

**UNIVERSITY OF THE PHILIPPINES MINDANAO
OFFICE OF STUDENT AFFAIRS
STUDENT HOUSING SECTION**

APPLICATION FOR DORMITORY ACCOMMODATION

_____ Semester/Summer, A.Y _____

(Instruction: Fill-in the box)

Name		Sex	Age
Student's ID No	Course	Year Level	
Date of Birth	Place of Birth	Religion	
Civil Status	Nationality	E-mail Address	
Home address:		Contact No.	
Name of Father	Occupation	Age	
Business Address/Employment Address (if any)		Contact No.	
Name of Mother	Occupation	Age	
Business Address/Employment Address (if any)		Contact No.	
Name of Guardian residing in Davao City (if any)			
Home Address		Contact No.	
Business Address/Employment Address (if any)		Contact No.	
Have you stayed in any dormitory or boarding house before?			
YES	NO	Length of Stay	Where?

I certify to the best of my knowledge as to the accuracy of the information supplied herein.

Signature of Applicant

If accepted, reservation will be valid until the first day of classes. However the applicant must pay two (2) months advance before being allowed to check in. Such payment constitutes confirmation of accommodation.

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INFORMATION AND INSTRUCTION SHEET
(For Parents / Guardian)

We are glad that your son/daughter _____
will be staying in the UP Mindanao Dormitory. To effectively guide us in looking after him/her,
we are requesting you to accomplish this instruction sheet.

Is he/she allowed?

1. Go home on weekends? _____ If so, how often?

2. Go home on weekdays? _____ If so, please specify
when _____
3. Spend overnight/ weekends with relatives and/or guardians?

4. Spend overnight with friends or dormmates? _____
5. Join school-related field trips/picnics/excursions? _____
(REMINDERS: Please furnish the Dorm Manager a copy of the signed waivers by parents or certification from the class professors.)
6. Join organizations? _____ (NOTE: First Year students are not
allowed to join organizations/ fraternities/ sororities.)
7. Join demonstrations or rallies? _____
8. Does she/he have illness (es) that we must know in order to assist him/her in case of
emergency? _____ if so, please elaborate _____

Any additional instructions or informations which you deem necessary for better guidance of your son/daughter may be enumerated in the following space. Please feel free to confer with us as we are wholly with you concerning his/her welfare. (Attach other page, if needed.)

IMPORTANT: Please discuss with your son/daughter before signing.

Parent's Printed Name _____
Signature _____
Date Accomplished _____

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**ARE THERE DESIGNATED GUARDIANS FOR YOUR SON / DAUGHTER DURING HIS / HER STAY
HERE IN DAVAO CITY?**

YES _____

NO _____

	GUARDIAN NO. 1	GUARDIAN NO. 2
FULL NAME		
RELATIONSHIP TO RESIDENT		
COMPLETE ADDRESS		
CONTACT NUMBER		
SIGNATURE		

----- AUTHORIZATION -----

We have discussed and agreed with the above-stated instructions. Should there be any changes, we shall put into writing and send directly to the Dormitory Manager of the Residence Hall.

SIGNATURE OVER PRINTED NAME OF RESIDENT

SIGNATURE OVER PRINTED NAME OF PARENT

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APPLIANCE DECLARATION FORM

REGISTRATION OF PERSONAL APPLIANCES AND OTHER EQUIPMENT

Name of Appliances	Quantity	Brand	Serial No.
Laptop / Tablet / Desktop			
Printer / Scanner			
Electric Fan			
Cellular Phone			
Study Lamp			
IPOD / PSP			
Chargeable Flashlight			
Powerbank			
Pocket Wifi			
Camera			
Nebulizer			

I hereby declare that the above is true and correct. It is understood that I will register all my personal appliances and other equipment every start of the semester and every time I bring in one to the dormitory.

This declaration form will serve as checklist of all personal appliances I will move out / check-out of the dormitory.

SIGNATURE OVER PRINTED NAME OF RESIDENT

SIGNATURE OVER PRINTED NAME OF PARENT

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I, _____ of _____
(Name of Resident) (Address)

do hereby agree to the following privileges granted to me by the University authorities to reside in one of the UP Mindanao dormitories.

1. That I shall abide the dormitory rules, regulations or injunctions promulgated verbally or in writing by the dormitory authorities;
2. That upon admission I shall pay two (2) months advance in dormitory fee and two (2) months advance in electrical fee.
3. That I shall pay all my dormitory accounts, appliances, and other obligations not later than two (2) weeks before the final examinations of the current semester or else I will not be allowed to register for all the succeeding term;
4. That if I fail to pay my dorm fee for two (2) successive months, my privileges to stay in the dormitory shall **automatically be cancelled**;
5. That if I leave before the end of the semester, I shall pay 50% of the remaining period except when, for the reasons which the authorities concerned shall deem meritorious. I shall be excepted;
6. That reservation will hold good until the end of the first day of the classes only and that assignment of the room space shall be made by the dormitory in-charge;
7. **That I recognize the right of the dormitory authorities to inspect my room and lockers when circumstances warrant so, whether with the presence/absence of the occupant;**
8. That during summer vacation / end of every semester all my belongings shall be removed from the locker and rooms. That if I want to leave my things the Dormitory Management shall not be liable for any loss or damages.
9. That some causes for my dismissal/ expulsion from the dormitory by the DORMITORY MANAGER are:
 - a) Commission of a major offense/ violation;
 - b) Habitual commission of minor offenses or violations;
 - c) Failure to pay monthly rentals for at least two (2) consecutive months;
 - d) Destruction, removal of equipment and furnishing without permission from the DORMITORY MANAGER;
 - e) Misbehavior such as fighting among residents, insubordination and gross discourtesy.

SIGNATURE OVER PRINTED NAME OF RESIDENT

Date Signed

SIGNATURE OVER PRINTED NAME OF PARENT

Date Signed

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DORMITORY AGREEMENT

Accommodation in the dormitory is a privilege granted to a university student based on HIS/HER VOLUNTARY DESIRE to avail of such privilege despite the prevailing problems and limitations. The University, however, through its representative assigned in the dormitory, has the **RIGHT TO REFUSE ANY APPLICANT WITH UNDESIRABLE RECORD OF CONDUCT**.

It is important that before an applicant signs the dormitory contract or agreement, s/he should inquire about the dormitory conditions as regards to facilities, maintenance, water supply, etc. S/he must be willing to bear with the problems and limitations and **ABIDE BY THE RULES AND REGULATIONS** should s/he proceed to sign this agreement. Otherwise, **s/he is FREE TO SEEK ACCOMMODATION ELSEWHERE**.

In further consideration of my admission, I do hereby pledge:

1. To reside in the dormitory for the period of _____ until _____;
2. To use the residence facilities with due care and consideration as I do in my own home;
3. To conduct myself in accordance with the University rules as well as dormitory rules promulgated by the duly constituted authorities.
4. To accept and comply with sanctions that may be imposed by the duly constituted authorities as provided for in existing University rules in case of violations or misdemeanors committed while a resident of the dormitory;
5. To live harmoniously with my fellow residents and cultivate goodwill and tolerance between and amongst my peers and elders;
6. To help the University save resources by using facilities with provident care;
7. To settle my obligations and other dues promptly and;
8. To conduct myself in accordance with the generally accepted rules of discipline and community living.

I understand that anything I do which violates this agreement, existing University rules and Dormitory policies will render the University waived from any and all legal liabilities for the consequences of such action and that my dormitory privilege may be revoked or cancelled if warranted.

I declare under oath that these Accommodation Forms, consisting of six pages, have been accomplished by me and by my parents / guardian, and are true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the University of the Philippines Mindanao.

I also authorize the dormitory head / authorized representative to verify / validate the contents stated herein. I trust that this information shall remain confidential.



RIGHT THUMBMARK

Signature of Resident & Date

Conforme:

Signature of Parent/Guardian & Date