



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:

Step	Applicant/Client	Office Activity	Duration of Activity	Fees and Charges	Person In-Charge
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)					