

VISION:

A safe and comfortable home away from home for students who will be staying in the dormitory.

MISSION:

To provide and excellent abode to as many as possible out of town students while studying at TAU and an venue to further their moral, spiritual and intellectual development.

GOALS AND OBJECTIVES:

1. To provide students with a safe and comfortable place to live in the campus
2. To provide a venue for improving the camaraderie among students and enhancement of their moral, intellectual and spiritual development.

LADIES' DORMITORY FACILITIES

- Two (2) buildings – each building consist of twelve (12) rooms with 8 occupants per room
- Each room is equipped with four (4) double beds, 8 cabinets, study table, chairs
- With individual kitchen equipped with the following: gas stove and cylinder tank, storage cabinet, table, chairs
- Comfort room & bathroom
- Social Hall/Study Area/Receiving Area Receiving
- Laundry Area
- Directory of occupants
- Dormitory Office

MEN'S DORM FACILITIES

- One (1) 2-storey building consist of twenty (20) rooms with 6 occupants per room
- Each room is furnished with three (3) double beds, 6 lockers/cabinet
- With comfort room/bathroom
- With individual kitchen equipped with gas stove & cylinder tank
- Receiving Area/Study area- with TV set, tables and chairs
- Laundry Area
- Directory of occupants

TAU DORMITORY RULES AND REGULATIONS**I. ADMISSION, RETENTION, QUALIFICATIONS AND REQUIREMENTS****A. ADMISSION AND RETENTION**

- a. All students seeking for accommodation in the dormitory shall file an application directly to the Dorm Manager/Houseparent/s or to any authorized representative.
- b. Dormitory (bed) spaces are awarded for one (1) semester only. Residents will be considered for continued residency for the next semester/term upon renewal of application.

B. QUALIFICATION AND REQUIREMENTS

- a. All bona fide students currently enrolled at Tarlac Agricultural University especially those coming from far places can apply for admission during regular semester and mid-year terms on a first come first serve basis.
- b. Possess good moral character.
- c. Reservation fee equivalent to one (1) month rental (Php 200.00) is required which will serve as payment during the last month of stay in the dorm.
- d. One (1) copy of latest 2x2 photo with name tag for the directory of occupants.
- e. Two (2) copies of latest 1x1 photo for the application form and leave card.
- f. A photocopy of Certificate of Registration (COR) should be submitted to Dorm Manager or Houseparent/s upon entry at the dormitory for record purposes.
- g. For students who graduated already but will undergo board review, the same policy shall apply.

II. PAYMENTS

- a. Lodging fee is Php 200.00 per month per student

- b. A Php 25.00 cylinder fee (gas tank & gas stove rental) per semester will be collected for maintenance
- c. A Php 50.00 electric fee per month.
- d. A Php 100.00 water fee/bill per month.
- e. The following are the allowable appliances/gadgets with their corresponding rate:
 - Electric Fan - Php 229.00 per month
 - Laptop – Php 46.00 per month
 - Flat Iron – Php 86.00 per month
 - Cell phone – Php 9.00/unit per month
- f. Allowed Mode of Payment:
 1. Full payment before admission.
 2. Minimum installment payments as follows:
 - a. 50% before admission;
 - b. 25% before mid-term examination; and
 - c. 25% before final examination

NOTE:

1. **All dorm fees are subject to change upon approval by the TAU BOT/TAU Administrative Council**
2. **Allowed appliances are subject for usage policies. Fees are subject to increase based on current TARELCO charges.**

- g. All dorm payments shall be paid directly to the Cashier's Office.
- h. All accounts must be settled before a resident will be considered for admission in the dorm during the next semester or term.

NOTE:**III. LOGBOOK**

- a. All residents must **LOG OUT** every time they go out (attend classes, go to market, attend church, etc.) from the dormitory and **LOG IN** at the appropriate logbook when they return.
- b. Residents are required to **SIGN OUT** in the logbook, accomplish the leave card when going out overnight, go home/out and going out for vacation. Leave card should be properly signed by the Dorm Manager/Houseparent/Guard on Duty (in the absence of the Dorm personnel) and should be returned to the leave card rack/box upon return.

IV. VISITORS AND VISITING HOURS

- a. Observe strictly visiting schedule every Wednesday Only from 8:00 A.M. to 6:00 P.M. Parents/guardians can visit up to 8:00 P.M.
- b. Visitor must sign in the visitor's logbook.
- c. No visitors under the influence of liquor should be entertained.
- d. Residents should be dressed properly when entertaining visitors.
- e. Residents should entertain their visitors at the receiving area only. Entertaining visitors outside dorm and inside the room is strictly prohibited except during open house.
- f. Residents are answerable to misbehavior of their visitors.
- g. Fixing of tables, chairs and cleaning of food wastes during the visit is the responsibility of the resident concerned.
- h. Parents/guardian and immediate family members of resident (EXCEPT MALE) may allowed to stay overnight but required permission from the Dorm Manager or any authorize representative and should pay the required transient fee.
- i. Visitors who want to see the dormitory and its facilities may be allowed upon prior permission from the Dorm Manager/Houseparent or when properly accompanied by a dormitory personnel.

V. STUDY PERIOD AND SILENCE HOUR

- a. Residents should observe study hours from 7:30 P.M. to 10:00 P.M. **SILENCE** shall strictly observed during study period.
- b. Bedroom light must be off at 10:00 P.M. so as not to disturb others.

- c. Those studying beyond 10:00 P.M. should use table lamp or they can use the study hall/receiving area.

VI. CURFEW HOURS

- a. All residents must be in by 8:00 P.M. unless the office of the Dorm Manager has been prior informed. No resident will be allowed to stay outside the dormitory beyond 8:00 P.M. without valid reason.
- b. Residents arriving later than the curfew hour without prior notice or valid reason will consider a violator.
- c. Anyone caught entering/leaving the dormitory after the attendance has been check without permission will also be considered as violator.

VII. ENVIRONMENTAL SANITATION AND BEAUTIFICATION

- a. Cleanliness and maintenance of the dormitory surroundings is the responsibility of every resident. Daily cleaners are assigned to clean/or maintain an area in the dormitory.
- b. Cleaning assignment is a must to all the residents regardless of whether the resident is an undergraduate or employee of the University.
- c. Bed and beddings must be neatly arranged in the bed or any proper place when not in use.
- d. No personal belongings should be left hanging anywhere in the rooms. Clothes must be properly fixed inside the lockers. Used clothing must be put in bags and place at the foot of the bed.
- e. Shoes and slippers must be placed under the bed when not in used.
- f. As much as possible floor must be waxed at least once a week and polished regularly.
- g. Toilet bowls, bathroom, CR tiles, working areas and kitchen walls must be thoroughly cleaned.
- h. Garbage receptacles should have covers and must be kept inside the room. Garbage containers either fully filled up or not must be emptied after dinner or early in the morning to prevent rodents and cockroaches from scavenging. Each room should provide their own trash can.
- i. Keeping pets inside the building is not allowed.
- j. The residents occupying a room must maintain the ornamental plants in front and behind their rooms.
- k. Washing of clothes must be done at the designated laundry area.
- l. General mass work will be scheduled once a month or as often as necessary to maintain cleanliness and sanitation.

VIII. DISCIPLINE AND NORM OF CONDUCT

- a. Personal behavior of the residents while in the dormitory will primarily serve as the basis in evaluating whether a resident continuous admission in the dormitory. Every resident is encouraged to behave properly. They need to be friendly, considerate, observe self-discipline at all times, courteous and respectful to their co-residents as well as to the duly constituted authorities.
- b. Resident should be descent in their words, action and manners of dressing. Excessive display of personal affection, vulgarity, obscene and immodest words are subject to disciplinary action.
- c. Parents/guardians will be informed of their daughter'/son's'/ward's misbehavior.
- d. The Dorm Manager may refer dorm residents to the Director of OSSD for major violations they committed.
- e. Anybody found stealing, possession of deadly weapons and prohibited drugs will be dealt with accordingly.
- f. Sleeping on somebody's bed is highly discouraged.
- g. Using other belongings without consent is strictly prohibited.
- h. Unnecessary noise like running in the hallway/stairs, loud television, radio and conversation, continuous ringing of alarm clock and cell phone, dragging of footwear, and banging of door should be avoided.
- i. No knocking of anyone's room after 10:00 P.M.
- j. Transferring to any vacant room is not allowed without permission from the Dorm Manager/Houseparent.

- k. Dormitory Manager/Houseparent/s are conducting daily checking/inspecting cleanliness of rooms, gas tanks, appliances, water faucets, etc. (checking will be started from 8:00 A.M. onwards)
- l. Gambling in any form, insubordination, drunkenness, destroying of dormitory properties, quarreling with co-residents, and any other offenses will be dealt accordingly.
- m. Anybody found stealing and possessing of prohibited drugs shall be reported to proper authorities and will be dismissed immediately after due process.

IX. DORMITORY FACILITIES

- a. Residents are accountable for the dormitory facilities under their custody.
- b. Marking or writings on the walls and furniture are strictly not allowed.
- c. Facilities that are destroyed intentionally should be replaced in kind or should be paid its cash equivalent by those responsible.
- d. Unauthorized electrical connections without permission from the authorities are highly prohibited.
- e. Residents should register their appliances with the Dorm Manager/Houseparents for proper inventory and recording.
- f. Outright confiscation of appliance(s) shall be made in all unregistered electrical appliances.

X. PRESSING, LAUNDERING AND DRYING

- a. Use basin and do not let the water continuously flow during washing.
- b. Laundering inside the room is strictly prohibited. All garments must be washed at the laundry area.
- c. Washing and ironing is only allowed for the residents personal garments in the dorm. Acceptance of outside laundry and ironing is strictly prohibited.
- d. Hanging laundry is allowed at the designated areas only. No hanging of wet clothes, shoes and other garments inside the room and along the corridors.

XI. GUIDELINES IN THE USE OF LIGHTS AND ELECTRICAL APPLIANCES

- a. Switch off lights and appliances when not in use or when not needed.
- b. Switch off lights and other electrical devices before leaving the room.
- c. Switch off hallway lights during daytime. Only one light in the middle hallway and lights in both sides of the buildings are left for overnight.
- d. Bedroom lights should be switch off at exactly 10:00 PM. Those who wish to study after 10:00 PM should use their study lamp. Lights at the comfort room should be switched on only when used.
- e. Report immediately busted bulb and outlet for immediate repair.

XII. INSIDE AND OUTSIDE ACTIVITIES

- a. Any activity within the dormitory premises needs permission from the Dorm Manager.
- b. The Dorm Manager/Houseparent/s and the newly elected officers in the dormitory should plan cooperatively every activity in the dormitory.
- c. Residents who wish to celebrate their birthday inside the dormitory may do so at the receiving area/social hall. Affair should not last not later than 7:00 PM. Visitors are also welcome but with permission from the Dorm Manager.
- d. Residents wishing to participate in any university/organization activities may be permitted subject to approval by the Dorm Manager.
- e. Attendance to the orientation program and organization meetings in the dormitory is required. Penalties will be based on the approved policy of the organization.

XIII. GUIDELINES IN CASE OF SICK RESIDENTS

- a. Sick resident should immediately inform the Dorm Manager/Houseparents by their roommates/room representative for assistance if necessary.
- b. Parents/guardians will be notified of the condition of their sick daughter, if necessary.
- c. In case of emergency/hospitalization, medicine and hospital bills are responsibility of the residents, hence, residents are advise to keep a supply

of their medicines or to avail the medical services given by the University Medical Clinic.

- d. In case of contagious diseases (chicken fox, measles, sore eyes, etc.) residents are advised to go home.

XIV. SAFETY AND SECURITY MEASURES

- a. Residents are responsible for the safety of their belongings and valuables. Never leave the locker unlocked.
- b. Residents are discouraged to leave their things in the dorm during vacation. However, residents who wish to leave their belongings in the dorm during vacation may file their things at stock room (with label) and sign a waiver that the management is not liable for any losses.
- c. Those using candles during brownouts must provide a container for their candles.
- d. Fire extinguishers for ready use are installed in both sides of each building. All residents must know how to use the fire extinguishers.
- e. Defective electrical connection, gas leaks and similar matters should be reported immediately to the management.

XV. VIOLATION OF DORMITORY POLICIES AND DISCIPLINARY SANCTION

- a. Violation of dormitory rules and regulations are classified into major and minor violation.

MAJOR VIOLATIONS:

- 1. Stealing
- 2. Possession of deadly weapons/prohibited drugs
- 3. Fighting resulting to physical injuries

SANCTION:

First offense: Immediate termination and non-admittance at the dormitory.

MINOR VIOLATIONS:

- 1. Non-compliance to curfew and visiting rules
- 2. Not signing in the logbook
- 3. Sleeping/lying on someone's bed
- 4. Being not cooperative in their cleaning assignment
- 5. Failure to pay the dormitory fees in due times
- 6. Extremely noisy at designated hours when study period/silence is to be observe
- 7. Insubordination
- 8. Quarreling with co-residents with no physical injuries
- 9. Drunkenness
- 10. Destroying dormitory properties
- 11. Gambling (any form)
- 12. Non-compliance to use of electricity or connection of unauthorized electrical gadgets
- 13. Sleeping outside the dormitory without permission
- 14. Possession of pornographic materials
- 15. Gross violation of students' norm of conduct

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TARLAC AGRICULTURAL UNIVERSITY
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DORMITORY RULES AND REGULATIONS
