



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration
MARCELO H. DEL PILAR CAMPUS
OFFICE OF THE DIRECTOR

PUP Communication Tracking System
2018-
Tracking Number

MEMORANDUM ORDER
No.1, Series of 2018

TO : ALL CONCERNED

SUBJECT : IMPLEMENTATION OF RULES AND REGULATIONS ON OVERNIGHT STAY IN THE CAMPUS AS PER INSTRUCTION FROM THE OFFICE OF THE PRESIDENT (MEMORANDUM ORDER No. 001, Series of 2018)

DATE : January 10, 2018

The University considers the safety and protection of its students and employees as a priority thereby issuing Memorandum Order No. 001, Series of 2018. As stated, all overnight stay in the campus is regulated as per provisions provided by the memorandum.

The Security Officers assigned to the campus is directed to strictly conduct room and office inspection in the Graduate School Building and the academic floor of Hasmin Hostel including janitor's quarters starting at 9:30 PM to ensure that all rooms and offices are cleared of students, employees, concessionaires and other visitors/guests of the campus.


The gate of the parking space will be closed by 10:00 PM and opened again at 5:00 AM depending on directives issued by this office.

The entry of students and employees, including PUP officials, and individuals under contract with the University either directly or indirectly, after office hours (including Sundays and Holidays) must be strictly monitored. The assigned Security Officers is directed to maintain a log book of all entry and submit it to this office for notation before proceeding to submit the same to the Office of the Vice President for Administration (OVPA).

In the case of Accreditation-related activities and other academic activities in the campus the provisions of Section 4 and Section 5 of the Memorandum Order No. 001, Series of 2018 shall take effect. This office shall be provided a copy of the approved requests for verification and recording.

The students and employees who are tenants of the hostel are advised to log in the security log book for security reasons and ease of enumeration if ever an emergency, disaster or risks occurs within the campus premises.

For strict compliance.


MR. JEAN PAUL G. MARTIREZ
Director

Ground Flr., PUP Graduate School Bldg., M.H. Del Pilar Campus, Valencia St. corner Ramon Magsaysay Blvd., Sta. Mesa, Manila
Phone: (Director) 02-7160930 (Staff) 02-7160105 (Hasmin Hostel Manager) 02-7160956
Website: www.pup.edu.ph E-mail: mhdelpilarcampus_director@pup.edu.ph

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OFFICE OF THE DIRECTOR

MEMORANDUM ORDER
No. 29, Series of 2017

TO : ALL CONCERNED

SUBJECT : IMPLEMENTATION OF RULES AND REGULATIONS ON OVERNIGHT STAY IN THE CAMPUS

DATE : September 18, 2017

The University considers the safety and protection of its students and employees as a priority thereby issuing Memorandum Order No. 036, Series of 2017. As stated all overnight stay in the campus is regulated as per provisions provided by the memorandum.

The Security Officers assigned to the campus is directed to strictly conduct room and office inspection in the Graduate School Building and the academic floor of Hasmin Hostel, including janitor's quarters starting at 9:30 PM to ensure that all rooms and offices are cleared of students, employees, concessionaires and other visitors/guests of the campus.

The gate of the parking space will be closed by 10:00 PM and opened again at 5:00 AM depending on directives issued by this office.

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In the case of Accreditation-related activities and other academic activities in the campus the provisions of Section 4 and 5 of the Memorandum Order 036, Series of 2017 shall take effect. This office shall be provided a copy of an approved requests for verification and recording.

The students and employees who are tenants of the hostel are advised to log in the security log book for security reasons and ease of enumeration if ever an emergency, disaster or risks occurs within the campus premises.

For strict compliance.

(Signature)
MR. JEAN PAUL G. MARTINEZ
Director

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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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MEMORANDUM ORDER
No. 20, Series of 2016

TO : ALL CONCERNED

SUBJECT : IMPLEMENTATION OF RULES AND REGULATIONS ON OVERNIGHT STAY IN THE CAMPUS

DATE : October 17, 2016

The University considers the safety and protection of its students and employees as a priority, thereby issuing Memorandum Order No. 39 Series of 2016. As stated all overnight stay in the campus is regulated as per provisions provided by the memorandum.

The Security Officers assigned to the campus is directed to strictly conduct room and office inspection in the Graduate School Building and the academic floor of Hasmin Hostel, including janitor's quarters starting at 9:30 PM to ensure that all rooms and offices are cleared of students, employees, concessionaires and other visitors/guests of the campus.

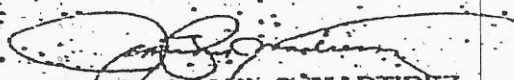
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The entry of students and employees, including PUP officials, and individuals under contract with the University either directly or indirectly after office hours (including Sundays and Holidays) must be strictly monitored. The assigned Security Officers is directed to maintain a log book of all entry and submit it to this office for notation before proceeding to submit the same to the Office of the Vice President for Administration (OVPA).

In the case of Accreditation-related activities and other academic activities in the campus the provisions of Section 4 and 5 of the Memorandum Order No. 39 Series of 2016 shall take effect. This office shall be provided a copy of an approved requests for verification and recording.

The students and employees who are tenants of the hostel are advised to log in the security log book for security reasons and ease of enumeration if ever an emergency, disaster or risks occurs within the campus premises.

For strict compliance.


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MEMORANDUM ORDER
No. 18, Series of 2015

TO : ALL CONCERNED
SUBJECT : IMPLEMENTATION OF RULES AND REGULATIONS ON OVERNIGHT STAY IN THE CAMPUS

DATE: June 15, 2015

The University considers the safety and protection of its students and employees as a priority thereby issuing Memorandum Order No. 22 Series of 2015. As stated all overnight stay in the campus is regulated as per provisions provided by the memorandum.

The Security Officers assigned to the campus is directed to strictly conduct room and office inspection in the Graduate School Building and the academic floor of Hasmin Hostel, including janitor's quarters starting at 9:30 PM to ensure that all rooms and offices are cleared of students, employees, concessionaires and other visitors/guests of the campus.

The gate of the parking space will be closed by 10:00 PM and opened again at 5:00 AM depending on directives issued by this office.

The entry of students and employees, including PUP officials, and individuals under contract with the University either directly or indirectly after office hours (including Sundays and Holidays) must be strictly monitored. The assigned Security Officers is directed to maintain a log book of all entry and submit it to this office for notation before proceeding to submit the same to the Office of the Vice President for Administration (OVPA).

In the case of Accreditation-related activities and other academic activities in the campus the provisions of Section 4 and 5 of the Memorandum Order No. 22, Series of 2015 shall take effect. This office shall be provided a copy of an approved requests for verification and recording.

The students and employees who are tenants of the hostel are advised to log in the security log book for security reasons and ease of enumeration if ever an emergency, disaster or risks occurs within the campus premises.

For strict compliance.

(Signature)
MR. JEAN PAUL G. MARTINEZ
Director

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OFFICE OF THE HOSTEL MANAGER

WELCOME TO PUP HASMIN HOSTEL
HOUSE RULES & REGULATIONS

For the purpose of maintaining discipline and implementing security measures, the following house rules must be strictly observed.

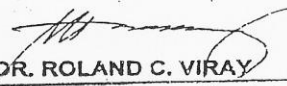
1. ALL OFFICIAL TRANSACTIONS SHOULD BE CONDUCTED AT THE COUNTER LOCATED AT THEIR GROUND FLOOR OF THE HASMIN HOSTEL.
2. ONLY REGISTERED RESIDENTS ARE ALLOWED TO STAY IN THE DORMITORY AND USE THE HOSTEL FACILITIES.
3. UPON CHECK-IN
Only electric fans, laptop computer and table lamp may be registered and used inside the hostel rooms. Other appliances may be registered and brought to the room, subject to the approval of the management, only after the installation of the sub-meter for electricity.
4. VISITORS ARE ALLOWED ONLY AT THE VISITING AREA LOCATED AT THE GROUND FLOOR LOBBY OF THE HOSTEL FROM 8:00 A.M. TO 7:00 P.M.
5. BE ALWAYS ALERT AND CONSCIOUS OF THE SAFETY AND SECURITY OF ALL THE PEOPLE IN THE HOSTEL.
 - a. Keep the door of your room closed/locked at all times.
 - b. All residents must be inside their rooms by **11:00 p.m.**
 - c. **Curfew is at 10:00 p.m. every night.** No resident will be allowed to enter the Hostel after the curfew. A gate pass may be secured, in advance, from the Hostel Manager if the resident will be returning beyond the curfew time.
 - d. Always **SIGN OUT** at the guard's desk and indicate destination upon leaving and **SIGN IN** upon entrance to the Hostel premises.
6. DO NOT LEAVE ANY VALUABLES INSIDE YOUR ROOM. THE MANAGEMENT WILL NOT BE RESPONSIBLE FOR ANY LOSSES OF PERSONAL BELONGINGS DURING YOUR STAY. LIKEWISE, FOR OUR MUTUAL PROTECTION, THE MANAGEMENT HAS THE RIGHT TO CHECK OR INSPECT THE ROOM AT A GIVEN TIME WITH THE PRESENCE OF THE RESIDENT(S).
7. CONSERVE ELECTRICITY AND WATER.
 - a. Switch off lights and unplug duly registered appliances when not in use.
 - b. Always turn off water faucets tightly to avoid water drippings. Report any leak immediately to the Hostel's maintenance personnel with office at the ground floor beside medical clinic.
8. MAINTAIN CLEANLINESS IN THE AREA AT ALL TIMES.
 - a. Place garbage and litters in the waste bins. Line waste bins with a plastic bag for easy disposal of garbage.
 - b. No posting of posters, stickers, papers, etc. inside the room.
 - c. Keep your room always clean and tidy.
9. AVOID CLOGGING OF THE DRAINAGE. Throw and put fallen strands of hair, used toilet papers and other solid wastes into the wastebasket.
10. WEARING OF PROPER ATTIRE. Residents should not loiter in the hostel premises in their house dresses, like shorts and slippers, and sleepwear.



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13. RESPECT THE PRIVACY OF YOUR FELLOW BOARDERS. TURN DOWN THE VOLUME OF YOUR RADION AND OTHER DEVICES THAT PRODUCE SOUND.
14. **PAYMENT OF LEASE RENTALS AND UTILITIES:**
- a. Rental billing statement for a given month will be released on the last day of the previous month. Payment must be made within the first five (5) days of the given month. Failure on the part of the LESSEE to pay within the said period shall be a ground for termination of the Lease Agreement.
 - b. The LESSEE shall give two (2) months deposit and one (1) month advance upon signing of the Lease of Contract. The deposit shall not be used and consumed as rental payment by the LESSEE. In case of damages and any unpaid bills attributed to the LESSEE, the deposit shall cover as payments for such, and, if not sufficient, the LESSEE shall be required to pay the full amount.
 - c. **LOST KEYS** shall be charged Php 100.00 each.
 - d. **Overnight stay of parents of student-tenants may be allowed for a minimal fee of Php 300.00/night for non air-conditioned room, subject to room availability. The Hostel Manager should be informed of the request for overnight stay thru a Letter of Intent submitted at least three (3) days before the start of their stay.**
 - e. **ALL PAYMENTS** shall be made to the Cashier's Office at the main campus
15. **LODGING OF COMPLAINTS:** If there are any complaints from the residents regarding employees and other personnel of the Hostel, the following steps should be undertaken:
- a. Write a letter of complaint to the Manager of the Hostel.
 - b. Discuss the situation with the Manager or his/her Assistant to amicably settle the problem.
16. **COOPERATION IS ESSENTIAL IN PROMOTING HARMONIOUS RELATIONSHIP AMONG ALL CONCERNED PERSONS IN THE HOSTEL.**
17. **OFFENSES:** Offenses are classified into two:
- a. **Grave Offenses** include unauthorized stay of visitors, alarm and scandal, gambling, drinking of liquor and other alcoholic beverages and other illegal activities.
 - b. **Light Offense** include washing and ironing of clothes, bringing in of pets, improper disposal of garbage, failure to sign-in or sign-out at the guard's desk and loitering at the hostel premises wearing improper attire.
18. **SANCTIONS**
- a. **Grave Offense:** Termination of stay in Hasmin Hostel Dormitory & ban from future stay in the Hostel.
 - b. **Light Offense:** Written reprimand. In case of commission of a second light offense by a tenant, the penalty shall be similar to that of a grave offense.

I fully understand the above-stated Hasmin Hostel Rules and Regulations and agree to abide by all of them

_____	 DR. ROLAND C. VIRAY
Applicant	Manager, Hasmin Hostel
_____	_____
Guardian/Parent	Witness

Revised 2018



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4. VISITORS ARE ALLOWED ONLY AT THE VISITING AREA LOCATED AT THE GROUND FLOOR LOBBY OF THE HOSTEL FROM 8:00 A.M. TO 7:00 P.M.
5. BE ALWAYS ALERT AND CONSCIOUS OF THE SAFETY AND SECURITY OF ALL THE PEOPLE IN THE HOSTEL.
 - a. Keep the door of your room closed/locked at all times.
 - b. All residents must be inside their rooms by **11:00 p.m.**
 - c. **Curfew is at 10:00 p.m. every night.** No resident will be allowed to enter the Hostel after the curfew. A gate pass may be secured, in advance, from the Hostel Manager if the resident will be returning beyond the curfew time.
 - d. Always **SIGN OUT** at the guard's desk and indicate destination upon leaving and **SIGN IN** upon entrance to the Hostel premises.
6. DO NOT LEAVE ANY VALUABLES INSIDE YOUR ROOM. THE MANAGEMENT WILL NOT BE RESPONSIBLE FOR ANY LOSSES OF PERSONAL BELONGINGS DURING YOUR STAY. LIKEWISE, FOR OUR MUTUAL PROTECTION, THE MANAGEMENT HAS THE RIGHT TO CHECK OR INSPECT THE ROOM AT A GIVEN TIME WITH THE PRESENCE OF THE RESIDENT(S).
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 - a. Switch off lights and unplug duly registered appliances when not in use.
 - b. Always turn off water faucets tightly to avoid water drippings. Report any leak immediately to the Hostel's maintenance personnel with office at the ground floor beside medical clinic.
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 - c. Keep your room always clean and tidy.
9. AVOID CLOGGING OF THE DRAINAGE. Throw and put fallen strands of hair, use toilet papers and other solid wastes into the wastebasket.
10. WEARING OF PROPER ATTIRE. Residents should not loiter in the hostel premises in their house dresses, like shorts and slippers, and sleepwear.



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13. RESPECT THE PRIVACY OF YOUR FELLOW RESIDENTS. DO NOT EXCEED THE VOLUME OF YOUR RADION AND OTHER DEVICES THAT PRODUCE SOUND.
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 - c. LOST KEYS shall be charged Php 100.00 each.
 - d. Overnight stay of parents of student-tenants may be allowed for a minimal fee of Php 300.00/night for non air-conditioned room, subject to room availability. The Hostel Manager should be informed of the request for overnight stay thru a Letter of Intent submitted at least three (3) days before the start of their stay.
 - e. ALL PAYMENTS shall be made to the Cashier's Office at the main campus
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18. SANCTIONS
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_____	 DR. ROLAND C. VIRAY
Applicant	Manager, Hasmin Hostel
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Revised 2017



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WELCOME TO PUP HASMIN HOSTEL
HOUSE RULES & REGULATIONS

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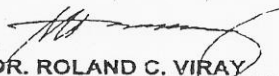
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I fully understand the above-stated Hasmin Hostel Rules and Regulations and agree to abide by all of them

_____ Applicant	 DR. ROLAND C. VIRAY Manager, Hasmin Hostel
_____ Guardian/Parent	_____ Witness

Revised 2013



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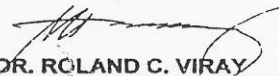
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 - d. Always **SIGN OUT** at the guard's desk and indicate destination upon leaving and **SIGN IN** upon entrance to the Hostel premises.
6. DO NOT LEAVE ANY VALUABLES INSIDE YOUR ROOM. THE MANAGEMENT WILL NOT BE RESPONSIBLE FOR ANY LOSSES OF PERSONAL BELONGINGS DURING YOUR STAY. LIKEWISE, FOR OUR MUTUAL PROTECTION, THE MANAGEMENT HAS THE RIGHT TO CHECK OR INSPECT THE ROOM AT A GIVEN TIME WITH THE PRESENCE OF THE RESIDENT(S).
7. CONSERVE ELECTRICITY AND WATER.
 - a. Switch off lights and unplug duly registered appliances when not in use.
 - b. Always turn off water faucets tightly to avoid water drippings. Report any leak immediately to the Hostel's maintenance personnel with office at the ground floor beside medical clinic.
8. MAINTAIN CLEANLINESS IN THE AREA AT ALL TIMES.
 - a. Place garbage and litters in the waste bins. Line waste bins with a plastic bag for easy disposal of garbage.
 - b. No posting of posters, stickers, papers, etc. inside the room.
 - c. Keep your room always clean and tidy.
9. AVOID CLOGGING OF THE DRAINAGE. Throw and put fallen strands of hair, used toilet papers and other solid wastes into the wastebasket.
10. WEARING OF PROPER ATTIRE. Residents should not loiter in the hostel premises in their house dresses, like shorts and slippers, and sleepwear.



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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

13. RESPECT THE PRIVACY OF YOUR FELLOW BOARDERS. TURN DOWN THE VOLUME OF YOUR RADION AND OTHER DEVICES THAT PRODUCE SOUND.
14. PAYMENT OF LEASE RENTALS AND UTILITIES:
- a. Rental billing statement for a given month will be released on the last day of the previous month. Payment must be made within the firsts five (5) days of the given month. Failure on the part of the LESSEE to pay within the said period shall be a ground for termination of the Lease Agreement.
 - b. The LESSEE shall give two (2) months deposit and one (1) month advance upon signing of the Lease of Contract. The deposit shall not be used and consumed as rental payment by the LESSEE. In case of damages and any unpaid bills attributed to the LESSEE, the deposit shall cover as payments for such, and, if not sufficient, the LESSEE shall be required to pay the full amount.
 - c. LOST KEYS shall be charged Php 100.00 each.
 - d. Overnight stay of parents of student-tenants may be allowed for a minimal fee of Php 300.00/night for non air-conditioned room, subject to room availability. The Hostel Manager should be informed of the request for overnight stay thru a Letter of Intent submitted at least three (3) days before the start of their stay.
 - e. ALL PAYMENTS shall be made to the Cashier's Office at the main campus
15. LODGING OF COMPLAINTS: If there are any complaints from the residents regarding employees and other personnel of the Hostel, the following steps should be undertaken:
- a. Write a letter of complaint to the Manager of the Hostel.
 - b. Discuss the situation with the Manager or his/her Assistant to amicably setter the problem.
16. COOPERATION IS ESSENTIAL IN PROMOTING HARMONIOUS RELATIONSHIP AMONG ALL CONCERED PERSONS IN THE HOSTEL.
17. OFFENSES: Offenses are classified into two:
- a. Grave Offenses include unauthorized stay of visitors, alarm and scandal, gambling, drinking of liquor and other alcoholic beverages and other illegal activities.
 - b. Light Offense include washing and ironing of clothes, bringing in of pets, improper disposal of garbage, failure to sign-in or sign-out at the guard's desk and loitering at the hostel premises wearing improper attire.
18. SANCTIONS
- a. Grave Offense: Termination of stay in Hasmin Hostel Dormitory & ban from future stay in the Hostel.
 - b. Light Offense: Witten reprimand. In case of commission of a second light offense by a tenant, the penalty shall be similar to that of a grave offense.

I fully understand the above-stated Hasmin Hostel Rules and Regulations and agree to abide by all of them

_____ Applicant	 DR. ROLAND C. VIRAY Manager, Hasmin Hostel
_____ Guardian/Parent	_____ Witness

Revised 2015



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Vice President for Administration
MARCELO H. DEL PILAR CAMPUS
OFFICE OF THE HOSTEL MANAGER

WELCOME TO PUP HASMIN HOSTEL
HOUSE RULES & REGULATIONS

For the purpose of maintaining discipline and implementing security measures, the following house rules must be strictly observed.

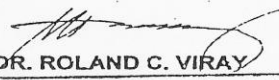
1. ALL OFFICIAL TRANSACTIONS SHOULD BE CONDUCTED AT THE COUNTER LOCATED AT THE GROUND FLOOR OF THE HASMIN HOSTEL.
2. ONLY REGISTERED RESIDENTS ARE ALLOWED TO STAY IN THE DORMITORY AND USE THE HOSTEL FACILITIES.
3. UPON CHECK-IN
Only electric fans, laptop computer and table lamp may be registered and used inside the hostel rooms. Other appliances may be registered and brought to the room, subject to the approval of the management, only after the installation of the sub-meter for electricity.
4. VISITORS ARE ALLOWED ONLY AT THE VISITING AREA LOCATED AT THE GROUND FLOOR LOBBY OF THE HOSTEL FROM 8:00 A.M. TO 7:00 P.M.
5. BE ALWAYS ALERT AND CONSCIOUS OF THE SAFETY AND SECURITY OF ALL THE PEOPLE IN THE HOSTEL.
 - a. Keep the door of your room closed/locked at all times.
 - b. All residents must be inside their rooms by **11:00 p.m.**
 - c. **Curfew is at 10:00 p.m. every night.** No resident will be allowed to enter the Hostel after the curfew. A gate pass may be secured, in advance, from the Hostel Manager if the resident will be returning beyond the curfew time.
 - d. Always **SIGN OUT** at the guard's desk and indicate destination upon leaving and **SIGN IN** upon entrance to the Hostel premises.
6. DO NOT LEAVE ANY VALUABLES INSIDE YOUR ROOM. THE MANAGEMENT WILL NOT BE RESPONSIBLE FOR ANY LOSSES OF PERSONAL BELONGINGS DURING YOUR STAY. LIKEWISE, FOR OUR MUTUAL PROTECTION, THE MANAGEMENT HAS THE RIGHT TO CHECK OR INSPECT THE ROOM AT A GIVEN TIME WITH THE PRESENCE OF THE RESIDENT(S).
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 - b. Always turn off water faucets tightly to avoid water drippings. Report any leak immediately to the Hostel's maintenance personnel with office at the ground floor beside medical clinic.
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 - b. No posting of posters, stickers, papers, etc. inside the room.
 - c. Keep your room always clean and tidy.
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10. WEARING OF PROPER ATTIRE. Residents should not loiter in the hostel premises in their house dresses, like shorts and slippers, and sleepwear.



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 - b. The LESSEE shall give two (2) months deposit and one (1) month advance upon signing of the Lease of Contract. The deposit shall not be used and consumed as rental payment by the LESSEE. In case of damages and any unpaid bills attributed to the LESSEE, the deposit shall cover as payments for such, and, if not sufficient, the LESSEE shall be required to pay the full amount.
 - c. LOST KEYS shall be charged Php 100.00 each.
 - d. Overnight stay of parents of student-tenants may be allowed for a minimal fee of Php 300.00/night for non air-conditioned room, subject to room availability. The Hostel Manager should be informed of the request for overnight stay thru a Letter of Intent submitted at least three (3) days before the start of their stay.
 - e. ALL PAYMENTS shall be made to the Cashier's Office at the main campus
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 - a. Write a letter of complaint to the Manager of the Hostel.
 - b. Discuss the situation with the Manager or his/her Assistant to amicably setter the problem.
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 - a. Grave Offenses include unauthorized stay of visitors, alarm and scandal, gambling, drinking of liquor and other alcoholic beverages and other illegal activities.
 - b. Light Offense include washing and ironing of clothes, bringing in of pets, improper disposal of garbage, failure to sign-in or sign-out at the guard's desk and loitering at the hostel premises wearing improper attire.
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 - b. Light Offense: Witten reprimand. In case of commission of a second light offense by a tenant, the penalty shall be similar to that of a grave offense.

I fully understand the above-stated Hasmin Hostel Rules and Regulations and agree to abide by all of them

_____ Applicant	 DR. ROLAND C. VIRAY Manager, Hasmin Hostel
_____ Guardian/Parent	_____ Witness

Revised 2014



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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 24, Series of 2018

TO : ALL CONCERNED

SUBJECT: DORMITORY POLICIES OF HASMIN HOSTEL
FOR FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES

DATE : JUNE 15, 2018

Consistent with the University Administration agenda of Assuring Transparency in Fiscal Responsibility and Assessing Institutional Processes and Reviewing Critically and Rationally the Organization, the following Dormitory Policies of Hasmin Hostel for Faculty Members and Administrative Employees is hereby prescribed for implementation effective **JUNE 15, 2018** as stated below.

For strict compliance of all concerned.

1.0 POLICY STATEMENT

- 1.1 Dormitories are more than mere provisions for lodging of faculty and administrative employees, the University provides shelter to those homeless sectors of our community for them to cope up with the time/activities required in their works and to experience decent living together with their colleagues.
- 1.2 The residents of the dormitories are expected to develop certain social values in community living, emphasizing both their right and their responsibilities as members of society.
- 1.3 As dormitories are subsidized to a certain extent by the University and can accommodate only a limited number of faculty and administrative employees, accommodation is clearly privilege not a right.
- 1.4 The Manager of the Hasmin Hostel and the Director of the M. Del Pilar Campus shall attend to the welfare of the residents of the dormitory assisted by Security Personnel especially during emergencies and other activities.
- 1.5 Policies on Accommodation in the Dormitories:
 - 1.5.1 Only faculty members and administrative employees who are officially employed or still in active service in the University will be accepted in the dormitory.
 - 1.5.2 Parents, children and spouses of residents (faculty members and administrative employees) who are



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working or studying in the University. Accommodation in the same room of the dormitory tenants but at the special rate equivalent to twice the rate charged to PUP faculty member or an administrative employee.

1.5.3 Individuals from institutions with existing Memorandum of Agreement with the University may be accommodated, subject to space availability.

1.5.4 Four (4) persons shall be accommodated in standard sized rooms and six (6) persons in larger rooms. Occupants in excess of the required number will be charged the standard rate per person, provided the concerned person is a PUP faculty member, a PUP administrative employee, or a PUP student. If the person concerned is not a PUP faculty member, a PUP administrative employee, nor a PUP student, rate specified in item 1.5.2 shall apply.

1.5.5 Officially enrolled students shall be given priority for dormitory accommodation.

2.0 ACCOMMODATIONS

2.1 The 6th floor of the Hasmin Hostel shall be allocated for the dormitories of the faculty members and administrative employees. They may be accommodated in other floors if there are vacancies.

2.2 Requirements for application for accommodation are as follows:

2.2.1 Certification from a medical doctor of one's physical and mental fitness to stay in a dormitory;

2.2.2 Willingness and ability to pay the required advance rental payment and security deposit;

2.2.3 Certificate of employment from the Human Resource Management Department;

2.2.4 Accomplished and signed Contract of Lease;

2.3 The Contract of Lease shall have a duration of twelve (12) months, unless renewed or revoked earlier for a cause. Cessation of PUP employment shall result in cancellation of the Contract of Lease.

2.4 Residents are required to comply with the rules and regulations of the dormitory. Failure to comply will be dealt with accordingly, applying the relevant University policies and pertinent laws.

2.5 The Management reserves the right when necessary to:

2.5.1 Change the room assignment of a tenant;

2nd floor South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 7162644; Telefax: 716-1143
(Toll Free) 7167832 local 213/265 | Website: www.pup.edu.ph E-mail: president@pup.edu.ph

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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

2.5.2 Inspect residents' rooms from time to time in the presence of the residents as part of the safety and security measures of the management.

2.6 Memoranda, circulars and/or orders emanating from the office of the Hostel Manager or other duly constituted University authorities may be issued in order to implement or supplement the provisions of these guidelines.

2.7 All of the above rules shall bind the applicant upon approval of application for admission to the dormitory by the Hostel Manager or his duly authorized representative.

3.0 FEES

3.1 Faculty Members and Administrative Employees shall be charged the amount of **One Thousand Two Hundred Fifty Pesos (P1,250.00)** per person every month, exclusive of water and electricity consumption.

3.2 PUP students shall be charged the amount of **One Thousand One Hundred Pesos (P1,100.00)** per person every month exclusive of water and electricity consumption.

3.3 Relatives of Faculty Members and Administrative Employees as referred to in item 1.5.2 of this memorandum order shall be charged the amount of **Two Thousand Five Hundred Pesos (P2,500.00)** per person every month, exclusive of water and electricity consumption.

3.4 Overnight stay of parents of student-tenants may be allowed for minimal fee of **Php 300.00/night** for non air-conditioned room subject to room availability.

3.5 Individuals from institutions with existing Memorandum of Agreement (MOA) with the University shall be charged based on the provisions of the MOA.


EMANUEL C. DE GUZMAN, PhD
President

5th floor, South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila. Phone: (Direct Line) 7162644; Telefax: 716-1149.
(Trunk Line) 7167832 local 213/265; Website: www.pup.edu.ph; Email: president@pup.edu.ph

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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 22, Series of 2017

TO : ALL CONCERNED

SUBJECT: DORMITORY POLICIES OF HASMIN HOSTEL
FOR FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES

DATE : JUNE 9, 2017

Consistent with the University Administration agenda of Assuring Transparency in Fiscal Responsibility and Assessing Institutional Processes and Reviewing Critically and Rationally the Organization, the following Dormitory Policies of Hasmin Hostel for Faculty Members and Administrative Employees is hereby prescribed for implementation effective **JUNE 9, 2017** as stated below.

For strict compliance of all concerned.

1.0 POLICY STATEMENT

- 1.1 Dormitories are more than mere provisions for lodging of faculty and administrative employees, the University provides shelter to those homeless sectors of our community for them to cope up with the time/activities required in their works and to experience decent living together with their colleagues.
- 1.2 The residents of the dormitories are expected to develop certain social values in community living, emphasizing both their right and their responsibilities as members of society.
- 1.3 As dormitories are subsidized to a certain extent by the University and can accommodate only a limited number of faculty and administrative employees, accommodation is clearly privilege not a right.
- 1.4 The Manager of the Hasmin Hostel and the Director of the M. 1 Del Pilar Campus shall attend to the welfare of the residents of the dormitory assisted by Security Personnel especially during emergencies and other activities.
- 1.5 Policies on Accommodation in the Dormitories:
 - 1.5.1 Only faculty members and administrative employees who are officially employed or still in active service in the University will be accepted in the dormitory.
 - 1.5.2 Parents, children and spouses of residents (faculty members and administrative employees) who are...



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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

WORKING OR STUDYING IN THE SAME ROOM.
accommodation in the same room of the dormitory tenants but at the special rate equivalent to twice the rate charged to PUP faculty member or an administrative employee.

1.5.3 Individuals from institutions with existing Memorandum of Agreement with the University may be accommodated, subject to space availability.

1.5.4 Four (4) persons shall be accommodated in standard sized rooms and six (6) persons in larger rooms. Occupants in excess of the required number will be charged the standard rate per person, provided the concerned person is a PUP faculty member, a PUP administrative employee, or a PUP student. If the person concerned is not a PUP faculty member, a PUP administrative employee, nor a PUP student, rate specified in item 1.5.2 shall apply.

1.5.5 Officially enrolled students shall be given priority for dormitory accommodation.

2.0 ACCOMMODATIONS

2.1 The 6th floor of the Hasmin Hostel shall be allocated for the dormitories of the faculty members and administrative employees. They may be accommodated in other floors if there are vacancies.

2.2 Requirements for application for accommodation are as follows:

2.2.1 Certification from a medical doctor of one's physical and mental fitness to stay in a dormitory;

2.2.2 Willingness and ability to pay the required advance rental payment and security deposit;

2.2.3 Certificate of employment from the Human Resource Management Department;

2.2.4 Accomplished and signed Contract of Lease;

2.3 The Contract of Lease shall have a duration of twelve (12) months, unless renewed or revoked earlier for a cause. Cessation of PUP employment shall result in cancellation of the Contract of Lease.

2.4 Residents are required to comply with the rules and regulations of the dormitory. Failure to comply will be dealt with accordingly, applying the relevant University policies and pertinent laws.

2.5 The Management reserves the right when necessary to:

2.5.1 Change the room assignment of a tenant;

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(Trunk Line) 7167832 local 213/265; Website: www.pup.edu.ph E-mail: president@pup.edu.ph

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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

2.5.2 Inspect residents' rooms from time to time in the presence of the residents as part of the safety and security measures of the management.

2.6 Memoranda, circulars and/or orders emanating from the office of the Hostel Manager or other duly constituted University authorities may be issued in order to implement or supplement the provisions of these guidelines.

2.7 All of the above rules shall bind the applicant upon approval of application for admission to the dormitory by the Hostel Manager or his duly authorized representative.

3.0 FEES

3.1 Faculty Members and Administrative Employees shall be charged the amount of **One Thousand Two Hundred Fifty Pesos (P1,250.00)** per person every month, exclusive of water and electricity consumption.

3.2 PUP students shall be charged the amount of **One Thousand One Hundred Pesos (P1,100.00)** per person every month, exclusive of water and electricity consumption.

3.3 Relatives of Faculty Members and Administrative Employees as referred to in Item 1.5.2 of this Memorandum order shall be charged the amount of **Two Thousand Five Hundred Pesos (P2,500.00)** per person every month, exclusive of water and electricity consumption.

3.4 Overnight stay of parents of student-tenants may be allowed for a minimal fee of **Php 300.00/night** for non air-conditioned room subject to room availability.

3.5 Individuals from institutions with existing Memorandum of Agreement (MOA) with the University shall be charged based on the provisions of the MOA.


EMANUEL C. DE GUZMAN, PHD
President

9th floor South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila. Phone: (Direct Line) 7162644; Telefax: 716-1143.
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**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

Outstanding Achievements:

Outstanding Registrar
Gawad Katapatan
Distinguished Award-Faculty

Academic Year 2013-2014
September 30, 2014
November 15, 2014

PUP – Sta.Mesa, Manila
PUP – Sta.Mesa, Manila
PUP – Sta.Mesa, Manila

Examination Passed:

Licensure Examination for Teachers (LET)
Passed the Sub-professional Board Examination
Civil Service Eligible for being an Honor Graduate

AACCUP Accreditor

CHARACTER REFERENCES:

Dr. Milagria A. Gomez
Faculty member, College of Education-Graduate Studies
PUP- Sta. Mesa, Manila

Dr. Edgardo Latoza
Chief – Asset Management Office
PUP- Sta. Mesa, Manila

Prof. Cristalina R. Piers
Principal, PUP Laboratory High School
PUP- Sta. Mesa, Manila

I hereby certify that the above information is true and correct.

TERESA V. MOBILLA



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Guidelines and Policies on Student Housing and Residential Services



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
Sta. Mesa, Manila

Area VIII
Part I
I, 2

MEMORANDUM ORDER

No. _____ Series of 2013

TO ALL CONCERNED

SUBJECT DORMITORY POLICIES OF HASMIN HOSTEL
FOR FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES

DATE May 31, 2013

Consistent with the University Administration agenda of Assuring Transparency in Fiscal Responsibility and Assessing Institutional Processes and Reviewing Critically and Rationally the Organization, the following Dormitory Policies of Hasmin Hostel for Faculty Members and Administrative Employees is hereby prescribed for implementation effective June 1, 2013 as stated below:

For strict compliance of all concerned.

1.0 POLICY STATEMENT

- 1.1 Dormitories are more than mere provisions for lodging of faculty, and administrative employees, the University provides shelter to those homeless sectors of our community for them to cope up with the time/activities required in their works and to experience decent living together with their colleagues.
- 1.2 The residents of the dormitories are expected to develop certain social values in community living, emphasizing both their rights and their responsibilities as members of society.
- 1.3 As dormitories are subsidized to a certain extent by the University and can accommodate only so many faculty and administrative employees, accommodation is clearly a privilege not a right.
- 1.4 The Manager of the Hasmin Hostel and the Director of the M. H. Del Pilar Campus shall attend to the welfare of the tenants at the hostel dormitory assisted by Security Personnel especially during emergencies and other activities.
- 1.5 Policies on Accommodation in the Dormitories:
 - 1.5.1 Only faculty members and administrative employees who are officially employed or still in active service in the University will be accepted for dormitory accommodation.
 - 1.5.2 Parents, children and spouses of tenant faculty members and administrative employees who are not working or studying in the University will be allowed accommodation in the same room of the dormitory tenants but at the special rate equivalent to twice the rate charged to PUP faculty member or an administrative employee.
 - 1.5.3 Individuals from institutions with existing Memorandum of Agreement with the University may be accommodated, subject to space availability.
 - 1.5.4 Four (4) persons shall be accommodated in standard sized rooms and six (6) persons in larger rooms. Occupants in excess of the required number will be charged the standard rate per person, provided the concerned person is a PUP faculty member, a PUP administrative employee, or a PUP student. If the person concerned is not a PUP faculty member, a PUP administrative employee, nor a PUP student, rate specified in item 1.5.2 shall apply.

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OFFICE OF THE PRESIDENT
Sta. Mesa, Manila

2.0 ACCOMMODATIONS

- 2.1 The 6th floor of the dormitory will be allocated for faculty members and administrative employees. They may be accommodated in other floors if there are vacancies.
- 2.2 Requirements for application for accommodation are as follows:
 - 2.2.1 Certification from a medical doctor of one's physical and mental fitness to stay in a dormitory;
 - 2.2.2 Willingness and ability to pay the required advance rental payment and security deposit;
 - 2.2.3 Certificate of employment from the Human Resource Management Department;
 - 2.2.4 Accomplished and signed Contract of Lease.
- 2.3 The Contract of Lease shall have a duration of twelve (12) months, unless renewed or revoked earlier for a cause. Cessation of PUP employment shall result in cancellation of the Contract of Lease.
- 2.4 Residents are required to comply with the rules and regulations of the dormitory. Failure to comply will be dealt with accordingly, applying the relevant University policies and pertinent laws.
- 2.5 The Management reserves the right when necessary to:
 - 2.5.1 Change the room, assignment of a tenant;
 - 2.5.2 Inspect residents' rooms from time to time as part of the safety and security measures of the management.
- 2.6 Memoranda, circulars and/or orders emanating from the Hostel Manager or other duly constituted University authorities may be issued in order to implement or supplement the provisions of these guidelines.
- 2.7 All of the above rules shall bind the applicant upon approval of application for admission to the dormitory by the Hostel Manager or his duly authorized representative.

3.0 FEES

- 3.1 Faculty Members and Administrative Employees will be charged the amount of One Thousand Two Hundred Fifty Pesos (P1,250.00) per person every month exclusive of water and electricity consumption.
- 3.2 PUP students will be charged the amount of One Thousand One Hundred Pesos (P1,100.00) per person every month exclusive of water and electricity consumption.
- 3.3 Relatives of Faculty Members and Administrative Employees as referred to in Item 1.5.2 of this memorandum order will be charged the amount of Two Thousand Five Hundred Pesos (P2,500.00) per person every month exclusive of water and electricity consumption.
- 3.4 Individuals from institutions with existing Memorandum of Agreement (MOA) with the University shall be charged based on what are provided in the MOA.

DR. EMANUEL C. DE GUZMAN
President

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RECEIVED 6-26-13



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

TO: DR. ROLAND C. VIRAY
Manager, Hasmin Hostel

SUBJECT: PROCESSING OF APPLICANTS FOR RESIDENCY AT THE HASMIN HOSTEL THIS
FIRST SEMESTER, ACADEMIC YEAR 2013-2014

DATE: 25 June 2013

This is to furnish you with a copy of the following EXECOM-approved documents related to the operations of the Hasmin Hostel:

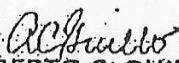
1. Dormitory Policies of Hasmin Hostel For Faculty Members and Administrative Employees;
2. Lease Agreement for Students and Transients;
3. Lease Agreement for Faculty Members and Administrative Employees;
4. PUP-Hasmin Hostel Rules and Regulations.

In view of the availability of the above-stated documents, you are expected to ensure:

1. That no tenant with unsettled account will be allowed to enter into a lease agreement with the University;
2. That the provisions in the demand letter issued to concerned tenants be strictly implemented;
3. That all lessees (students, faculty members and administrative employees) attend the general orientation of tenants to be conducted by the Hostel Management;
4. That the Hostel Management complies with the following schedule for the timely issuance of electricity billing statements to tenants:
 - a. Cut-off billing period, every 7th or 8th day of the month
 - b. Submit to Accounting the Summary of all Actual Electrical Consumption by Room, on or before the 10th day of the month
 - c. Release of electricity billing statement from Accounting to Hasmin Hostel Management Office, on or before the 15th day of the month
 - d. Release of billing statement to tenants, on or before the 17th day of the month.

Relatedly, please submit to the office of the undersigned an update report on the Hasmin Hostel operations, including the collection report on arrears of current and previous tenants.

For compliance:


ALBERTO C. GUILLO
Vice President for Administration

cc: M.H. del Pilar Campus Director
Accounting Department



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 025, Series of 2013

PUP CENTRAL RECORDS OFFICE

RECEIVED BY *aline*

DATE *6-25-13*

9:27 AM

TO : ALL CONCERNED

SUBJECT: DORMITORY POLICIES OF HASMIN HOSTEL
FOR FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES

DATE : JUNE 15, 2013

Consistent with the University Administration agenda of Assuring Transparency in Fiscal Responsibility and Assessing Institutional Processes and Reviewing Critically and Rationally the Organization, the following Dormitory Policies of Hasmin Hostel for Faculty Members and Administrative Employees is hereby prescribed for implementation effective June 15, 2013 as stated below.

For strict compliance of all concerned.

1.0 POLICY STATEMENT

- 1.1 Dormitories are more than mere provisions for lodging of faculty, and administrative employees, the University provides shelter to those homeless sectors of our community for them to cope up with the time/activities required in their works and to experience decent living together with their colleagues.
- 1.2 The residents of the dormitories are expected to develop certain social values in community living, emphasizing both their rights and their responsibilities as members of society.
- 1.3 As dormitories are subsidized to a certain extent by the University and can accommodate only a limited number of faculty and administrative employees, accommodation is clearly a privilege not a right.
- 1.4 The Manager of the Hasmin Hostel and the Director of the M. H. Del Pilar Campus shall attend to the welfare of the residents of the dormitory assisted by Security Personnel especially during emergencies and other activities.
- 1.5 Policies on Accommodation in the Dormitories:
 - 1.5.1 Only faculty members and administrative employees who are officially employed or still in active service in the University will be accepted in the dormitory.
 - 1.5.2 Parents, children and spouses of residents (faculty members and administrative employees) who are not

2nd floor South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila. Phone: (Direct Line) 7102644; Tele/dx: 710-1143
(Toll-free Line) 7187892 local 212/265; Website: www.pup.edu.ph E-mail: president@pup.edu.ph

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working or studying in the University will be allowed accommodation in the same room of the dormitory tenants but at the special rate equivalent to twice the rate charged to PUP faculty member or an administrative employee.

1.5.3 Individuals from institutions with existing Memorandum of Agreement with the University may be accommodated, subject to space availability.

1.5.4 Four (4) persons shall be accommodated in standard sized rooms and six (6) persons in larger rooms. Occupants in excess of the required number will be charged the standard rate per person, provided the concerned person is a PUP faculty member, a PUP administrative employee, or a PUP student. If the person concerned is not a PUP faculty member, a PUP administrative employee, nor a PUP student, rate specified in item 1.5.2 shall apply.

1.5.5 Officially enrolled students shall be given priority for dormitory accommodation.

2.0 ACCOMMODATIONS

2.1 The 6th floor of the Masmin Hostel shall be allocated for the dormitories of the faculty members and administrative employees. They may be accommodated in other floors if there are vacancies.

2.2 Requirements for application for accommodation are as follows:

2.2.1 Certification from a medical doctor of one's physical and mental fitness to stay in a dormitory;

2.2.2 Willingness and ability to pay the required advance rental payment and security deposit;

2.2.3 Certificate of employment from the Human Resource Management Department;

2.2.4 Accomplished and signed Contract of Lease;

2.3 The Contract of Lease shall have a duration of twelve (12) months, unless renewed or revoked earlier for a cause. Cessation of PUP employment shall result in cancellation of the Contract of Lease.

2.4 Residents are required to comply with the rules and regulations of the dormitory. Failure to comply will be dealt with accordingly, applying the relevant University policies and pertinent laws.

2.5 The Management reserves the right, when necessary to:

2.5.1 Change the room assignment of a tenant;

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(Toll-free) 7197832 / 716-2644, Website: www.pup.edu.ph E-mail: hrm@pup.edu.ph

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2.5.2 Inspect residents' rooms from time to time in the presence of the residents as part of the safety and security measures of the management.

2.6 Memoranda, circulars and/or orders emanating from the office of the Hostel Manager or other duly constituted University authorities may be issued in order to implement or supplement the provisions of these guidelines.

2.7 All of the above rules shall bind the applicant upon approval of application for admission to the dormitory by the Hostel Manager or his duly authorized representative.

3.0 FEES


3.1 Faculty Members and Administrative Employees shall be charged the amount of One Thousand Two Hundred Fifty Pesos (P1,250.00) per person every month, exclusive of water and electricity consumption.

3.2 PUP students shall be charged the amount of One Thousand One Hundred Pesos (P1,100.00) per person every month, exclusive of water and electricity consumption.

3.3 Relatives of Faculty Members and Administrative Employees as referred to in Item 1.5.2 of this memorandum order shall be charged the amount of Two Thousand Five Hundred Pesos (P2,500.00) per person every month, exclusive of water and electricity consumption.

3.4 Overnight stay of parents of student-tenants may be allowed for a minimal fee of Php 300.00/night for non air-conditioned room, subject to room availability.

3.5 Individuals from institutions with existing Memorandum of Agreement (MOA) with the University shall be charged based on the provisions of the MOA.


EMANUEL D. DE GUZMAN, PH.D.
President

2nd floor South Wing RUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila, Phone (Office Line) 7167852, Tele/Fax 7167149,
(Trunk Line) 7167852 local 215/265, Website: www.pup.edu.ph Email: chair@pup.edu.ph

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Office of the Vice President for Administration
MARCÉLO H. DEL PILAR CAMPUS
OFFICE OF THE HOSTEL MANAGER

SIR. VIRAY

 PUP Communication Tracking System
Tracking Number

MEMORANDUM

TO : All Student Boarders
FROM : Hostel Manager
RE : Summer Stay in Dormitory/Graduating Students
DATE : February 27, 2018

You are hereby advised to inform this office of your intention of continuing your stay for the summer period.

All students who will not use their rooms during summer vacation shall vacate their rooms together with their belongings and must surrender keys in the office. All room rentals shall be paid in full on or before March 15, 2018.

This is likewise a notice for all delinquent boarders to settle their outstanding obligations on or before March 15, 2018. Otherwise, we will be constrained to issue notices to Accounting Office and/or your respective colleges not to enroll you next semester not unless you settle your outstanding obligations.

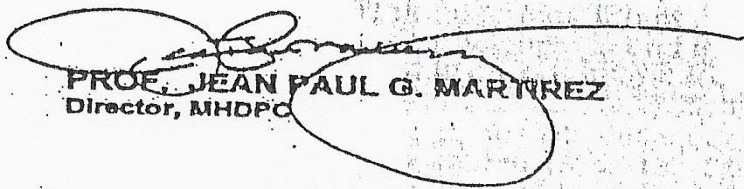
All graduating students are also required to please inform this office for the arrangement of your clearance and turned over of the keys.

Kindly comply immediately.

For your information and guidance.


DR. ROLAND C. VIRAY
Hostel Manager

Noted by:


PROE. JEAN PAUL G. MARTINEZ
Director, MHDFC

Ground Flr, PUP Hasmi'n Hostel Bldg, M. H. Del Pilar Campus, Valenzuela St. corner Ramon Magsaysay Blvd., Sta. Mesa, Manila
Phone: (Telefax-Directors Office) 02-7180930 (Director's Staff) 02-7180108 (Hasmi'n Hostel Manager) 02-7180958
Website: www.pup.edu.ph E-mail: mhd@delarcampus_director@pup.edu.ph

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Office of the Vice President for Administration
MARCELO H. DEL PILAR CAMPUS
OFFICE OF THE HOSTEL MANAGER



PUP Communication Tracking System

Tracking Number

January 26, 2017

Kindly received this demand letter from the Legal Office regarding the dormitory areas.

#	NAME	DATE RECEIVE	SIGNATURE
4	Birion, Juan C.	1/26/18	
7	Criste, Cristoper C.	1-26-18	
3	De Jose, Elmer	1/26/18	
2	Gicana, Norlito R.	1-26-18	
1	Ona, James Brrian K.	1/26/18	
6	Reyes, Pedro	1/26/18	
5	Salandanan, Kim Wilbert	1/26/18	

Prepared by:

AMY A. MONTEZON
AHM Hasmin Hostel

Ground Flr., Hasmin Hostel Bldg., M. H. Del Pilar Campus, Valencia St. corner Ramon Magsaysay Blvd., Sta. Mesa, Manila
Phone: (Telefax-Directors Office) 02-7160930 (Director's Staff) 02-7160108 (Hasmin Hostel Manager) 02-7160956
Website: www.pup.edu.ph E-mail: mhdelpillarcampus_director@pup.edu.ph

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S.K. VIRAY



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 Office of the Vice President for Administration
 MARCELO H. DEL PILAR CAMPUS
 OFFICE OF THE HOSTEL MANAGER

PU Communication Tracking System
 Tracking Number

MEMORANDUM

TO : All Boarders/Tenants
 FROM : Hostel Manager
 RE : Contract of Lease Agreement
 DATE : February 28, 2018

You are requested to see Prof. Amy A. Montazon and/or Mr. Edwin P. Sedilla of the Hostel Office for your Contract of Lease Agreement for June 2018 since this is the start of the said Lease Agreement.

Likewise, the following should be submitted together with your Contract of Lease on or before March 15, 2018.

- 1) Photo copy of your latest registration card
- 2) Photo copies of your latest official receipt payment

All the above shall be submitted immediately before the end of the semester SY 2017-2018.

For strict compliance

DR. ROLAND C. VIRAY
 Hostel Manager

Noted by:

PROF. JEAN PAUL G. MARTIREZ
 Director, MHDPC

Ground Flr., PUP Hasmin Hostel Bldg., M. H. Del Pilar Campus, Valencia St. corner Ramon Magsaysay Blvd., Sta. Mesa, Manila
 Phone: (Telefax-Directors Office) 02-7180230 (Director's Staff) 02-7180103 (Hasmin Hostel Manager) 02-7180958
 Website: www.pup.edu.ph E-mail: mhdel Pilarcampus_director@pup.edu.ph

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 Office of the Vice President for Administration
MARCELO H. DEL PILAR CAMPUS
BUILDING, GROUNDS AND EQUIPMENT MAINTENANCE OFFICE

NOTICE OF MONTHLY COORDINATION MEETING

DATE : Feb. 28, 2018

TO :

1. Amell L. Batronel *3/1/18*
2. Leonardo M. Bulawit *3/1*
3. Armando H. Cruz Jr. *3/1*
4. Rolando B. Doromal *3-1-18*
5. Mcroe A. Gonzales *3/1/18*
6. Efren R. Ilarina *3/1*
7. Jessle Mhar D. Pasumbal *3/1/18*
8. Reynaldo D. Pasumbal *3/1/18*
9. Jefferson B. Riego *3-1-18*
10. Edwin P. Sedilla *3/1*
11. Felipe J. Tomas VI *3/1*

FROM :

[Signature]
 CHRISTOPHER C. CRISTE
 Acting Chief, BGEM

NOTED BY:

[Signature]
 JEAN-PAUL G. MARTIREZ
 Director, MHDPC

Please be inform that our Monthly Meeting will be held on Mar. 1, 2018, 2:00PM, Friday at Carpentry Shop to discuss the following agenda:

1. Report and Submission of Work Accomplishment each section.
2. Submission of Inventory of Supplies/Materials for February 2018
3. Work Status (Accomplished and On-going) each section
4. Presentation of Must-Do Program 2018 Gantt Chart
5. Presentation of OPCR and IPCR Rating 2017
6. Awareness Fire Prevention Month
7. Flag Raising Attendance
8. Habitual Tardiness and Absentism
9. Reminder on **SAFETY FIRST** each section
10. Other Matters

Your attendance is expected. Thank you.



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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

RECEIVED 6-26-13



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

TO: **DR. ROLAND C. VIRAY**
Manager, Hasmin Hostel

SUBJECT: **PROCESSING OF APPLICANTS FOR RESIDENCY AT THE HASMIN HOSTEL THIS FIRST SEMESTER, ACADEMIC YEAR 2013-2014**

DATE: **25 June 2013**

This is to furnish you with a copy of the following EXECOM-approved documents related to the operations of the Hasmin Hostel:

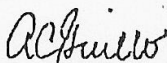
1. Dormitory Policies of Hasmin Hostel For Faculty Members and Administrative Employees;
2. Lease Agreement for Students and Transients;
3. Lease Agreement for Faculty Members and Administrative Employees;
4. PUP Hasmin Hostel Rules and Regulations.

In view of the availability of the above-stated documents, you are expected to ensure:

1. That no tenant with unsettled account will be allowed to enter into a lease agreement with the University;
2. That the provisions in the demand letter issued to concerned tenants be strictly implemented;
3. That all lessees (students, faculty members and administrative employees) attend the general orientation of tenants to be conducted by the Hostel Management;
4. That the Hostel Management complies with the following schedule for the timely issuance of electricity billing statements to tenants:
 - a. Cut-off billing period, every 7th or 8th day of the month
 - b. Submit to Accounting the Summary of all Actual Electrical Consumption by Room, on or before the 10th day of the month
 - c. Release of electricity billing statement from Accounting to Hasmin Hostel Management Office, on or before the 15th day of the month
 - d. Release of billing statement to tenants, on or before the 17th day of the month.

Relatedly, please submit to the office of the undersigned an update report on the Hasmin Hostel operations, including the collection report on arrears of current and previous tenants.

For compliance,


ALBERTO C. GUILLO
Vice President for Administration

cc: **M.H. del Pilar** Campus Director
Accounting Department



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OFFICE OF THE PRESIDENT
Sta. Mesa, Manila

2.0 ACCOMMODATIONS

- 2.1 The 6th floor of the dormitory will be allocated for faculty members and administrative employees. They may be accommodated in other floors if there are vacancies.
- 2.2 Requirements for application for accommodation are as follows:
 - 2.2.1 Certification from a medical doctor of one's physical and mental fitness to stay in a dormitory;
 - 2.2.2 Willingness and ability to pay the required advance rental payment and security deposit;
 - 2.2.3 Certificate of employment from the Human Resource Management Department;
 - 2.2.4 Accomplished and signed Contract of Lease.
- 2.3 The Contract of Lease shall have a duration of twelve (12) months, unless renewed or revoked earlier for a cause. Cessation of PUP employment shall result in cancellation of the Contract of Lease.
- 2.4 Residents are required to comply with the rules and regulations of the dormitory. Failure to comply will be dealt with accordingly, applying the relevant University policies and pertinent laws.
- 2.5 The Management reserves the right when necessary to:
 - 2.5.1 Change the room, assignment of a tenant;
 - 2.5.2 Inspect residents' rooms from time to time as part of the safety and security measures of the management.
- 2.6 Memoranda, circulars and/or orders emanating from the Hostel Manager or other duly constituted University authorities may be issued in order to implement or supplement the provisions of these guidelines.
- 2.7 All of the above rules shall bind the applicant upon approval of application for admission to the dormitory by the Hostel Manager or his duly authorized representative.

3.0 FEES

- 3.1 Faculty Members and Administrative Employees will be charged the amount of One Thousand Two Hundred Fifty Pesos (P1,250.00) per person every month exclusive of water and electricity consumption.
- 3.2 PUP students will be charged the amount of One Thousand One Hundred Pesos (P1,100.00) per person every month exclusive of water and electricity consumption.
- 3.3 Relatives of Faculty Members and Administrative Employees as referred to in Item 1.5.2 of this memorandum order will be charged the amount of Two Thousand Five Hundred Pesos (P2,500.00) per person every month exclusive of water and electricity consumption.
- 3.4 Individuals from Institutions with existing Memorandum of Agreement (MOA) with the University shall be charged based on what are provided in the MOA.

DR. EMANUEL C. DE GUZMAN
President

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Republic of the Philippines
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OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 025, Series of 2013

PUP CENTRAL RECORDS OFFICE

RECEIVED BY: *alice*

DATE: *6-25-13*

9:27 AM

TO : ALL CONCERNED

SUBJECT: DORMITORY POLICIES OF HASMIN HOSTEL
FOR FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES

DATE : JUNE 15, 2013

Consistent with the University Administration agenda of Assuring Transparency in Fiscal Responsibility and Assessing Institutional Processes and Reviewing Critically and Rationally the Organization, the following Dormitory Policies of Hasmin Hostel for Faculty Members and Administrative Employees is hereby prescribed for implementation effective June 15, 2013 as stated below.

For strict compliance of all concerned.

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- 1.1 Dormitories are more than mere provisions for lodging of faculty, and administrative employees, the University provides shelter to those homeless sectors of our community for them to cope up with the time/activities required in their works and to experience decent living together with their colleagues.
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- 1.5 Policies on Accommodation in the Dormitories:
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working or studying in the University will be allowed accommodation in the same room of the dormitory tenants but at the special rate equivalent to twice the rate charged to PUP faculty member or an administrative employee.

1.5.3 Individuals from institutions with existing Memorandum of Agreement with the University may be accommodated, subject to space availability.

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1.5.5 Officially enrolled students shall be given priority for dormitory accommodation.

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2.2.3 Certificate of employment from the Human Resource Management Department;

2.2.4 Accomplished and signed Contract of Lease;

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2.5.1 Change the room assignment of a tenant;

2nd floor South Wing PUP A, Mabini Campus Anonas street, Sta. Mesa, Manila. Phone: (Direct Line) 7182043 / 7182044 / 718-1143
(7pm) (Line) 7147832 local 213/268, Website: www.pup.edu.ph Email: hrm@pup.edu.ph

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Vice President for Administration
MARCELO H. DEL PILAR CAMPUS
OFFICE OF THE HOSTEL MANAGER

HOUSE RULES & REGULATIONS

For the purpose of maintaining discipline and implementing security measures, the following house rules must be strictly observed.

1. ALL OFFICIAL TRANSACTIONS SHOULD BE CONDUCTED AT THE COUNTER LOCATED AT THEIR GROUND FLOOR OF THE HASMIN HOSTEL.
2. ONLY REGISTERED RESIDENTS ARE ALLOWED TO STAY IN THE DORMITORY AND USE THE HOSTEL FACILITIES.
3. UPON CHECK-IN Only electric fans, laptop computer and table lamp may be registered and used inside the hostel rooms. Other appliances may be registered and brought to the room, subject to the approval of the management, only after the installation of the sub-meter for electricity.
4. VISITORS ARE ALLOWED ONLY AT THE VISITING AREA LOCATED AT THE GROUND FLOOR LOBBY OF THE HOSTEL FROM 8:00 A.M. TO 7:00 P.M.
5. BE ALWAYS ALERT AND CONSCIOUS OF THE SAFETY AND SECURITY OF ALL THE PEOPLE IN THE HOSTEL.
 1. Keep the door of your room closed/locked at all times.
 2. All residents must be inside their rooms by 11:00 p.m.
 3. Curfew is at 10:00 p.m. every night. No resident will be allowed to enter the Hostel after the curfew. A gate pass may be secured, in advance, from the Hostel Manager if the resident will be returning beyond the curfew time.
 4. Always **SIGN OUT** at the guard's desk and indicate destination upon leaving and **SIGN IN** upon entrance to the Hostel premises.
6. DO NOT LEAVE ANY VALUABLES INSIDE YOUR ROOM. THE MANAGEMENT WILL NOT BE RESPONSIBLE FOR ANY LOSSES OF PERSONAL BELONGINGS DURING YOUR STAY. LIKEWISE, FOR OUR MUTUAL PROTECTION, THE MANAGEMENT HAS THE RIGHT TO CHECK OR INSPECT THE ROOM AT A GIVEN TIME WITH THE PRESENCE OF THE RESIDENT(S).
7. CONSERVE ELECTRICITY AND WATER.
 - a. Switch off lights and unplug duly registered appliances when not in use.
 - b. Always turn off water faucets tightly to avoid water drippings. Report any leak immediately to the Hostel's maintenance personnel with office at the ground floor beside medical clinic.
8. MAINTAIN CLEANLINESS IN THE AREA AT ALL TIMES.
 - a. Place garbage and litters in the waste bins. Line waste bins with a plastic bag for easy disposal of garbage.
 - b. No posting of posters, stickers, papers, etc. inside the room.
 - c. Keep your room always clean and tidy.
9. AVOID CLOGGING OF THE DRAINAGE. Throw and put fallen strands of hair, used toilet papers and other solid wastes into the wastebasket.
10. WEARING OF PROPER ATTIRE. Residents should not loiter in the hostel premises in their house dresses, like shorts and slippers, and sleepwear.
11. WASHING AND IRONING OF CLOTHES ARE NOT ALLOWED IN THE ROOM.
12. GAMBLING AND DRINKING OF ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED IN THE ROOM AND IN OTHER AREAS OF THE HOSTEL.



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13. RESPECT THE PRIVACY OF YOUR FELLOW BOARDERS. TURN DOWN THE VOLUME OF YOUR RADION AND OTHER DEVICES THAT PRODUCE SOUND.
14. PAYMENT OF LEASE RENTALS AND UTILITIES:
 - a. Rental billing statement for a given month will be released on the last day of the previous month. Payment must be made within the firsts five (5) days of the given month. Failure on the part of the LEESEE to pay within the said period shall be a ground for termination of the Lease Agreement.
 - b. The LESSEE shall give two (2) months deposit and one (1) month advance upon signing of the Lease of Contract. The deposit shali not be used and consumed as rental payment by the LESSEE. In case of damages and any unpaid bills attributed to the LESSEE, the deposit shall cover as payments for such, and, if not sufficient, the LESSEE shall be required to pay the full amount.
 - c. LOST KEYS shall be charged Php 100.00 each.
 - d. Overnight stay of parents of student-tenants may be allowed for a minimal fee of Php 300.00/night for non air-conditioned room, subject to room availability. The Hostel Manager should be informed of the request for overnight stay thru a Letter of Intent submitted at least three (3) days before the start of their stay.
 - e. ALL PAYMENTS shall be made to the Cashier's Office at the main campus
15. LODGING OF COMPLAINTS: If there are any complaints from the residents regarding employees and other personnel of the Hostel, the following steps should be undertaken:
 - a. Write a letter of complaint to the Manager of the Hostel.
 - b. Discuss the situation with the Manager or his/her Assistant to amicably setter the problem.
16. COOPERATION IS ESSENTIAL IN PROMOTING HARMONIOUS RELATIONSHIP AMONG ALL CONCERED PERSONS IN THE HOSTEL.
17. OFFENSES: Offenses are classified into two:
 - a. Grave Offenses include unauthorized stay of visitors, alarm and scandal, gambling, drinking of liquor and other alcoholic beverages and other illegal activities.
 - b. Light Offense Include washing and Ironing of clothes, bringing in of pets, improper disposal of garbage, failure to sign-in or sign-out at the guard's desk and loitering at the hostel premises wearing improper attire.
18. SANCTIONS
 - a. Grave Offense: Termination of stay in Hasmin Hostel Dormitory & ban from future stay in the Hostel.
 - b. Light Offense: Witten reprimand. In case of commission of a second light offense by a tenant, the penalty shall be similar to that of a grave offense.

I fully understand the above-stated Hasmin Hostel Rules and Regulations and agree to abide by all of them

MARICELLE M. DEL MUNDO
Applicant

MARY JANE M. DEL MUNDO
Guardian/Parent

Manager, Hasmin Hostel

Witness



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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

6. Rates for Hasmin Hostel Dormitory



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration
MARCELO H. DEL PILAR CAMPUS
OFFICE OF THE HOSTEL MANAGER



PUP Communication Tracking System

Tracking Number

HASMIN HOSTEL

Standard Guest Rooms

- Room 420 – Good for 1-2 pax (with 1 twin-size bed)
- Room 501 – Good for 2-4 pax (with 2 twin-size beds)
- Room 502 – Good for 2-4 pax (with 2 twin-size beds)
- Room 524 – Good for 2-4 pax (with 2 twin-size beds)
- Room 525 – Good for 2-4 pax (with 2 twin-size beds)

DeLuxe Guest Rooms

- Room 702 – Good for 4-8 pax (with 4 twin-size beds)
- Room 704 – Good for 4-8 pax (with 4 twin-size beds)

Dormitory Room

- Room 703 – Good for 10 pax (5 double deck)

Presidential Suite

- Room 701 – For the use of the President and special occasions

Dormitory Room for female students

- 38 Rooms (4th and 5th) Floors for PUP Student Tenants with 2 double decks

Rate per pax per night for PUP Student Php 150, PUP Faculty Php 150, Non-PUP 300. For student tenants Php 1,100 for 1 month rental, Php 100.00 for 1 month water exclusive of utilities.

Based on the approved existing rates.

Ground Flr., PUP Graduate School Bldg., M. H. Del Pilar Campus, Valencia St. corner Ramon Magsaysay Blvd., Sta. Mesa, Manila
Phone: (Director) 02-7160930 (Staff) 02-7160106 (Hasmin Hostel Manager) 02-7160956
Website: www.pup.edu.ph E-mail: mhdel Pilarcampus_director@pup.edu.ph



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COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration
MARCELO H. DEL PILAR CAMPUS
OFFICE OF THE HOSTEL MANAGER

RATES FOR HASMIN HOSTEL/DORMITORY

Student's charges per month including deposit:

Item Description	Amount
Two (2) Months Deposit	Php 2,200.00
One (1) Month Advance	1,100.00
Water Consumption per month (fixed rate)	100.00
Total	Php 3,400.00

Total deposit to be paid before check-in/accommodation of student.

Monthly Rental for Student

Item Description	Amount
Monthly Rental	Php 1,100.00
Water	100.00
Total	Php 1,200.00

Electricity not included.

Faculty/Administrative Employee's charges per month including deposit:

Item Description	Amount
Two (2) Months Deposit	Php 2,500.00
One (1) Month Advance	1,250.00
Water Consumption per month (fixed rate)	100.00
Total	Php 3,400.00

Total deposit to be paid before check-in/accommodation of student.

Monthly Rental for Faculty/Administrative Employee

Item Description	Amount
Monthly Rental	Php 1,250.00
Water	100.00
Total	Php 1,350.00

Electricity not included.

- Electricity consumption will be divided to all the occupants in a room to be paid after one month or upon receipt of a billing statement.
- Two (2) months deposit is consumable and not refundable. It will be applied in the last two months of stay upon notice of the occupant to the administration of Hasmin Hostel.

Matrix of Existing Rates of M. H. del Pilar Campus/Hasmin Hostel Function Rooms		
Venue	Student/Faculty Rate	Outsider's Rate
Manila Room	330/hr	1,100/hr
Cebu Room	300/hr	800/hr
GS 408 & 409	300/hr	800/hr
Classrooms (GS/CTHTM)	150/hr	300/hr
Café Hasmin		
3 rd Floor Patio		
Parking Area		
Presidential Suites	150/night/pax for 8 pax	450/night /pax
Hasmin Dormitory 420	150/night/pax for 8 pax	300/night/pax
Hasmin Dorm for Students	1,100/month plus 100 water and actual electricity consumption	Not Applicable
Hasmin Form for Employees	1,250/ month plus 100 water and actual electricity consumption	Not Applicable
Hasmin Dorm for Employee Family & Relatives	2,500/ month plus 100 water and actual electricity consumption	Not Applicable



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COMPUTER ENGINEERING DEPARTMENT



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 025, Series of 2013

PUP CENTRAL RECORDS OFFICE

RECEIVED BY *olive*
DATE 6-25-13
9:27 AM

TO : ALL CONCERNED

SUBJECT: DORMITORY POLICIES OF HASMIN HOSTEL
FOR FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES

DATE : JUNE 15, 2013

Consistent with the University Administration agenda of Assuring Transparency in Fiscal Responsibility and Assessing Institutional Processes and Reviewing Critically and Rationally the Organization, the following Dormitory Policies of Hasmin Hostel for Faculty Members and Administrative Employees is hereby prescribed for implementation effective June 15, 2013 as stated below.

For strict compliance of all concerned.

1.0 POLICY STATEMENT

- 1.1 Dormitories are more than mere provisions for lodging of faculty, and administrative employees, the University provides shelter to those homeless sectors of our community for them to cope up with the time/activities required in their works and to experience decent living together with their colleagues.
- 1.2 The residents of the dormitories are expected to develop certain social values in community living, emphasizing both their rights and their responsibilities as members of society.
- 1.3 As dormitories are subsidized to a certain extent by the University and can accommodate only a limited number of faculty and administrative employees, accommodation is clearly a privilege not a right.
- 1.4 The Manager of the Hasmin Hostel and the Director of the M. H. Del Pilar Campus shall attend to the welfare of the residents of the dormitory assisted by Security Personnel especially during emergencies and other activities.
- 1.5 Policies on Accommodation in the Dormitories:
 - 1.5.1 Only faculty members and administrative employees who are officially employed or still in active service in the University will be accepted in the dormitory.
 - 1.5.2 Parents, children and spouses of residents (faculty members and administrative employees) who are not

2nd floor South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila; Phone: (Direct Line) 7162644; Telefax: 716-1143
(Toll-free Line) 7167832 local 213/265; Website: www.pup.edu.ph E-mail: president@pup.edu.ph

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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

working or studying in the University will be allowed accommodation in the same room of the dormitory tenants but at the special rate equivalent to twice the rate charged to PUP faculty member or an administrative employee.

- 1.5.3 Individuals from institutions with existing Memorandum of Agreement with the University may be accommodated, subject to space availability.
- 1.5.4 Four (4) persons shall be accommodated in standard sized rooms and six (6) persons in larger rooms. Occupants in excess of the required number will be charged the standard rate per person, provided the concerned person is a PUP faculty member, a PUP administrative employee, or a PUP student. If the person concerned is not a PUP faculty member, a PUP administrative employee, nor a PUP student, rate specified in item 1.5.2 shall apply.
- 1.5.5 Officially enrolled students shall be given priority for dormitory accommodation.

2.0 ACCOMMODATIONS

- 2.1 The 6th floor of the Hasmin Hostel shall be allocated for the dormitories of the faculty members and administrative employees. They may be accommodated in other floors if there are vacancies.
- 2.2 Requirements for application for accommodation are as follows:
 - 2.2.1 Certification from a medical doctor of one's physical and mental fitness to stay in a dormitory;
 - 2.2.2 Willingness and ability to pay the required advance rental payment and security deposit;
 - 2.2.3 Certificate of employment from the Human Resource Management Department;
 - 2.2.4 Accomplished and signed Contract of Lease.
- 2.3 The Contract of Lease shall have a duration of twelve (12) months, unless renewed or revoked earlier for a cause. Cessation of PUP employment shall result in cancellation of the Contract of Lease.
- 2.4 Residents are required to comply with the rules and regulations of the dormitory. Failure to comply will be dealt with accordingly, applying the relevant University policies and pertinent laws.
- 2.5 The Management reserves the right, when necessary to:
 - 2.5.1 Change the room assignment of a tenant;

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(Toll-free Line) 7167832 (local 213/265) Website: www.pup.edu.ph E-mail: president@pup.edu.ph

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2.5.2 Inspect residents' rooms from time to time in the presence of the residents as part of the safety and security measures of the management.

2.6 Memoranda, circulars and/or orders emanating from the office of the Hostel Manager or other duly constituted University authorities may be issued in order to implement or supplement the provisions of these guidelines.

2.7 All of the above rules shall bind the applicant upon approval of application for admission to the dormitory by the Hostel Manager or his duly authorized representative.

3.0 FEES

3.1 Faculty Members and Administrative Employees shall be charged the amount of **One Thousand Two Hundred Fifty Pesos (P1,250.00)** per person every month, exclusive of water and electricity consumption.

3.2 PUP students shall be charged the amount of **One Thousand One Hundred Pesos (P1,100.00)** per person every month, exclusive of water and electricity consumption.

3.3 Relatives of Faculty Members and Administrative Employees as referred to in Item 1.5.2 of this memorandum order shall be charged the amount of **Two Thousand Five Hundred Pesos (P2,500.00)** per person every month, exclusive of water and electricity consumption.

3.4 Overnight stay of parents of student-tenants may be allowed for a minimal fee of Pnp. 300.00/night for non air-conditioned room, subject to room availability.

3.5 Individuals from institutions with existing Memorandum of Agreement (MOA) with the University shall be charged based on the provisions of the MOA.


EMANUEL C. DE GUZMAN, PhD
President

2nd floor South Wing PUP, A. Mabini Campus Anonas Street, Sta. Mesa, Manila. Phone: (Direct Line) 716-2843, Telefax: 716-1143.
(Trunk Line) 7167832 local 213/265; Website: www.pup.edu.ph; E-mail: president@pup.edu.ph

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COMPUTER ENGINEERING DEPARTMENT

LEASE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **LEASE AGREEMENT** made and entered into by and between:

PUP HASMIN HOSTEL, represented herein by its President,
DR DANTE G. GUEVARRA, hereinafter called as LESSOR:

-and-

_____ of legal age, Filipino, with
residence _____ and postal address _____ at
_____ Hereinafter called as
the LESSEE.

Witnesseth that:

1. **SUBJECT MATTER OF THE LEASE:** Room No. _____; Floor No. _____
of Hasmin Hostel located at _____, Manila.
2. **AMOUNT OF LEASE** _____ (Php. _____) in
Philippine Currency per month/quarter/annual, inclusive/exclusive of
electricity and water bills.
3. _____ **TERMS** extension unless a new agreement
is made in writing.
4. **OBLIGATIONS OF THE LESSEE:**
 - 4.1 The lessee shall safely keep and carefully use the leased premises in
the manner for which it is intended.
 - 4.2 The lessee shall not sublease the premises;
 - 4.3 The lessee shall strictly abide with the existing house rules regarding
curfew and acceptance of visitors.
 - 4.4 The lessee shall not bring in hazardous materials, explosives, firearms,
contrabands and other prohibited objects;
 - 4.5 The lessee shall be prohibited in bringing animals and other pets as
they could cause disturbance and annoyance to the other tenants; and
the lessor has the right to have those animals and pets impounded;
 - 4.6 The lessee shall not cause vandalism and other forms of destruction to
the premises;
 - 4.7 The lessee shall not make the premises as venue for unlawful
activities;
 - 4.8 The lessee shall upon expiration of the term of the lease, return or
deliver the premises to the lessor without need of demand.



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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

5. **IN CASE OF DEFAULT IN THE PAYMENT OF RENT:** Three (3) months of unpaid rental shall be ground for the rescission of this contract;
6. **IN CASE OF VIOLATION OF THE TERMS AND CONDITIONS OF THE LEASE:** Violation of any of the terms and conditions shall be ground for the termination of the lease. The lessor upon proper notice, may take possession of the leased premises and bar the lessee or any of his representative from entering into the lease premises.
7. **EFFECTIVITY:** This agreement becomes effective upon _____ payment by the lessee the required deposit and advance rentals.

Signed on this _____ day of _____ in the City of Manila, Philippines.

LESSOR

LESSEE

Signed in the presence of _____

ACKNOWLEDGEMENT

BEFORE ME, a Notary Public for and in the City of _____ personally appeared Dr. Guevarra and Mr/Ms _____ with Comm. Tax Cert. Nos. _____ issued at _____ on _____, and _____ issued at _____ on _____ respectively, known to me and to me known to be the same persons who executed this instrument and acknowledged to me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the place and date first above written.

Notary Public

PTR # _____
Issued on: _____
Issued at: _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____



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COMPUTER ENGINEERING DEPARTMENT



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 Office of the Vice President for Administration
GENERAL SERVICES OFFICE
 Community Relations Development Center

April 10, 2018

APR 12 2018 2:40 pm
 Ticks
 RECEIVED

ATTY. FORTUNE OPINION – MAYUGA
 Officer – in- Charge
 Bureau of Permits
 City Government of Manila

Dear **Atty. Mayuga**:

Greetings!

The Polytechnic University of the Philippines is the largest University in terms of its population serving thousand of students which the majority belongs to economically challenged level of society. One of the commitments of the University is to give their qualified students an access to quality and responsive education for them to achieve their dreams and improve their lives.

Vast of students coming from different parts of the country are trying their best to enter in the University. That is why PUP is doing its part to ensure the well-being of the students living away from their home while studying in the *Sintang Paaralan*.

In this regard, may we respectfully and humbly request to your good office to have a copy list of private dormitories, boarding houses and apartments around Polytechnic University of the Philippines Sta. Mesa, Manila with permit to operate and passed the quality and standard of offering a safe and decent shelter for the students.

For any clarifications and queries, you may contact us thru 335-17-87 loc. 734 or 09206488562 and look for Ms. Glenda D. Salorsano.

May this entreaty merit your most favorable response. Thank you very much.

Very truly yours,

Glenda D. Salorsano
MS. GLENDA D. SALORSANO
 Chief, CRDC

Noted by:

Natan F. Gacute
Engr. NATAN F. GACUTE
 Director, GSO

Note: As per the staff who received the incoming document they do not have contact # since the office is newly renovated. Retrieving the requested document is not sure. They advised us to go back after a week.



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 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Form IA-GCTS

Student No. _____

Polytechnic University of the Philippines
GUIDANCE, COUNSELING AND TESTING SERVICES
 Sta. Mesa, Manila

INDIVIDUAL INVENTORY RECORD FORM

Date _____

Please PRINT clearly

I. PERSONAL INFORMATION

Name: _____ Gender: _____ Age: _____
 (Surname) (First Name) (Middle Name) Civil Status: _____
 Course, Year and Section: _____ Date of Birth: _____
 Height (m): _____ Weight: _____ Complexion: _____ Place of Birth: _____
 City Address: _____ Email Address: _____
 Provincial Address: _____ Telephone No.: _____
 High School General Average: _____ Religion: _____ Mobile No.: _____
 If working, please indicate the name and address of employer: _____
 Person to be contacted in case of accident or serious illness: _____
 Address: _____ Relationship: _____ Contact Number: _____

II. EDUCATIONAL BACKGROUND

LEVEL	SCHOOL GRADUATED	SCHOOL ADDRESS	PUBLIC/PRIVATE	DATES OF ATTENDANCE	HONORS RECEIVED/SPECIAL AWARDS
Pre-elementary					
Elementary					
High School					
Vocational					
College Entry					

Nature of Schooling: Continuous Interrupted, Why? _____

III. HOME AND FAMILY BACKGROUND

Name of Father: _____ Age: _____ Living Deceased
 Educational Attainment: _____ Occupation: _____
 Name of Employer: _____ Address of Employer: _____
 Name of Mother: _____ Age: _____ Living Deceased
 Educational Attainment: _____ Occupation: _____
 Name of Employer: _____ Address of Employer: _____
 Name of Guardian: _____ Age: _____ Relation: _____
 Educational Attainment: _____ Occupation: _____
 Name of Employer: _____ Address of Employer: _____

Parents' Marital Relationship: (Please Check) Single Parent Married and staying together Married but Separated Not Married but Living Together Other's (please specify) _____
 Number of children in the family including yourself: _____ Number of Brother/s: _____ Number of Sister/s: _____
 Number of brother/s or sister/s gainfully employed? _____ Ordinal Position (1st child, 2nd child etc.) _____
 Is your brother/sister who is gainfully employed providing support to your: (Please Check)
 family? your studies? his/her own family?

Who finances your schooling? Parents Spouse Relatives Brother/Sister Scholarship Self-supporting/working student



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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Student Affairs and Services
OFFICE OF COUNSELING AND PSYCHOLOGICAL SERVICES

PROFILE OF FRESHMEN

SCHOOL YEAR 2016-2017

Prof. Barbara P. Camacho, RGC, RPsy

Rose Helen T. Merza, RGC

Cielito B. Buhain, RPsy

Angelita R. Crisostomo, RGC

Filipinas Corazon B. Abadilla, RPm

Jasmin A. Bascos, RGC

Prof. Rudolf A. Lacerna

205 Charlie Del Rosario Building, PUP A. Mabini Campus, Anonas Street, Sta. Mesa, Manila;
Phone: 7167832 local 384/321; email address: guidance@pup.edu.ph; website: www.pup.edu.ph

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Table 19:

Frequency and Percentage Distributions of the Respondents According to their Nature of Residence

Nature of Residence	CTHTM	CCIS	CPAG	ITECH	CAF	CSSD	CAL
Family home	60	27	13	141	50	55	58
Relative's house	17	9	5	20	16	12	11
Shares apartment	2	0	0	4	3	0	2
Bed spacer	11	1	1	0	8	6	4
Rented apartment	9	9	3	11	4	10	11
House of married brother/sister	4	4	0	0	4	1	2
Dorm (including board and lodging)	0	2	2	2	4	4	0
Not indicated	3	0	3	36	5	8	13
TOTAL	106	52	27	214	94	96	101

Nature of Residence	CHK	CBA	COC	COED	CS	TOTAL	%
Family home	39	34	54	52	16	599	57.49%
Relative's house	11	14	3	17	10	145	13.92%
Shares apartment	2	6	2	1	1	23	2.21%
Bed spacer	1	5	3	5	5	50	4.80%
Rented apartment	5	5	7	6	6	86	8.25%
House of married brother/sister	1	1	0	1	0	18	1.73%
Dorm (including board and lodging)	1	0	7	2	1	25	2.40%
Not indicated	2	5	12	3	6	96	9.21%
TOTAL	62	70	88	87	45	1042	100.00%

In Table 19, the frequency and percentage distributions of the respondents according to the nature of their residence were revealed. It says that 599 or 57.49% respondents live in their family home; 145 or 13.92% respondents, relatives' house; 86 or 8.25% respondents, rented apartment; 50 or 4.80% bed spacer; 25 or 2.40%, dormitory; 18 or 1.73%, house of married siblings; and 23 or 2.21%, shares apartment.

These data which says that majority of the respondents live in their family home may associate with the previous discussions on majority of the respondents have married parents who stay together and most of their parents are their guardians. Therefore, there is already a pattern, in the primary data and



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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

even in the reviewed studies, that majority of PUP freshmen tend to perform in school better and can also influence other students.

Summary of Findings

Based on the analysis of data gathered, the following are the research findings:

1. In the personal information, respondents have the following characteristics:
 - a. In terms of gender, majority of the freshman students enrolled during the Academic Year 2014-2015 are females though there are existing studies from Statistics Authority in the country that majority of the gender in the population male. Other than that, respondents are enrolled in the fields or areas where their gender is dominant and can perform well.
 - b. As far as the age is concern, there is a big percentage of respondents' age ranged within 16 to 17 years old who are continuous in their schooling while there is a small portion of the respondents whose age ranges are above and below the normal age of a tertiary education beginner.
 - c. Almost all respondents are single in terms of their civil status.
 - d. In the city address, more respondents reside near the university and in the cities that are far but still accessible. Meanwhile, there are also respondents who live outside Metro Manila.



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Office of the Vice President for Student Affairs and Services
OFFICE OF COUNSELING AND PSYCHOLOGICAL SERVICES

PROFILE OF FRESHMEN

SCHOOL YEAR 2015-2016

Prof. Barbara P. Camacho, RGC, RPsy

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Jasmin A. Bascos, RGC

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205 Charlie Del Rosario Building, PUP A. Mabini Campus, Anonas Street, Sta. Mesa, Manila;
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Table 19:

Frequency and Percentage Distributions of the Respondents According to their Nature of Residence

Nature of Residence	CCIS	COED	CPSPA	CTHTM	CAF	CS	CSSD	COC
Family home	204	527	118	162	1293	516	442	363
Relative's house	31	88	8	22	209	125	61	108
Shares apartment	13	40	10	12	110	41	35	50
Bed spacer	6	42	10	10	146	51	32	10
Rented apartment	32	72	13	26	177	84	71	30
House of married brother/ sister	1	10	0	0	22	3	0	12
Dorm (including board and lodging)	13	41	4	15	152	57	29	97
Not indicated	9	40	5	14	45	33	31	0
TOTAL	309	860	168	261	2154	910	701	670

Nature of Residence	CB	CAL	CHK	CE	CAFA	ITECH	TOTAL	%
Family home	990	256	71	339	92	356	5729	61.44%
Relative's house	131	43	11	55	29	49	970	10.40%
Shares apartment	49	12	2	23	17	13	427	4.58
Bed spacer	72	25	9	20	3	12	448	4.80%
Rented apartment	130	44	6	57	5	49	796	8.54%
House of married brother/ sister	5	1	1	0	0	7	62	0.66%
Dorm (including board and lodging)	77	20	4	24	16	21	570	6.11%
Not indicated	46	16	19	20	0	44	322	3.45%
TOTAL	1500	417	123	538	162	551	9324	100.00%

In Table 19, the frequency and percentage distributions of the respondents according to the nature of their residence were revealed. It says that 5729 or 61.44% respondents live in their family home; 970 or 10.40% respondents, relatives' house; 796 or 8.54% respondents, rented apartment; 448 or 4.80%, bed spacer; 570 or 6.11%, dormitory; 62 or 0.66% and house of married siblings; 427 or 4.58%.

These data which says that majority of the respondents live in their family home may associate with the previous discussions on majority of the respondents have married parents who stay together and most of their parents



are their guardians. Therefore, there is already a pattern, in the primary data and even in the reviewed studies, that majority of PUP freshmen tend to perform in school better and can also influence other students.

Summary of Findings

Based on the analysis of data gathered, the following are the research findings:

1. In the personal information, respondents have the following characteristics:
 - a. In terms of gender, majority of the freshman students enrolled during the Academic Year 2015-2016 are females though there are existing studies from Statistics Authority in the country that majority of the gender in the population male. Other than that, respondents are enrolled in the fields or areas where their gender is dominant and can perform well.
 - b. As far as the age is concern, there is a big percentage of respondents' age ranged within 16 to 17 years old who are continuous in their schooling while there is a small portion of the respondents whose age ranges are above and below the normal age of a tertiary education beginner.
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COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Student Affairs and Services
GUIDANCE, COUNSELING AND TESTING SERVICES

PROFILE OF FRESHMEN SCHOOL YEAR 2014 – 2015

Prof. Barbara P. Camacho, RGC, RP

Rose Helen T. Merza, RGC

Cielito B. Buhain, RP

Angelita R. Crisostomo, RGC

Dalisay O. Balagbagan, RGC

Jasmin A. Bascos, RGC

Prof. Rudolf A. Lacerna

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 COLLEGE OF ENGINEERING
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Table 18 indicates the frequency distribution of the respondents according to their relation with their guardian. There are 4006 or 48.84% who stay with their parent while attending their tertiary education while 666 or 8.12% stay with their aunts or uncles. There are also 518 or 6.32% who live with their brothers or sisters while 3.12% or 256 stay with their grandparents.

The same with the discussion on research findings of Parke (2003) of the previous table, majority of PUP freshman students tend to perform in school better

Table 19:
Frequency and Percentage Distributions of the Respondents According to their Nature of Residence

Nature of residence	CAF	CAFA	CAL	CBA	COC	CCIS	COED	CE
Family home	976	83	144	520	276	291	252	639
Relative's house	214	27	17	137	42	60	38	121
Shares Apartment with Friends	19	21	2	12	0	4	5	17
Shares Apartment with Relatives	71	1	5	35	7	4	26	31
Bed Spacer	147	21	14	56	19	15	33	74
Rented apartment	154	4	11	93	51	58	8	73
House of married brother/ sister	24	0	2	10	0	2	4	5
Dorm (including board and lodging)	77	2	7	53	20	5	0	47
Not Indicated	13	2	1	60	0	2	0	11
TOTAL	1695	161	203	976	415	441	366	1018

Nature of residence	CHK	CPSPA	CSSD	CS	CTHTM	OUS	TECH	TOTAL	%
Family home	79	277	262	301	352	90	512	5054	61.62%
Relative's house	20	35	54	40	52	21	128	1006	12.27%
Shares Apartment with Friends	1	26	5	2	11	3	3	131	1.60%
Shares Apartment with Relatives	1	22	15	8	4	3	21	254	3.10%
Bed Spacer	2	46	30	26	22	15	23	543	6.62%
Rented apartment	8	2	44	30	34	0	83	653	7.98%
House of married brother/ sister	5	17	5	4	1	4	7	90	1.10%
Dorm (including board and lodging)	11	2	10	9	26	8	19	296	3.61%
Not Indicated	7	0	9	21	7	0	42	175	2.13%
TOTAL	134	427	434	441	509	144	838	8202	100.00%



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In Table 19, the frequency and percentage distributions of the respondents according to the nature of their residence were revealed. It says that 5054 or 61.62% respondents live in their family home; 1006 or 12.27% respondents, relatives' house; 653 or 7.96% respondents, rented apartment; 543 or 6.62%, bed spacer; 296 or 3.61%, dormitory; 90 or 1.10%, house of married siblings; 254 or 3.10%, shares apartment with relatives; and 131 or 1.60%, shares apartment with friends.

These data which says that majority of the respondents live in their family home may associate with the previous discussions on majority of the respondents have married parents who stay together and most of their parents are their guardians. Therefore, there is already a pattern, in the primary data and even in the reviewed studies, that majority of PUP freshmen tend to perform in school better and can also influence other students.

Table 20:

Frequency and Percentage Distributions of the Respondents According to the Number of Children in the Family

Number of Children in the Family	CAF	CAFA	CAL	CBA	COC	CCIS	COED	CE
1	90	14	11	56	12	24	18	65
2	325	20	36	215	86	80	70	191
3	495	58	56	228	74	124	109	334
4	380	34	62	170	80	114	74	214
5	190	27	20	140	100	56	44	138
6	94	6	9	89	52	23	32	33
7	49	1	5	17	1	12	10	21
8	31	1	3	13	2	2	7	6
9	3	0	0	5	0	5	1	4
10	8	0	1	3	0	1	1	0
Others	12	0	0	4	0	0	0	1
Not Indicated	18	0	0	36	8	0	0	11
TOTAL	1695	161	203	976	415	441	366	1018



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5. Guidelines and Policies on Student Housing and Residential Services



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
Sta. Mesa, Manila

MEMORANDUM ORDER

No. _____, Series of 2013

TO : ALL CONCERNED

SUBJECT : DORMITORY POLICIES OF HASMIN HOSTEL
FOR FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES

DATE : May 31, 2013

Consistent with the University Administration agenda of Assuring Transparency in Fiscal Responsibility and Assessing Institutional Processes and Reviewing Critically and Rationally the Organization, the following Dormitory Policies of Hasmin Hostel for Faculty Members and Administrative Employees is hereby prescribed for implementation effective June 1, 2013 as stated below.

For strict compliance of all concerned.

1.0 POLICY STATEMENT

- 1.1 Dormitories are more than mere provisions for lodging of faculty, and administrative employees, the University provides shelter to those homeless sectors of our community for them to cope up with the time/activities required in their works and to experience decent living together with their colleagues.
- 1.2 The residents of the dormitories are expected to develop certain social values in community living, emphasizing both their rights and their responsibilities as members of society.
- 1.3 As dormitories are subsidized to a certain extent by the University and can accommodate only so many faculty and administrative employees, accommodation is clearly a privilege not a right.
- 1.4 The Manager of the Hasmin Hostel and the Director of the M. H. Del Pilar Campus shall attend to the welfare of the tenants at the hostel dormitory assisted by Security Personnel especially during emergencies and other activities.
- 1.5 Policies on Accommodation in the Dormitories:
 - 1.5.1 Only faculty members and administrative employees who are officially employed or still in active service in the University will be accepted for dormitory accommodation.
 - 1.5.2 Parents, children and spouses of tenant faculty members and administrative employees who are not working or studying in the University will be allowed accommodation in the same room of the dormitory tenants but at the special rate equivalent to twice the rate charged to PUP faculty member or an administrative employee.
 - 1.5.3 Individuals from institutions with existing Memorandum of Agreement with the University may be accommodated, subject to space availability.
 - 1.5.4 Four (4) persons shall be accommodated in standard sized rooms and six (6) persons in larger rooms. Occupants in excess of the required number will be charged the standard rate per person, provided the concerned person is a PUP faculty member, a PUP administrative employee, or a PUP student. If the person concerned is not a PUP faculty member, a PUP administrative employee, nor a PUP student, rate specified in item 1.5.2 shall apply.

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Republic of the Philippines
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OFFICE OF THE PRESIDENT
Sta. Mesa, Manila

2.0 ACCOMMODATIONS

- 2.1 The 6th floor of the dormitory will be allocated for faculty members and administrative employees. They may be accommodated in other floors if there are vacancies.
- 2.2 Requirements for application for accommodation are as follows:
 - 2.2.1 Certification from a medical doctor of one's physical and mental fitness to stay in a dormitory;
 - 2.2.2 Willingness and ability to pay the required advance rental payment and security deposit;
 - 2.2.3 Certificate of employment from the Human Resource Management Department;
 - 2.2.4 Accomplished and signed Contract of Lease.
- 2.3 The Contract of Lease shall have a duration of twelve (12) months, unless renewed or revoked earlier for a cause. Cessation of PUP employment shall result in cancellation of the Contract of Lease.
- 2.4 Residents are required to comply with the rules and regulations of the dormitory. Failure to comply will be dealt with accordingly, applying the relevant University policies and pertinent laws.
- 2.5 The Management reserves the right when necessary to:
 - 2.5.1 Change the room, assignment of a tenant;
 - 2.5.2 Inspect residents' rooms from time to time as part of the safety and security measures of the management.
- 2.6 Memoranda, circulars and/or orders emanating from the Hostel Manager or other duly constituted University authorities may be issued in order to implement or supplement the provisions of these guidelines.
- 2.7 All of the above rules shall bind the applicant upon approval of application for admission to the dormitory by the Hostel Manager or his duly authorized representative.

3.0 FEES

- 3.1 Faculty Members and Administrative Employees will be charged the amount of **One Thousand Two Hundred Fifty Pesos (P1,250.00)** per person every month exclusive of water and electricity consumption.
- 3.2 PUP students will be charged the amount of **One Thousand One Hundred Pesos (P1,100.00)** per person every month exclusive of water and electricity consumption.
- 3.3 Relatives of Faculty Members and Administrative Employees as referred to in item 1.5.2 of this memorandum order will be charged the amount of **Two Thousand Five Hundred Pesos (P2,500.00)** per person every month exclusive of water and electricity consumption.
- 3.4 Individuals from institutions with existing Memorandum of Agreement (MOA) with the University shall be charged based on what are provided in the MOA.

DR. EMANUEL C. DE GUZMAN
President

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COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Vice President for Administration
MARCELO H. DEL PILAR CAMPUS
OFFICE OF THE HOSTEL MANAGER

WELCOME TO PUP HASMIN HOSTEL
HOUSE RULES & REGULATIONS

For the purpose of maintaining discipline and implementing security measures, the following house rules must be strictly observed.

1. ALL OFFICIAL TRANSACTIONS SHOULD BE CONDUCTED AT THE COUNTER LOCATED AT THEIR GROUND FLOOR OF THE HASMIN HOSTEL.
2. ONLY REGISTERED RESIDENTS ARE ALLOWED TO STAY IN THE DORMITORY AND USE THE HOSTEL FACILITIES.
3. UPON CHECK-IN Only electric fans, laptop computer and table lamp may be registered and used inside the hostel rooms. Other appliances may be registered and brought to the room, subject to the approval of the management, only after the installation of the sub-meter for electricity.
4. VISITORS ARE ALLOWED ONLY AT THE VISITING AREA LOCATED AT THE GROUND FLOOR LOBBY OF THE HOSTEL FROM 8:00 A.M. TO 7:00 P.M.
5. BE ALWAYS ALERT AND CONSCIOUS OF THE SAFETY AND SECURITY OF ALL THE PEOPLE IN THE HOSTEL.
 1. Keep the door of your room closed/locked at all times.
 2. All residents must be inside their rooms by 11:00 p.m.
 3. Curfew is at 10:00 p.m. every night. No resident will be allowed to enter the Hostel after the curfew. A gate pass may be secured, in advance, from the Hostel Manager if the resident will be returning beyond the curfew time.
 4. Always SIGN OUT at the guard's desk and indicate destination upon leaving and SIGN IN upon entrance to the Hostel premises.
6. DO NOT LEAVE ANY VALUABLES INSIDE YOUR ROOM. THE MANAGEMENT WILL NOT BE RESPONSIBLE FOR ANY LOSSES OF PERSONAL BELONGINGS DURING YOUR STAY. LIKEWISE, FOR OUR MUTUAL PROTECTION, THE MANAGEMENT HAS THE RIGHT TO CHECK OR INSPECT THE ROOM AT A GIVEN TIME WITH THE PRESENCE OF THE RESIDENT(S).
7. CONSERVE ELECTRICITY AND WATER.
 - a. Switch off lights and unplug duly registered appliances when not in use.
 - b. Always turn off water faucets tightly to avoid water drippings. Report any leak immediately to the Hostel's maintenance personnel with office at the ground floor beside medical clinic.
8. MAINTAIN CLEANLINESS IN THE AREA AT ALL TIMES.
 - a. Place garbage and litters in the waste bins. Line waste bins with a plastic bag for easy disposal of garbage.
 - b. No posting of posters, stickers, papers, etc. inside the room.
 - c. Keep your room always clean and tidy.
9. AVOID CLOGGING OF THE DRAINAGE. Throw and put fallen strands of hair, used toilet papers and other solid wastes into the wastebasket.
10. WEARING OF PROPER ATTIRE. Residents should not loiter in the hostel premises in their house dresses, like shorts and slippers, and sleepwear.
11. WASHING AND IRONING OF CLOTHES ARE NOT ALLOWED IN THE ROOM.
12. GAMBLING AND DRINKING OF ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED IN THE ROOM AND IN OTHER AREAS OF THE HOSTEL.



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13. RESPECT THE PRIVACY OF YOUR FELLOW BOARDERS. TURN DOWN THE VOLUME OF YOUR RADION AND OTHER DEVICES THAT PRODUCE SOUND.
14. PAYMENT OF LEASE RENTALS AND UTILITIES:
 - a. Rental billing statement for a given month will be released on the last day of the previous month. Payment must be made within the firsts five (5) days of the given month. Failure on the part of the LESSEE to pay within the said period shall be a ground for termination of the Lease Agreement.
 - b. The LESSEE shall give two (2) months deposit and one (1) month advance upon signing of the Lease of Contract. The deposit shall not be used and consumed as rental payment by the LESSEE. In case of damages and any unpaid bills attributed to the LESSEE, the deposit shall cover as payments for such, and, if not sufficient, the LESSEE shall be required to pay the full amount.
 - c. LOST KEYS shall be charged Php 100.00 each.
 - d. Overnight stay of parents of student-tenants may be allowed for a minimal fee of Php 300.00/night for non air-conditioned room, subject to room availability. The Hostel Manager should be informed of the request for overnight stay thru a Letter of Intent submitted at least three (3) days before the start of their stay.
 - e. ALL PAYMENTS shall be made to the Cashier's Office at the main campus
15. LODGING OF COMPLAINTS: If there are any complaints from the residents regarding employees and other personnel of the Hostel, the following steps should be undertaken:
 - a. Write a letter of complaint to the Manager of the Hostel.
 - b. Discuss the situation with the Manager or his/her Assistant to amicably setter the problem.
16. COOPERATION IS ESSENTIAL IN PROMOTING HARMONIOUS RELATIONSHIP AMONG ALL CONCERED PERSONS IN THE HOSTEL.
17. OFFENSES: Offenses are classified into two:
 - a. Grave Offenses include unauthorized stay of visitors, alarm and scandal, gambling, drinking of liquor and other alcoholic beverages and other illegal activities.
 - b. Light Offense include washing and Ironing of clothes, bringing in of pets, improper disposal of garbage, failure to sign-in or sign-out at the guard's desk and loitering at the hostel premises wearing improper attire.
18. SANCTIONS
 - a. Grave Offense: Termination of stay in Hasmin Hostel Dormitory & ban from future stay in the Hostel.
 - b. Light Offense: Witten reprimand. In case of commission of a second light offense by a tenant, the penalty shall be similar to that of a grave offense.

I fully understand the above-stated Hasmin Hostel Rules and Regulations and agree to abide by all of them

MARIELLE M. DEL MUNDO
Applicant

Manager, Hasmin Hostel

MARY JANE M. DEL MUNDO
Guardian/Parent

Witness