

OFFICE OF STUDENT HOUSING GUIDELINES

The Office of Student Housing (OSH) manages all the residence halls in the University of the Philippines Diliman campus.

Policy Statement

Residence Halls are more than mere provisions for lodging. They must also provide an experience in liberal education through social interaction and group living.

Apart from social development of the residents, the residence hall program should contribute to the intellectual development of the students by fostering an atmosphere conducive to serious study.

However, the University can accommodate only a limited number of students in the residence halls. It is only a privilege and not a right to be accommodated.

In return, the residents of each residence hall are expected to develop certain social values in community living, emphasizing both rights and responsibilities as members of the society.

Categories of Residence Halls

The Office of Student Housing classifies the residence halls in campus as male, female and co-educational (both male and female). Residence halls are also categorized into freshman, undergraduate, graduate and faculty dormitories.

Resident Responsibilities

The resident shall at all times, respect the peace and privacy of the other residents and shall observe proper decorum.

Application

Application for residence hall is conducted yearly and is scheduled every month of May. Announcements on actual dates are posted at the Dorm Application Website.

Contract in the residence hall

The contract in the residence hall is one academic year (two semesters, one midyear) provided that the resident is officially registered¹, has no unpaid dues and shows proper behavior.

Check-In Period

Dates are identified by the Office of Student Housing as period for check-in. It usually starts a day before the first day of registration and ends on the first day of classes.

Check-In

¹ Officially registered student is defined as "a student has already gone through all the processes involved in the registration up to the payment of fees. A student is officially registered if the student has duly matriculated. (20 March 1978; 682nd EC Meeting, 01 June 1978; 683rd EC Meeting)

Each resident must formally check-in the residence halls at the time(s) and residence hall designated by Office of Student Housing. Failure to check-in during the specified period will result in cancellation of the slot. During check-in, residents will be required to pay one month lodging fee and deposit fee which is equivalent to one month. The deposit will be used on the last month of the semester.

Check-in procedure for each residence hall may vary. Check the residence hall concerned for the actual procedure.

Check-Out Period

Dates identified by the Office of Student Housing as the period for check-out. It usually starts at the last day of classes and ends three days after the last day of final examination.

Check-Out

A resident will be recorded as having checked out when:

1. The resident has complied with the clearance form issued by the residence hall and has presented this upon check-out. There are two types of clearance forms- temporary and permanent.
 - a. Temporary clearance is given when a resident has submitted an intention to stay in the next semester.
 - b. Permanent clearance is given when the resident will not stay in the residence hall in the next semester due to graduation, leave of absence, transfer to a different residence hall or boarding house; end of the academic year.
2. Room key/s issued to the resident have been returned. A resident who fails to return the room key(s) will be charged Php 50.00/key.
3. If a student does not check-out during the published check-out period, a late check-out fee will be charged as follows: (a) Php 50.00 for the first hour and (b) Php 100.00 for any portion of each additional hour.
4. A survey on the residents' intention to enroll or stay in the same residence hall for the next semester is conducted before the end of the semester. Failure of the resident to comply with this survey may result in automatic cancellation of dormitory slot.
5. Prior to Check-Out, the resident shall:
 - Remove all personal property, trash, and discarded material from his/her space. Belongings left behind in the rooms after the check-out shall be deemed abandoned and may be disposed of by the University.
 - Leave his/her space in the same condition as when he/she first checked-in.

All residents are required to permanently check-out on the last day of the academic year.

Belongings left behind in the rooms after the check-out shall be deemed abandoned and may be disposed of by the University.

Required forms to be submitted

Residents who have checked-in the residence halls are required to submit forms. The forms have to be submitted on or before the first day of classes. Failure to submit may result in the cancellation of dormitory slot in the residence hall in the next semester.

1. Payment Card – serves as a monitoring card for the resident's payments of dormitory fees.
2. Residence Hall Agreement – a contract that binds the resident with the residence hall/Office of Student Housing. The Agreement will have to be notarized and submitted to OSH/residence hall on or before the last day of check-in.
3. Parents Instruction Sheet- a sheet that contains conditions in the residence hall and written instructions of the resident's parents to the residence hall concerned. Graduate and/or foreign residents may sign the form themselves.
4. Accountability Form- items that the resident is assigned such as bed, table, chair, mattress. It also accounts the state of the room upon check-in of the resident.
5. Appliance Declaration Form- allowed appliances² that the resident has brought inside the residence hall
6. Pictures – 2 copies of 2x2 and 1x1 picture. The 2x2 pictures will be used for the resident's album while the 1x1 pictures will be for the payment card and ID.
7. Form 5 - form issued by the College where the resident has enrolled in

Payment of Fees

Residents will pay the monthly fees every 7th of the month. A 1% surcharge per month shall be charged for every month, until fully paid.

Termination or Cancellation of slot

The Office of Student Housing, through the Residence Hall Manager may terminate and repossess the assigned space for any of the reasons listed below.

In such event, the resident shall pay all charges for the entire week at which the cancellation of the dormitory slot took effect.

Grounds for termination or cancellation are as follows:

1. If the privilege of residing in the residence halls is withdrawn by any duly constituted University disciplinary authority for violation of University rules and regulations;
2. The space is found to be occupied by anyone other than the authorized resident;
3. A student otherwise violates any provision within this Residence Hall Agreement.
4. The person ceases to meet the eligibility requirements due to:
 - a. Non-submission of requirements as specified by the Office of Student Housing;
 - b. Non-compliance with the required number of units enrolled for the given semester namely: 15 units for undergraduate and at least, 6 units for graduate students, unless otherwise approved or allowed by the College with a written recommendation submitted as proof;
 - c. Leave of absence;
 - d. Graduation from the University;
 - e. Withdrawal of dorm slot for any reason;
 - f. Termination of contract from the exchange student/faculty program
5. The University finds a resident's action inappropriate for reasons of health, safety, or emergency.

² Allowed appliances in the residence halls are electric fan, laptop/desktop, tablet, printer, lamp.

6. The Office of Student Housing terminates the Residence Hall Agreement, (a) the student is then required to vacate the space, (b) follow the Check-Out procedures described under Resident Responsibilities and (c) comply with other Office of Student Housing instructions and requests related to Check-Out. If a student fails to comply with such procedures, instructions, and requests, the Office of Student Housing may repossess the space and take related action, including removing any property remaining in the space, changing the locks and prohibiting the student from entering the building in which the assigned space is located. The student will be responsible for any expense incurred by OSH in taking any of these measures.
7. A written notice of cancellation by the resident is not received by Residence Hall prior to the first day of the submission of the Residence Hall Agreement. Failure to check-in during the check-in period will result in the termination of the Residence Hall Agreement.

In such event, the resident shall pay a one month fee to cover administrative expenses and other damages to the University. This fee may be waived for students who are withdrawing or taking a leave of absence.

Departing Fee

Other than the reasons mentioned in the termination of agreement, a resident may be charged a departing fee of 50% of the rental due for the remaining period of the agreement.

Inspection

The Office of Student Housing, through the residence hall management, reserves the right to enter the rooms for reasons of health, safety, or emergency with or without the resident's permission; for inventory; and for making necessary repairs and other cases that will necessitate inspection. Only the residence hall manager can allow the staff to enter the resident's rooms. In such cases, the staff shall be accompanied by another staff or a security guard.

In cases of emergency or fire

The resident shall cooperate with the residence hall management in the adoption of rules to prevent fire, accidents and theft. The residence hall management shall not assume responsibility for the loss of any personal items.

General House Rules

The general house rules are applicable to all residence halls in campus. However, the residence halls, through the Dormitory Manager, have the option to adopt measures that will be more appropriate for the residents.

1. No male resident and guests, other than staff accompanied by another staff or security guard, will be allowed in the female rooms and/or wings. Same goes with the male rooms wherein female are not allowed to enter.
2. Visitors are entertained in the designated reception area of the residence hall at times specified by the residence hall. Visitors are required to sign in the Log Book. In such cases, the visitor shall be asked to present an ID.

3. Curfew. Curfew is 10:00 PM for undergraduate students and 1:00 AM for graduate students. This is applicable to ALL local and foreign students residing in the residence hall.
4. Sign-in/out Logbook. Residents are required to sign in the Sign out Book at the lobby/building guard every time they leave the hall. In some residence halls, residents will time in/out via the barcode scanner at the lobby. This is applicable to ALL local and foreign students residing in the residence hall.
5. Overnight/Out-of-town Sign out. Residents who will spend the night/s outside the residence hall are required to sign the Overnight/Out-of-town Sign out Book located at the residence hall lobby. Residents are also required to log-in upon arrival. This is applicable to ALL local and foreign students residing in the residence hall.
6. Late Permit. All undergraduate/upperclassman residents who wish to stay outside the Hall beyond the 10:00 PM curfew must sign in the Late Permit Book located at the lobby guard, on or before the 8:00 PM deadline. Late night permit is valid only until 12:00 MN. This is applicable to ALL local and foreign students residing in the residence hall.
7. Special Late Night Permit for Freshmen. Freshmen may apply for a Special Late Permit to stay out of the Hall after 10:00 P.M. The form may be secured from the Administration Office/Guard. Approval of the permit will be granted in accordance to what was indicated in the Parents Instruction Sheet.
8. Special Late Night Permit for Undergraduates. Undergraduates may apply for a Special Late Night permit until 3:00 AM. The form may be secured from the Administration Office/Guard. Approval of the permit will be granted in accordance to what is indicated in their Parents Instruction Sheet. This may not be applicable in other residence halls.
9. Quiet/silent hours will be strictly enforced from 10:00 PM to 6:00 AM everyday, unless there is an approved activity in the residence hall. In some residence halls, quiet/silent hour starts at 9:00 PM.
10. Study Area. Residents are only allowed to stay in the lobby and/or study area, for academic purposes only, until 12:00 MN. Residents who need to stay beyond 12:00 MN will be asked to sign in the Sign Sheet for purposes of monitoring.
11. Room Cleaning. Room upkeep is every resident's responsibility. Residents shall help in the proper upkeep and maintenance of the common areas in the Hall.
12. Trash Collection. Trash is collected daily. Each residence hall has identified a specific time to collect trash in the rooms. Please check the announcement page of the residence hall.
13. Waste Segregation. Residents are required to segregate trash in each room. It is advisable to have four (4) trash cans for the following– biodegradable (*nabubulok*), non-biodegradable (*di-nabubulok*), recyclable (*nabebenta*) and dry paper (*tuyong papel*). NO SEGREGATION, NO COLLECTION policy is strictly enforced.
14. Repair. Residents must report immediately broken fixtures for repair/replacement. This can be accomplished by signing-in the Repair logbook or accomplishing the Request for Repair (Green) form found with the Building Guard. Damages incurred due to residents' negligence will be accompanied by an incident report and immediate replacement by the resident concerned.

15. Laundry. Only undergarments and PE shirts are allowed to be washed in the hall. Hanging of clothes in the veranda/terrace is not allowed. Some residence halls have identified laundry rooms for washing.
16. Electricity Charges (only for Acacia and Centennial Residence Hall). Each room is assigned with an electric sub meter. Every month, the Utilities Management Team (UMT) reads the sub meter to compute for the electric consumption of each room. The total cost is divided equally among the occupants.
17. Appliance Fee (for other residence halls). Each appliance that the resident has declared in the Appliance Declaration Form will be charged a corresponding fee. Failure to declare appliances in the Appliance Declaration Form will serve as grounds for suspension of dormitory privileges.
18. Storage Fee. No storage fee shall be charged for semestral or Christmas break. However, at the end midyear, residence halls may accept storage of residents personal belongings provided that: (1) resident is willing to pay Php ____/box/day; (2) resident has been accepted in the said residence hall; (3) storage shall not be more than sixty (60) days. Storage shall be dependent on the availability of spaces in the residence halls.
19. Room Hopping. No room hopping is allowed. All transactions with co-residents shall be done at the hallway or at the lobby.
20. Furnishings. The Office of Student Housing prohibits the removal or alteration of furnishings, fixtures, and locks provided by the University. Additional furnishings and fixtures, replacement of locks and/or duplication of keys by a resident are allowed provided that he/she declares these items. Additions may include air conditioners, furniture, tables, chairs, cabinets (wooden or plastic). The Office of Student Housing also prohibits the duplication of keys by any persons other than authorized residence hall personnel.
21. Loss or damage. The resident shall reimburse the University for the repair of damaged furnishings or facilities in his/her assigned space because of his/her misconduct or neglect. Charges for any damages or expenses incurred in an assigned space, or on a floor within the residence halls, or in any other space contracted for, will be divided equally among the residents thereof unless specific liability is assumed by the person(s) responsible.
22. Room transfer. Room transfer is at the discretion of Residence Hall Manager and is subject to the following:
 - a. A written request for transfer is submitted with reasons stated in the letter;
 - b. Assessment of the Residence Hall Manager which may include interview and/or "consultation" with all the occupants in the room. Upon approval for transfer, the resident must move out and return the keys from his/her former room within the same day.
 - c. The Office of Student Housing reserves the right to change room assignment for any reason at its discretion.
 - d. Any resident who occupies any space other than his/her assigned space without written authorization from the Residence Hall Manager will be subject to a Php 1,000 charge to cover the University's administrative

- expense, and will be required to return to his/her assigned space unless such authorization is obtained.
23. Grooming and Conduct. Residents are advised to observe proper decorum (toned down voice, not sleeping or putting up foot/feet on sofas/benches, among others), good grooming and wearing of decent attire while in the office and in the reception area/lobby particularly during the office and visiting hours
 24. When inconvenienced/distracted by loud talks/noise from co-residents, please approach them properly to call their attention. Avoid the “shhss” and “pssts”.
 25. Drinking or bringing of alcoholic beverages in the residence hall is strictly prohibited. Alcoholic beverages are defined as beers, wines and distilled beverages.
 26. Drunken behavior will not be tolerated in any residence hall. Drunken behavior is defined as (a) arriving in the residence hall under the influence of alcohol; (b) rowdy behavior that results to disturbance; (c) rowdy behavior that results to damage of property.
 27. Smoking including electronic cigarettes is prohibited in the University.
 28. Unauthorized possession, manufacture, storage, and/or use of regulated or prohibited drugs or substances as defined by the RA 9165 or the Comprehensive Dangerous Drugs Law in the residence hall is not allowed.
 29. Cooking is not allowed.
 30. Water heater, hair dryer/iron, iron, hot plates, electric kettle, microwave, rice cooker, toaster or any heating devices are not allowed in the residence hall/s
 31. Pets are not permitted in residence hall/s.
 32. Bringing in of firearms, explosives or any type of weapon, including air pistols, guns, and fireworks of any type, is not permitted.
 33. Candles, incense, or open flames are not permitted.
 34. Storage of flammables or explosives of any type is not permitted.
 35. Tampering of fire extinguishers, alarms, or other safety equipment is not permitted.
 36. Structural additions or modifications of any kind on any part of a resident room or residence hall are not permitted
 37. Drawing, painting or nailing of any kind on any surface are not permitted.
 38. Public displays of affection, also known as PDAs are acts of intimacy. PDAs in the residence hall may elicit a wide range of reactions. It is advised that residents who are in a relationship shall refrain from kissing or doing acts that will elicit negative reaction or discomfort from other residents.
 39. Throwing of any items from windows and balconies is not permitted.
 40. Excessive noise is not permitted.
 41. Soliciting or commercial activities is not permitted.

House Council

Each residence hall has an in-house association called House Council consist of residents who have been elected as officers. It is the representative body of the residents usually headed by a Chairperson. The House Council is the arm of the residence hall management in planning and implementing activities for the holistic development of the residents.

Each resident automatically becomes a member of the association upon check-in. An association fee, identified by the house council is collected every semester.

Residents Evaluation

Due to the limited slots in the residence halls, the OSH has implemented the evaluation of residents. The evaluation aims to assess the residents' conduct and behavior while in the residence hall as well as participation in activities. The evaluation is included in the application of the resident in the residence hall the next academic year.

General Announcements

Memoranda, circulars and/or orders emanating from respective residence hall heads or other duly constituted University authorities, during the semester are part of the rules and regulations.