. Only light washing of intimate clothing is allowed and should not be left for soaking in washrooms; and
d. Dishes and eating utensils shall be washed inside the washrooms only and not to be kept there or left unattended/unwashed.

11. Use of Appliances

Residents intending to use appliance(s) at the dormitory shall be required to sign an Appliance Declaration Form.

A uniform rate for each appliance shall be charged as shall be determined by the Office of Student Affairs upon consultation with the residents through General Assembly. These rates shall be subject to an annual review to reflect the rate adjustments imposed by the electric utility company.

The presence of undeclared or prohibited appliances such as electric flat iron, television set, hair dryer/blower/curling and straightening iron, electric heater/kettle, rice cooker, oven toaster and other appliances which consume large amount of electricity inside a resident's room shall be confiscated and may be sufficient cause for denial of future accommodation and/or cancellation of residence hall privileges.

12. Safety and Security

Residents are advised to secure personal belongings while inside the residence halls; the Residence Hall management shall not assume responsibility for the loss of any personal items. Residents are likewise required to cooperate with management in the adoption of measures to prevent fire accidents and/or theft, as well as mechanisms to avoid the spread of diseases such as dengue and the like.

13. Rental Agreement

Residents are expected to be prompt in paying their rentals based on the following payment schedule.

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>upon check in</td>
<td>upon check in</td>
</tr>
<tr>
<td>20%</td>
<td>on or before July 15</td>
<td>on or before December 15</td>
</tr>
<tr>
<td>20%</td>
<td>on or before August 15</td>
<td>on or before January 15</td>
</tr>
<tr>
<td>20%</td>
<td>on or before September 15</td>
<td>on or before February 15</td>
</tr>
</tbody>
</table>

Failure to settle dormitory accounts/rentals for two consecutive months shall warrant a Notice of Account to be acted upon within 15 days. If the resident does not settle his/her account within this period, a second notice shall be issued to contain a warning of
immediate discontinuation of dormitory accommodation if the outstanding account is not settled within 15 days after the issuance of the second notice.

14. Matters at the Prudent Discretion of the Residence Head

To provide for flexibility in the management of the dormitory, the Dormitory Manager, always in consultation with the House Council, shall have authority over the following matters:

a. Schedules and rules governing use of amenities and services such as television, hot water service and laundry service;
b. Assignment or designation of available areas/facilities for purposes that are not inconsistent with existing rules, regulations and policies; and
c. Adoption of supplementary security and health measures that are not inconsistent with existing rules, regulations, and policies.

Residents facing problems at the dormitory may consult the Dormitory Manager or any personnel he/she is most comfortable with. In cases where the problems may remain unresolved, the matter shall be referred to the proper authority such as the Guidance Counselor or OSA Director.

ACCEPTANCE AND COMMITMENT

This is to certify that I have fully read and understood the above Basic Rules and Regulations. My signature below attests to my full agreement and commitment to comply with these Basic Rules and Regulations.

First Semester

Date

Resident’s Signature Over Printed Name

(For freshmen only)

Parent/Guardian’s Signature Over Printed Name

Second Semester

Date

Resident’s Signature Over Printed Name

APPROVED FOR IMPLEMENTATION: MINDA J. FORMACION, Ph.D.

Date: 28 June 2011

Chancellor