



K.5. Copy of House Rules and Regulations, including Strategies for Dissemination

University of Southern Mindanao

AREA VIII: K – HOUSING



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

APPLICATION FORM FOR DORMITORY AND GRADUATE SCHOOL HOSTEL

HOUSE RULES AND REGULATIONS

1. That every student should bring necessary beddings and appliances.
2. That every resident should provide a time schedule to the dorm manager to be posted in one of the corners of the lobby for ready reference.
3. That resident should behave in a manner that speaks of a dignified person worthy of respect by others.
4. That resident is **STRICTLY PROHIBITED** from bringing visitors **INSIDE THE ROOM**.
5. That visitors must **ONLY BE ENTERTAINED** at the **RECEIVING ROOM**.
6. That resident must be in proper attire when entertaining visitors.
7. That observed **CURFEW HOURS** IS 8:00 P.M. Resident who will stay outside of the dormitory beyond curfew hour must ask permission from the dorm personnel and must sign the logbook.
8. That daily cleaners will be assigned and scheduled to clean the hall way, comfort rooms and kitchen/dining hall.
9. That resident should use the dormitory facilities properly and with utmost care.
10. That shouting, talking loud, boisterous laughter, running at the corridors or kicking of doors and use of radio/cassette are strictly prohibited especially during rest/quiet hours at 12:30 - 2:00 p.m. and after 9:00 p.m. to 5:00 a.m.
11. That parents are allowed to visit but only the mother can sleep with her daughter and can only stay for a night. Stays beyond one day will be charged P 125.00 per night.
12. That **COOKING AND EATING SHOULD BE AT THE KITCHEN/DINING HALL ONLY. NON RESIDENTS ARE NOT ALLOWED TO EAT HABITUALLY WITH THE RESIDENTS.**
13. That resident may be asked to do special work/assignment in preparation for any dormitory or school activities.
14. Smoking and drinking liquor are strictly prohibited among residents.
15. That residents are required to attend regular schedule/special meeting called upon by the dorm manager or authorized persons.
16. That dormitory rental is considered non-refundable if ever a resident is terminated due to house rule/s violations.
17. That resident who wishes to go home, join or campus activities should secure permission from the dorm manager/personnel. Those who will join the educational trip should furnish a duly signed copy of waiver and itinerary of travel to the manager.
18. That resident who will use any electrical appliances must pay the following rates per month:

a. Electric Fan	P 150.00/unit (group/2 persons) 75.00/unit (individual)
b. Cassette	50.00/unit
c. Heater	75.00/unit
d. Rice Cooker	150.00/unit (group/2 persons) 100.00/unit (individual)
e. Electric Iron	75.00/unit(individual)
f. Computer	100.00/unit (individual)

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ELECTRIC STOVE IS STRICTLY PROHIBITED

19. That bed space rentals and the use of electrical appliances are subject to **changes/increase** depending on inflation rate with prior notice.
20. Every resident should sign out daily when going outside of the campus or attending classes and should sign in upon arrival.
21. That I pledge to take care of all dormitory properties and to observe mode of conduct that will bring honor to myself my fellow residents and the University.
22. That anyone caught destroying dormitory properties shall be deal with and be a reason for the discontinuance of his privilege to stay in the dormitory. Vandalism inside and outside the dormitory building is strictly prohibited.
23. Every resident should clean the cooking and dining immediately after every use.
24. That in case I violate any of the rules and regulation. I shall be recommended for immediate termination as resident in the dormitory.
25. That I shall abide by the house rules and regulations promulgated verbally or in writing by the University Authorities.

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**OSA'S POLICIES, RULES AND REGULATIONS GOVERNING
PRIVATE DORMITORIES
(ANNEX C)**

1. The First Party shall furnish the Second Party a copy of the University's official examination schedule and related activities and officially inform the Second Party (through written communication) any changes in the said calendar during the entire duration of its enforcement;
2. Specific requirements from the Second Party which include the following shall be reflected in the University's calendar:
 - a. The schedule of submission of arrears of USM student boarders of DOLHOA members following the format prescribed by the OSA.
 - b. The schedule of issuance of Certificate of Payment by concerned DOLHOA members following the format prescribed by OSA.
 - c. The list of boarders of DOLHOA members shall be submitted to OSA following its prescribed format.All schedules of payment of dormitory/lodging house accountabilities shall be strictly enforced by all parties to this Memorandum.
3. The First Party shall transact business only with the President of DOLHOA or his/her duly appointed representative;
4. The Second Party shall submit to the First Party a consolidated list of all students who have outstanding accounts to serve as basis for the issuance of clearance either from the College to which the student belongs, or from the OSA. A certification from the DOLHOA member shall be submitted to OSA to clear those who have completely settled their account; otherwise, no clearance shall be issued by concerned school authorities.
5. The Second Party shall, within six (6) months from the ratification of this Memorandum of Agreement, prepare a handbook as basis for the implementation of this document;
6. In the event of the existence of complaints, grievances, controversies and other similar cases, an adjudication board comprised by a representative of the parties to this Memorandum and the aggrieved party or parties, shall be formed. All complaints and grievances shall be in written form, duly notarized by a lawyer, and addressed to the adjudication board. The Board shall conduct an investigation and submit a written report to proper authorities, the decision of which shall be final.
7. The First Party shall exert all efforts and means to let the students and their parents/guardian to fulfill their commitment (Annex C-A) to pay what is due to dormitory and lodging house operators and to abide by the rules and regulations as agreed upon in this Memorandum.
8. Each dormitory/lodging house is encouraged to elect its officers in order to deliberate, decide, and effect activities to enrich living experiences;
9. Schedule dorm meetings regularly throughout the semester to give residents the chance to become acquainted with one another, plan activities, and discuss problems.
10. Revise provisions of this Memorandum in consultation with all parties/signatories to this document.



**CERTIFIED TRUE COPY
FROM THE ORIGINAL**



University of Southern Mindanao

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MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS

This instrument entered into and executed by:

OFFICE OF THE STUDENT AFFAIRS (OSA), an auxiliary service unit duly organized by the University of Southern Mindanao with principal office address at USM, Kabacan, Cotabato and represented in this act by its Director, DR. EMERLIE R. OKIT, who is of legal age, Filipino citizen, with residence at Kabacan, Cotabato, or his/her successor in office, hereafter called the FIRST PARTY;

DORMITORY AND LODGING HOUSE OPERATORS' ASSOCIATION (DOLHOA), an organization of owners and proprietors of private dormitories and lodging houses in Kabacan, Cotabato, herein represented in this act by its President, DANIEL L. RAPUZA, SR., who is of legal age, Filipino citizen, married with residence at Guiang St., Kabacan, Cotabato, or his/her successor in office, hereafter called the SECOND PARTY;

and

UNIVERSITY OF SOUTHERN MINDANAO, a state University by virtue of Presidential Decree No. 1312 issued on March 13, 1978, with its main campus and principal office at USM campus at Kabacan, Cotabato and represented in this act by its President, DR. JESUS ANTONIO G. DERIJE, or his/her successor in office, hereafter called the THIRD PARTY;

WITNESSETH that

WHEREAS, the FIRST PARTY, as an auxiliary service unit of the USM, that is in charge of student affairs, including among others, the housing accommodation of students who come from towns and provinces outside Kabacan, Cotabato;

WHEREAS, the SECOND PARTY, authorizes the FIRST PARTY in coordinating with the SECOND PARTY on matters affecting the student's welfare as far as private boarding and lodging are concerned;

NOW, THEREFORE, the herein parties mutually agree and covenant to enter into this Memorandum of Agreement, subject to the following terms and conditions, to wit:

1. This Memorandum of Agreement shall take effect immediately upon approval hereof by competent authorities;

CERTIFIED TRUE COPY
FROM THE ORIGINAL.

Authorized Signature



University of Southern Mindanao

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Provisions for housing laid in the University Code Article 210. Housing and Other Facilities

Sec 1. The University shall provide residence halls/dormitories for students where they are expected to reside, particularly for freshmen. Students not living in the University residence halls/dormitories shall be advised to reside in the homes or dormitories included in the duty accredited list of boarding houses as determined by the Office of the Director of Student Affairs.

Sec 2. The residence halls/dormitories shall be administered in accordance with the following rules:

- a. Each residence hall/dormitory shall be supervised by a Dormitory Manager;
- b. Contractual employees or student assistants may be hired as the need arises to help perform housekeeping and custodial responsibilities as well as maintenance of order and discipline and improvement of student personal behavior and academic work.
- c. The financial operation and administrative direction of the residence hall shall be the responsibility of the Dormitory Manager, who shall be under the supervision of the Director of Student Affairs, to whom all budgetary requests for administrative positions, appointments and other housekeeping matters shall be submitted.
- d. There shall be created a student housing committee under the supervision of Director of the Student Affairs, which shall be responsible for the assignment of students to the different residence halls and shall see to it that only students with proper character certification are admitted.

Sec 3. The University, if possible, shall provide other auxiliary services to cater the needs of the students like canteen or cafeteria; bookstore and supplies; recreational facilities; mails/telegrams/telephones; and lost and found services.

