

University of the Philippines Visayas
RESIDENTIAL SERVICES UNIT
OFFICE OF STUDENT AFFAIRS

Basic House Rules and Regulations
Effective Academic Year 2011-2012

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.

[Signature]
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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.

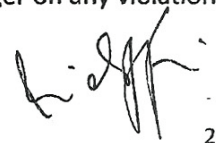
Bringing in, using, and/or doing the following acts are prohibited:

- 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.



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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:



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- 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.

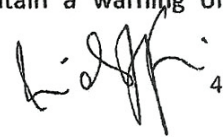
1st Semester

40% upon check in
20% on or before July 15
20% on or before August 15
20% on or before September 15

2nd Semester

40% upon check in
20% on or before December 15
20% on or before January 15
20% on or before February 15

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

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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)

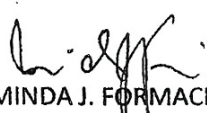
Parent/Guardian's Signature Over Printed Name

Second Semester

Date

Resident's Signature Over Printed Name

APPROVED FOR IMPLEMENTATION:


MINDA J. FORMACION, Ph.D.
Chancellor

Date : 28 June 2011