



REVISED HOUSING GUIDELINES FOR TAU EMPLOYEES

Per Board Resolution No. 41, s. 2020 dated September 21, 2020

Rationale

It has been an established practice of the Tarlac Agricultural University to provide its employees decent, quality and low-cost housing in order to deliver their duties and functions successfully. It has been the priority of the University to give housing support to the officials/employees whose services are needed beyond the working hours and to those employees coming from distant places who bring with them their families.

Due to the limited capacity of cottages and/or housing facilities, the University cannot cater all personnel who desire to stay in the University. They have to wait until there will be vacancy at the housing facilities. Usually, the occupants stay in the housing facilities until their retirement from the University. Hence, it is really difficult to avail a slot in any of the housing facilities.

When budget warrants, the University always proposes the construction of additional housing/cottages for the increasing number of employees from distant places who desire to stay in the housing facilities. In the future, the University plans to create or construct more housing facilities or cottages for the TAU personnel.

For the meantime, the administration is currently proposing evaluation criteria which should be fair and objective in the selection of qualified applicants for occupancy in the University's housing facilities, the TAU Housing Committee proposes the housing guidelines for employees.

Guidelines

These revised guidelines were crafted in order to have an objective screening or evaluation of applicant for any of the vacant housing facilities or cottages. Whenever any of the cottages / housing facilities is open for occupancy, an applicant, who has submitted a letter of request addressed to the University President through the Chair of the Housing Committee, shall be evaluated based on the following guidelines:

1. Qualifications of Applicant

1.1 He/She should occupy a permanent status, with at least three (3) years of experience in the University as a full-time faculty member or non-teaching staff.

2. Prioritization

2.1 The following whose services are needed anytime beyond working hours are considered:

- a. Vice President;
- b. Director / Dean or other officials of equal rank;
- c. Head / Chief of Unit;
- d. Project in-charge; or
- e. Faculty / Non-teaching Staff.

2.2 Officials / Employees coming from distant places who bring with them their families will be given priority over those who live nearby.

2.3 Officials / Employees with families desiring to stay in the cottage will likewise be given the priority over single officials / employees.

2.4 Seniority of service in the University maybe considered.

2.5 In the event that two applicants have identical credentials (same qualifications), drawing lots/toss coin can be resorted to resolve the issue.

3. Termination of Occupancy

3.1 Once an employee retires, resigns or separated from the service in the University, he/she must only be given two (2) months grace period in vacating the cottage/housing facility; otherwise a penalty of five thousand pesos (Php5,000.00) will be charged per month of continues stay in the cottage or housing facility.

3.2 Official occupancy is not transferable to anybody, but it should be turned-over to the Housing Committee upon separation, retirement, or separation from the service.

4. Screening/Evaluation Committee

4.1 The duty to evaluate eligibility and termination of occupancy is vested on the Housing Committee which is composed of the following:

Vice President for Finance & Administration	-	Chairperson
Vice President for Academic Affairs	-	Co-Chairperson
		(if the applicant is a faculty)
Chief Administrative Officer for Administration	-	Co-Chairperson
		(if the applicant is a non-teaching personnel)
Chief Administrative Officer for Finance	-	Member
Director, Planning & Development	-	Member
Director, Business & Auxiliary Services	-	Member
Faculty Representative	-	Member
Non-teaching Staff Representative	-	Member

4.2 All actions of the Committee will be recommendatory. The final action is vested on the University President.

5. Housing Regulations

Before the occupancy, an occupant is required first to forge a contract or a Memorandum of Agreement (MOA) with the University specifying the general and specific conditions in staying in the cottage or housing facility. An occupant of the cottage or housing facility who has not signed a contract or a MOA with the University before the approval of these guidelines is also required to forge a contract or a MOA fifteen (15) days after the implementation of these guidelines.

5.1 An occupant shall strictly follow the approved implementing rules and regulations regarding the policies in rearing animals inside the University.

5.2 He/She shall pay the actual expenses for electricity and water consumption on top of the monthly rental through payroll deductions.

5.3 He/She must maintain clean and green environment within his/her housing/cottage premises.

- 5.4 He/She must not use the cottage/housing facility for business purposes. However, if there is such a plan, the occupant must secure a permit approved by the Committee.
- 5.5 All improvements/changes in the structure shall be approved by the Housing Committee and become a property of the University. Failure to seek permission can be a ground for termination of contract. All expenses to be incurred shall be the responsibility of the occupant.
- 5.6 An unauthorized electrical connection/jumper shall be sanctioned by the University. Electrical services shall be disconnected and a penalty of Php 1,000.00 shall be collected from the erring occupant. A reconnection fee of Php 2,500.00 will likewise be collected.
- 5.7 Rental fee shall be based on the rates approved by the Board of Regents.
- 5.8 Any employee / official who wishes to construct a house within the residential areas identified by the University (per approved Land Use Plan) shall apply and secure a written permit approved by the University President through the Housing Committee. Once approved, he/she shall agree and sign a contract or MOA that their occupancy of the lot is just temporary. He/She shall be responsible with the following: the installation of his/her water and electrical sources, pay the corresponding consumptions; and pay monthly minimum lot rental rate approved by the Board of Regents per month payable through payroll deductions. Upon retirement, resignation or separation from the service in the University, the occupant shall turnover the house within two (2) months after his/her retirement, resignation or separation from the service in the University. In case the house is not vacated upon the expiration of two-month grace period, there will be a penalty of five thousand pesos (Php5,000.00) per month until he/she vacates the University's housing facility.
- 5.9 Failure to comply with the regulation/s will be a ground for disqualification/termination.

These revised guidelines will be implemented five (5) days upon its approval by the Board of Regents.