




POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

	<h1>PROCESS MANUAL</h1>	FD 1-31-18	
		Revision Code: 0	Page 1 of 4
Section: SUPPORT		Effectivity Date:	
Subject: Safety Management: Hostel Accommodation/Housekeeping Services			

1. PURPOSES:

1.1 To facilitate safe, clean and orderly accommodation for students, faculties, administrative employees, guests and visitors

2. SCOPE:

This procedure starts from reservation/accommodation/payment/ until end of stay.

3. DEFINITION OF TERMS:

- 3.1 MHDPC - Marcelo H. Del Pilar Campus
- 3.2 HH – Hasmin Hostel
- 3.3 VPA – Vice President for Administration
- 3.4 ISO – International Standard Operation
- 3.5 PUP – Polytechnic University of the Philippines

4. RECORDS

TITLE/ CODE	LOCATION	RETENTION CRITERIA	RETENTION PERIOD	DISPOSAL METHOD
o Lease of Contract, House Rule, Information Sheet, Official Receipt	Hasmin Hostel Office	PUP Hasmin Hostel	Five (5) years	Disposal after Scanning
o Ledger Index Card Records	Hasmin Hostel Office	PUP Hasmin Hostel	Five (5) years	Disposal after Scanning
o Monthly reports	Hasmin Hostel Office	PUP Hasmin Hostel	Five (5) years	Shred

5. REFERENCES:

- 5.1 ISO 9001:2015 clause 7
- 5.2 Related documents linked to the hostel accommodation procedure
- 5.3 Procedure for Central of Nonconformity and Corrective Action Planning .

Prepared by: Assistant Hostel Manager	Reviewed by: Hostel Manager	Revised by: Director	Approved by: Vice President, for Administration
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Polytechnic University 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
2015-611958
Tracking Number

July 14, 2015


TO ALL TENANTS (Student, Faculty & Employee):

You are hereby requested to attend a Seminar Workshop on **DISASTER PREPAREDNESS** in cooperation with the **CIVIL MILITARY OPERATIONS** on July 15 1:00 to 5:00 pm and on July 16, 2015 from 8:00 to 5:00 pm at the 7th floor of Manila Room.

Please see attached communication from the Campus Development and Maintenance Office.

Your full cooperation is highly appreciated.

Thank you very much.


JOSEPH M. LARDIZABAL
Director

- 1. Rental - *Pu...* 7/14/15
- 2. Medical - *...* 7/14/15
- 3. Security - *...* 7/14/15
- 4. GHTM - *...* 7/14/15
- 5. DTTM - *...* 7/14/15
- 6. COFFEE SHOP - *...* 7/14/15
- 7. Tourism - *...* 7/14/15
- 8. PUBCOSTA B. SANGALAN - *...* 7-14-15
- 9. *...* 7/14/15
- 10 - GS - *...* 7/14/15

11. *...* 7/14/15
12. *...* 7/14/15

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: mhdelpillarcampus_director@pup.edu.ph

"THE COUNTRY'S 1ST POLYTECHNICU"





**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
CAMPUS DEVELOPMENT and MAINTENANCE OFFICE

July 10, 2015

Prof. JOSEPH LARDIZABAL
Director
M. H. del Pilar Campus

Dear Prof. Lardizabal:

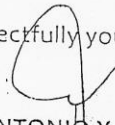
With its goal of ensuring the safety and wellbeing of the PUP Community, the University Disaster Risk Reduction and Management Council (UDRRMC) is joining the National Disaster Drill on July 30, 2015 spearheaded by the Metropolitan Manila Development Authority (MMDA) entitled "METRO MANILA SHAKE DRILL 2015". The UDRRMC is also organizing a seminar workshop for your campus on disaster preparedness in cooperation with the Civil Military Operations on July 15-16, 2015 at the Manila Room of the Hasmin Hostel.

In this view, the UDRRMC would like to invite you to give an Inspirational Message in the said Seminar Workshop. Your presence will surely inspire and boost the morale of our participants. Attached is the programme.

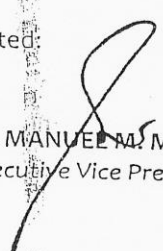
We are proud to be a part of a nationwide movement to promote awareness that will benefit our community. We hope that you will be able to join us in this effort.

Your favorable response regarding our request will be highly appreciated. Thank you very much and God bless.

Respectfully yours,


Dr. ANTONIO Y. VELASCO
CDMO Director and
UDRRMC Team Leader

Noted:


Dr. MANUEL M. MUHI
Executive Vice President and UDRRMC Chair

Ground floor South Wing, PUP A. Mabini Campus, Anonas St., Sta. Mesa, Manila
(Trunk Line) 335-1787 loc 309, (Direct) 7166257 Website: www.pup.edu.ph email: cdm0@pup.edu.ph

"THE COUNTRY'S 1ST PolytechnicU"

INVITATION

Handwritten notes:
7/13/15
7-13-15
7/13/15
Manuel Muhi 7/13/15



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DAY 1

Doxology and
National Anthem

Welcome Remarks

Dr. MARIETTA D. REYES
Dean, CHTM

Inspirational Messages

Dr. MA. JUNITHESMER D. ROSALES
Associate Dean, PUP GS
Prof. JOSEPH LARDIZABAL
Director, M.H. del Pilar Campus

Intermission Number

THE DRAMATICS DANCE COMPANY
College of Arts and Letters

Talk on Drill Plan

Dr. ANTONIO Y. VELASCO
Director
Campus Development and Maintenance Office

Talk on
Disaster Preparedness

Col. BENJAMIN L. HAO, INF (GSC) PA
Battalion Commander
Civil Military Operations

AWARDING OF CERTIFICATES

DAY 2

**WORKSHOP PROPER ON
DISASTER RESPONSE AND RESCUE OPERATIONS**
(Please come in comfortable clothes)

PROF. MA. PAULA AREVALO-DESTACAMENTO
Master of Ceremonies



A Seminar Workshop on
DISASTER PREPAREDNESS
In cooperation with the
CIVIL MILITARY OPERATIONS

July 15, 2015 1:00PM-5:00PM
July 16, 2015 8:00AM-5:00PM

Manila Room, 7th Floor Hasmin Hostel
M.H. del Pilar Campus, Sta. Mesa Manila

Director, M.H. del Pilar Campus
This serves as an invitation

(02) 8713 5968 | dcoe_chair@gmail.com
RM322 CEA BLDG. NDC COMPOUND,
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA





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O.1 The housing facilities are safe, habitable and well maintained

Dormitory is a second home for the students who's their home is far from the University. It allows and help them to maximize their time to study from the time they wasted for transportation. The dormitory is located in the Marcelo H. del Pilar campus also known as the Hasmin Campus.

The attached documents proved that the dormitory is well planned and maintained by the Administration. There is an implementing Rule and Regulation which strictly observed and followed by the tenant. There is a proper schedule on monitoring and maintaining the cleanliness, safety and security. The Outstanding Rating of the survey proves that the dormitory is well patronized, maintained, safe and habitable to live.