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|  | <b>Title:</b><br><b>PROCEDURE ON THE APPLICATION FOR ACCOMMODATION AT THE DORMITORIES</b> | <b>Document No.</b><br>TAU-OSSD-SP-04<br><br><b>Copy No.</b> | <b>Page 1 of 3</b>                       |
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|                                                                                   |                                                                                           |                                                              | <b>Revision No. 00</b>                   |

## 1.0 OBJECTIVES

- 1.1 To establish a systematic procedure for the application for accommodation of students seeking for a place to live in the campus.

## 2.0 SCOPE

- 2.1 This procedure covers all bona fide students currently enrolled at the Tarlac Agricultural University (TAU).

## 3.0 RESPONSIBILITY

DM - Dorm Manager

DS – Dormitory staff

OSSDD – Office of the Student Services and Development Director

AOS – Accounting Office staff

CO – Cashier/Collecting Officer



## 4.0 DEFINITION OF TERMS

Bona fide – qualified applicant or student currently enrolled at Tarlac Agricultural University (TAU).

Brief Orientation – short information on dormitory rules and regulations

Order of payment – a document ordering the payment of money

Reservation fee – refers to the fee charged for room reservation



## 5.0 RELATED PROCEDURE

## 6.0 DOCUMENTATION AND RECORDS

Application for Accommodation Form

Logbook

Prepared by:

  
**MS. ESTER C. APOSTOL**  
*Dorm Manager II*

Reviewed by:

  
**BENNY S. SOLIMAN, PhD**  
*Director, Student Services and Development*

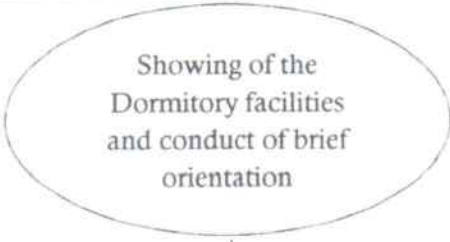
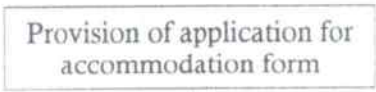
  
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*Vice President, Student Affairs and Services*

Approved by:

  
**MAX P. GUILLERMO, PhD**  
*SUC President*

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## 7.0 PROCEDURAL DETAILS

| Person-in-Charge | Flowchart                                                                            | Procedure                                                                                                                                                                                                                                                |
|------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DS               |    | 1. The dormitory staff will show the dormitory facilities, amenities, and rooms and provide a brief orientation on dormitory rules & regulations to the applicants.                                                                                      |
| DS               |     | 2. The dormitory staff provides the Application for Accommodation form to student to fill out and instructs the students to reproduce three (3) copies of the form (each will later be given to Accounting Office, OSSD, and Dormitory Manager).         |
| DM               |  | 3. The Dormitory Manager reviews the document, signs the Application for Accommodation form, and recommends the approval of the application to the OSSD Director.                                                                                        |
| OSSDD            |  | 4. The Director of OSSD approve the application for accommodation of the client/student. The OSSD staff then returns the application form to the applicant and instructs him/her to bring the form to Accounting office and request for order of payment |

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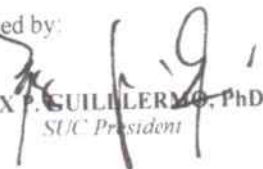
  
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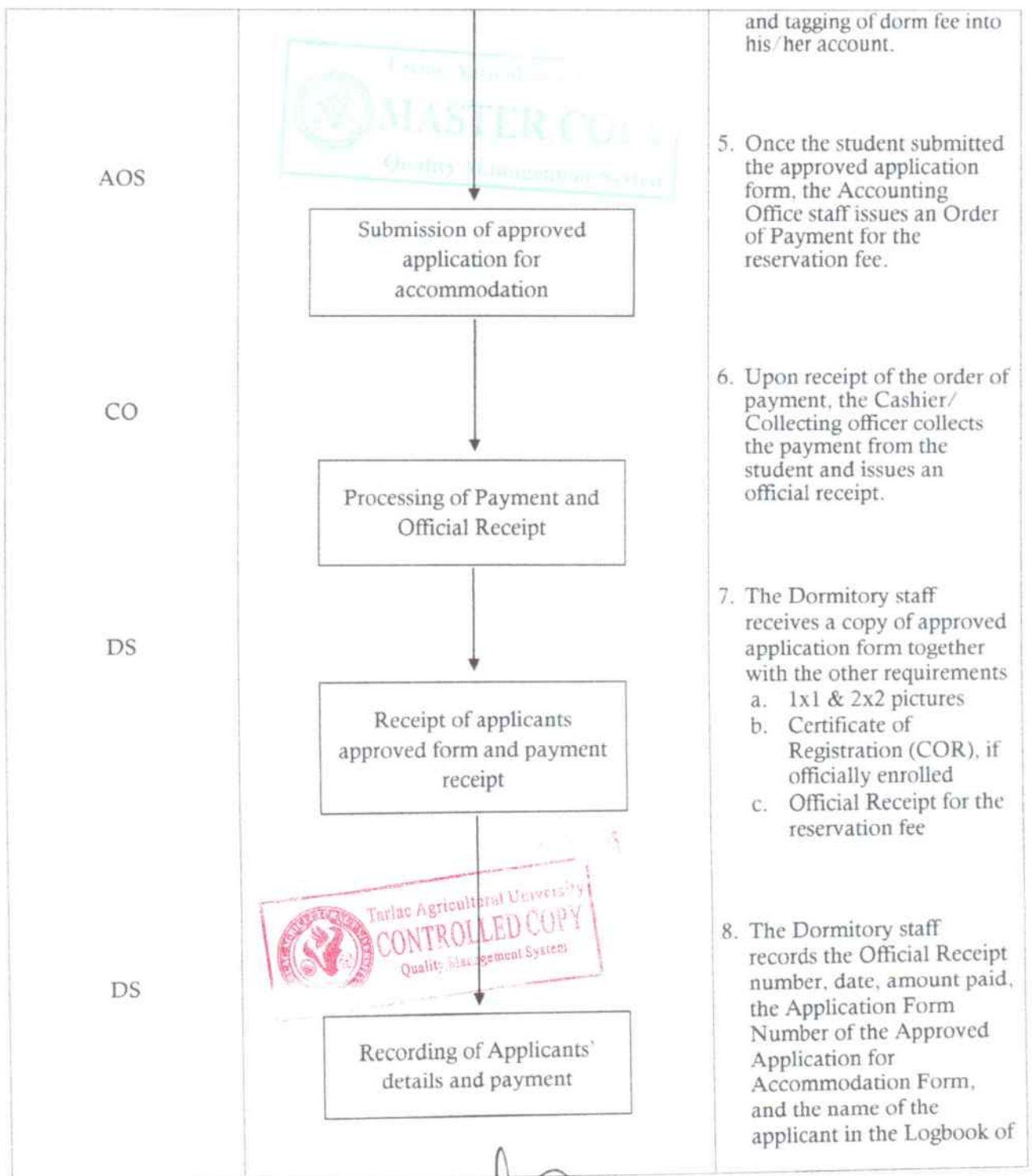
  
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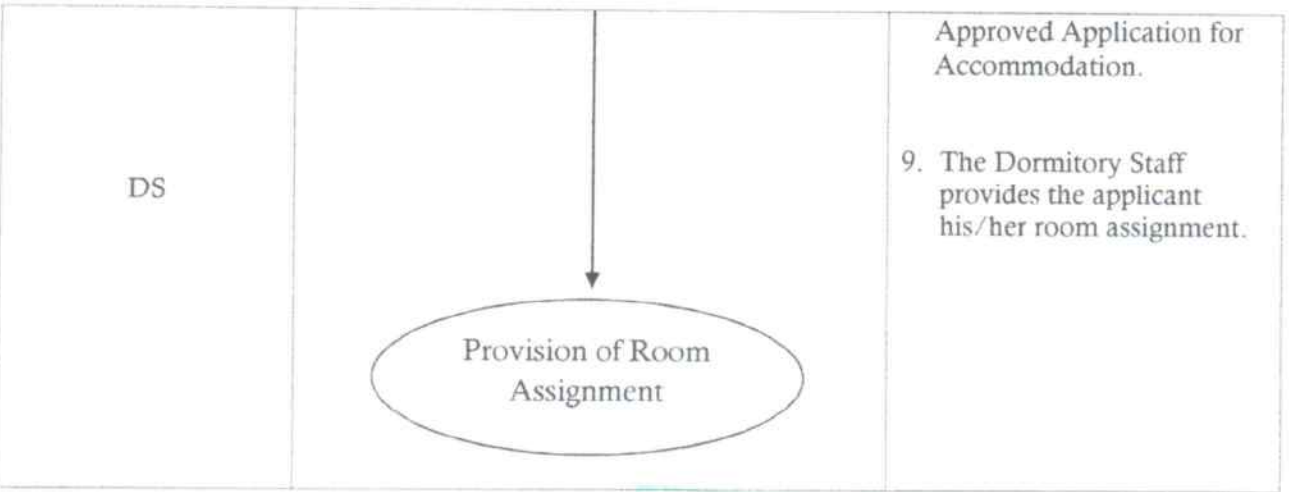
  
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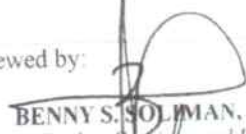
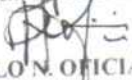
  
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*ST/C President*

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