Frontline Services

Student Housing Unit

OFFICE OF THE STUDENT SERVICES (OSA)
## Student Housing Unit

### Schedule of Availability of Service
- Monday to Friday
- 8:00am – 5:00pm

### Who may avail of the Service:
- Freshmen and Transfer students

### What are the requirements:
- Photocopy of Certificate of Good Moral Character, Form 137/138 and one (1) piece 2x2 ID picture

### Duration:
- 10 days and 15 minutes

### How to avail of the Service:

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Office Activity</th>
<th>Duration of Activity</th>
<th>Fees and Charges</th>
<th>Person In-Charge</th>
</tr>
</thead>
</table>
| 1    | - Proceed to the Student Housing Unit to check the list with the address area and type of boarding accredited BH/Dormitories.  
- Secure a form | - Check the requirements of the applicant;  
- Issue Form | 15 minutes |  | Tomasa T. Lania |
| 2    | Submit accomplished form and requirements | - Accept the form and requirements.  
- Instruct the applicant to proceed for the selected boarding house/dormitory. | 15 minutes |  | Tomasa T. Lania |
| 3    | | - Issue endorsement letter to the dorm manager through a lodging permit | 5 minutes |  | Tomasa T. Lania |
| 4    | | - Follow up students accommodation based on the Summary List of Dorm Occupants submitted by the Accredited Boarding Houses | 10 working days |  | Tomasa T. Lania |

**End of Transaction (OSA)**