



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

RECEIVED 6-26-13
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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
ALBERTO C. GUILLO
 Vice President for Administration

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





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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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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
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.

Jean Paul G. Martinez
MR. JEAN PAUL G. MARTINEZ
Director

Group 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: mhdel Pilarcampus_director@pup.edu.ph

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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. 2, Series of 2018

TO : ALL CONCERNED
SUBJECT : MONITORING OF ELECTRICAL CONSUMPTION IN OUR CAMPUS
DATE : February 9, 2018

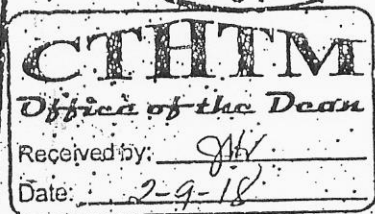
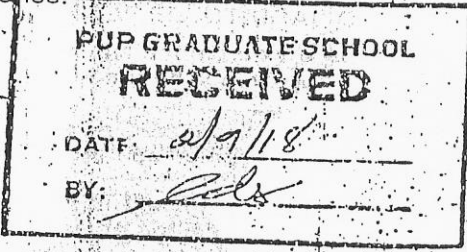
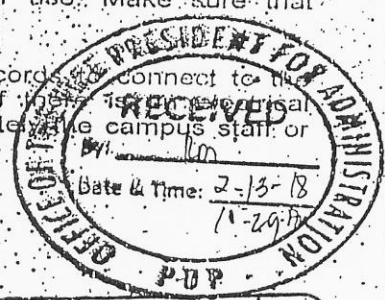
The use of our resources have a profound effect on our daily operations, and as well as the carbon footprint that we leave in our environment. The concept of sustainable development implores us to find ways where we can achieve minimal effect to our environment while maximizing results from the use of our resources.

Included in this concept is our consumption of electricity; the Chief of Building and Ground Maintenance of the campus and the Hostel Manager is hereby tasked to monitor the electrical consumption of the campus as well as the hostel and find ways on how to efficiently implement these provisions:

1. Turn off lights when not in use. The corridor/hallway of the dormitory should be turned on at 5:00 PM and half of them turned off by the security officer by 10:00 PM while doing their scheduled rounds.
2. Airconditioning units in the classrooms should only be turned on if there is a class on going while the use of airconditioning units in our offices would be from 9:00 AM to 7:00 PM only.
3. Students are advised to power down personal devices when inside the classrooms and are not allowed to charge their personal devices using available electrical outlets in the campus.
4. Unplug projectors, televisions and other electronic devices after use. Make sure that computers will go into "sleep mode" when not in use.
5. Tenants are not allowed to plug their devices or use extension cords to connect to the hostel's electrical sockets present in the corridors of the hostel. If there is a personal shortcircuit in the rooms occupied, all are advised to contact immediately the campus staff or security officers on duty.

This provisions shall take effect on February 12, 2018.

For your information and compliance.



[Signature]
JEAN PAUL G. MARTIREZ
Director, MHDPC

[Signature]
C. CUSTO
2/9-18

[Signature] 2/9/18
Checked on duty entrance - *[Signature]* 2/9/18

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 (Housing Hostel Manager) 02-7160956
Website: www.pup.edu.ph E-mail: mhdelplarcampus_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
BUILDING, GROUNDS AND EQUIPMENT MAINTENANCE OFFICE

NOTICE OF MONTHLY COORDINATION MEETING

DATE : Feb. 28, 2018

TO :

1. Arneil L. Batronel *3/1/18*
2. Leonardo M. Bulawit *3/1*
3. Armando H. Cruz Jr.
4. Rolando B. Doromal *3-1-18*
5. Mcroe A. Gonzales *3/1/18*
6. Efren R. Ilarina *3/1*
7. Jessie 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. 5, 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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Republic of the Philippines
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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	<i>[Signature]</i>
7	Criste, Cristoper C.	1-26-18	<i>[Signature]</i>
3	De Jose, Elmer	1/26/18	<i>[Signature]</i>
2	Gicana, Norlito R.	1-26-18	<i>[Signature]</i>
1	Ona, James Brrrian K.	1/26/18	<i>[Signature]</i>
6	Reyes, Pedro	1/26/18	<i>[Signature]</i>
5	Salandanan, Kim Wilbert	1/26/18	<i>[Signature]</i>

Prepared by:

[Signature]
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) 02-7160106 (Hasmin Hostel Manager) 02-7160056
 Website: www.pup.edu.ph E-mail: mhdelpilarcampus_director@pup.edu.ph

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HASMIN HOSTEL DORMITORY
 UPDATED LIST OF ADMINISTRATIVE AND FACULTY MEMBERS TENANTS\6TH FLOOR
 AS OF APRIL 2018

601 CTHTM Faculty 1 Montezon, Amy A. 2 3 4 5	602 CAL Faculty 1 Dagñalan, Edelyn H. 2 Dagñalan, Jocelyn H. 3 Dagñalan, Eduardo	603 OU ETEEAP 1 Salandanan, Kim Wilbeert 2 Beredo, Jesamie A. (wife) 3 Estrada, Ires F. 8-1-17	604 GS Faculty 1 Gicana, Norlito	605 CSSD 1 San Gabriel, Hilda F. 2 San Gabriel, John Mark 3 San Gabriel, Tom (non-pup)	606 MHDPC 1 Martinez, Jean Paul G. 2 Martinez, KM G.	607 OU Staff 1 Salandanan, Dennis O. 2 Salandanan, Nimfa G. 3 Nicole Denise G.	608 OU Faculty 1 Rebusquillo, Lyzel 2 Rebusquillo, Elyja Gabriel 3 Cacho, Maary Anne	414 HRMD 1 Quilingan, Rodrigo 2 Quilingan, Vincent 3 Quilingan, Kenneth	415 Internal Audit 1 Guevarra, Sarah Jane 2 Sarmiento, Kristine Jooyce Note: Bed Space Only	609 COED 1 Golpeo, Joselinda M.	610 UBS 1 Panalingan, Roi Carlo 2	611 CTHTM Faculty 1 Trinidad, Ma. Christina Q. 2 Trinidad, Ma. Criselle 3 Garcia, Armila Aimee	612 OP Staff 1 Sarmiento, August 2 Sarmiento, Mark B. 3 Balinquit, Dave	613 CE Library 1 Pelayo, Flora 2 Pelayo, Cedrick 3 Mateo, Teresita	614 ND/FT Faculty 1 Criste, Analiza B. 2 Criste, Christopher C.	615 CCIS 1 Commendador, Benilda	513 Accounting Dept. 1 Trinidad, Cynthia C. 2 Oria, Alyssa 3 Oria, Aldrin	514 GS Library 1 Figura, Marcelo C. 2 Figura, Educardo 3 Fiura, Kobe	617 GS Faculty 1 De Jose, Elmer G. 2 De Jose, Eldni Partrice 3 De Jose, DV Jr. 4 De Luna, Jewel Mae	618 CS Faculty 1 Lorenzo, Esperanza 2 Lorenzo, Ralph	619 CCMIT 1 Enguerra, Anne 2 Enguerra, Marianne	620 CAL Faculty 1 Reyes, Jun Cruz 2 Reyes, Johan Rey G.	621 Security Department 1 Costales, Ruby Rosa 2 Costales, Janice Carla 3 Villaluz, Cerille Irienne R.	622 CTHTM Faculty 1 Trinidad, Ma. Christina Q. 2 Trinidad, Ma. Criselle 3 Garcia, Armila Aimee	623 CE Faculty 1 Ado, Remedios	625 CAL Faculty 1 Parambita, Loida 2 Parambita, Rodrigo 3 Parambita, Hannah Grace 4 Parambita, Harold John	522 CMO 1 Japson, Roxanne 2 Ona, James	523 CMO/CSSD 1 Cruz, Marielle C.
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**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

**HASMIN HOSTEL DORMITORY
UPDATED LIST OF STUDENT TENANTS
5TH FLOOR
As of March 2018**

Room No.	Category	Room No.	Category	Room No.	Category
501	Guest Room	509	PUP Student	517	GS Faculty
1		1	Licuanan, Andrea Janin	1	Birion, Juan C. (Faculty)
2		2	Salonga, Bethel P.	2	Birion, Aiko (Admin)
3		3	Domingo, Jennie Lyn S.	3	Birion, Jelyn
4		4	Llarena, Chira Fae E.	4	Birion, Welmina
5					
502	Guest Room	510	PUP Student	518	PUP Student
1		1	De Guzman, Rita Mae S.	1	Navarro, Shana Adrea T.
2		2	Carillo, Ruiz Ann S.	2	Lamina, Analiza M.
3		3	De Guzman, Monica Joy S.	3	Bautista, Michaela A.
4		4	Alvarez, Ference P.	4	Lierma, Blessel D.
		5	Jocson, Cyrelle Ann B.		
503	PUP Student	511	PUP Student	519	Faculty Regent
1		1	Jusay, Ma. Micaella A.	1	Labadia, Edna
2		2	Lacson, Ian Tracy N.		Faculty Regent
3		3	Garma, Martini Lei		
4		4	Acosta, Michelle E. (BPE)		
504	PUP Student	512	PUP Student	520	PUP Student
1	Eusebio, Nikki M.	1	Payumo, Mia Mae C.	1	Carpio, Regine D.
2	Bagunas, Ma. Aubrey A.	2	Payumo, Mitchie Anne C.	2	Quiambao, Cherry Lyn B.
3	Tolentino, Shiela Mae C.	3	Marquez, Princess Rosel B.	3	Bendaña, Mary Joseff A.
4	Ocampo, Ma. Carmina L.	4	Saplala, Jhoana	4	Vargas, Ayafatima G.
5	PUP Student	513	Accounting Office	521	PUP Student
1	Callina, Wynnonah Lauren D.	1	Trinidad, Cynthia C.	1	Mendoza, Anna Jenelle F.
2	Esquerra, Ma. Frances F.	2	Oria, Alyssa	2	Saysay, Kimberly Kate E.
3	Pagulayan, Jehan	3	Oria, Alirin	3	Torres, Erika Joy D.
4	Pagulayan, Jasmin	4		4	Torres, Jarmaine D.
506	PUP Student	514	Library	522	CMO
1	Zabat, Jeane Adrielle B.	1	Figura, Eduardo	1	Ona, James
2	Manucdoc, Jessa Mae F.	2	Figura, Marcela	2	Japzon, Roxanne
3	Bautista, Janessa				
4	Tena, Ma. Mitchellorie R.				
507	PUP Student	515	PUP Student	523	CMO
1	Regaspi, Nica Louise S.	1	Bariring, Patricia Anne C.	1	Viray, Joseph Reyland B.
2	Fragada, Ritcha Sushane DL.	2	Bariring, Margarita C.	2	
3	Ramirez, Alexanderr Louise D.	3	Villanueva, Marinella Anne M.	3	
4	Dela Cruz, Louise Anna	4	Villaruel, Florian O.	4	
508	CE Faculty	516	Transient PUP Student	524	Guest Room
1	Bernabe, Guillermo O.	1		1	
		2		2	
		3		3	
		4		4	
		5			
		6			
				525	Guest Room
				1	
				2	
				3	
				4	

Prepared by:

Amy A. Montezon
AMY A. MONTEZON
Asst. Hostel Manager

Approved by:

DR. ROLAND C. VIRAY
Manager, Hasmin Hostel

Administrative Employees
Faculty Members
Guest Room

49 student tenants

Noted by:

MR. JEAN PAUL G. MARTIREZ
Director, M. H. del Pilar Campus



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

HASMIN HOSTEL DORMITORY
UPDATED LIST OF STUDENT TENANTS
4TH FLOOR
 As of March 2018

401	PUP Student
1	Reyes, Rose-Anne D.
2	San Juan, Alexandra Daryll Ann
3	Punzalan, Patricia Mae C. De Guzman Zsanelia
5	

409	PUP Athletes
1	Valencia, Kazandra Yvette D.
2	Silvano, Christine P.
3	Artajo, Princess F.
4	Pascual, Christel L.
5	Lozano, Chiralyn Ann A.

417	HRM Showroom
1	
2	
3	
4	

402	PUP Student
1	Maranan, Karen Kyle Love R.
2	Maranan, Kirsten Kyle Love R.
3	Ricasio, Lady Mher P.
4	Hernandez, Eloisa Jean P.

410	PUP Athletes
1	Silverio, Randel Izah
2	Borado, Rayjian
3	Zaquita, Joan
4	Palate, Joyce-Ann B.
5	Alviór, Luzviminda L.

418	HRM Showroom
1	
2	
3	
4	

403	PUP Student
1	Asuncion, Rea Maria
2	Mesana, Larra Mae C.
3	Mendoza, Mharlene G.
4	Vergara, Princess Kleyr R.

411	PUP Athletes
1	San Juan, Kjmp Jera A.
2	Torno, Angelica V.
3	Briliantes, Annjeanette
4	Lucelo Dianne
5	Cruz, Joiece

419	PUP Student
1	Samonte, Samantha Marie M.
2	Ofrecio, Christine C.
3	Lopez, Reivelyn P.
4	Bañas, Winnie May D. Cl 3-1-18

404	PUP Student
1	
2	For Repair
3	
4	

412	PUP Athletes
1	Estrella, Angelica A.
2	Llave, Agapi O.
3	Mallari, Jacqueline A.
4	Muños,
5	Mecate, Msacate,

420	PUP Student
1	
2	Guest Room (Twin bed)
3	
4	

	PUP Student
1	Ramos, Maria Nicole A.
2	Del Rosario, Louise Maureen DS.
3	Aquino, Marie Pauline
4	

413	PUP Student
1	Oduillo, Mariela L.
2	Aban, Katrina May
3	Serrano, Regine D.
4	Sebastian Reynalyn C.

421	PUP Student
1	Estremera, Ian Coleen D.
2	Marasigan, Jelllyn May A. Cl 11-15-17
3	Merado, Lindsay P. 11-15-17
4	Caño, Lian Shyne T. 11-15-17

406	PUP Student
1	Del Mundo, Karen M.
2	Del Mundo, Marielle M.
3	Cruz, Lucylle Jean
4	Pacia, Ma. Lia Vida

414	HRMD
1	Quilingan, Rod (Admin)
2	Quilingan, Marvx Lenin (PUP Student)
3	Quilingan, Jomar (PUP Student)
4	

422	PUP Athletes
1	Del Monte, Remmy
2	Pronuevo, Carrie Ann
3	Ilasco, Alondra
4	Sabas, Javeh
5	Cabrera, Regine Veronica L.
6	Fermilan, Rhea

407	PUP Student
1	Supan, Rhea Jane O.
2	Soriano, Juliamar A.
3	Dionisio, Joyce J.
4	Francisco, Shara Mae A.

415	PUP Student
1	Guevarra, Sarah Jane
2	Sarmiento, Kristine Joyce
3	Mansalay, Lizel A.
4	Templaza, Rica Jean C.

423	PUP Student
1	Mendoza, Miracle M.
2	Domingo, Jirah P.
3	Dungao, Clacie Joy
4	Santos, Ginelle Erika S.

408	PUP Student
1	Del Mundo, Alinea M.
2	Raquel, Almira Jane DG.
3	De Leon, Jeah Ryzza M. Dela Cruz, Sherine Kahlehlyn M.

416	PUP Student
1	Moraleda, Rica A.
2	Ogana, Paula Mae D.
3	Magrata, Abegail M.
4	Reallno, Reina Rose B.

424	PUP Student
1	Lerit, Mercy A.
2	Gloria, Melica Ina V.
3	Gloria Ivana Clarina JV
4	

425	PUP Student
1	Hernandez, Aina Angelica S.
2	Zapata, Ellaine Jasmine C.
3	Rosco, Christianne Arvale T.
4	Austria, Lizette T.
5	Laron, Lorraine

Prepared by:

AMY A. MONTEZON
 Asst. Hostel Manager

Approved by:

ROLAND C. VIRAY
 Manager, Hasmin Hostel

PUP Employee

55 Student tenants
26 Athlete

Noted by:

MR. JEAN PAUL G. MARTIREZ
 Director, M. H. del Pilar Campus





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 HOSTEL MANAGER

	PUP Communication Tracking System
	Tracking Number

Polytechnic University of the Philippines
HASMIN HOSTEL DORMITORY
Summary List of Administrative Employees and Faculty Members
Housed in the Dormitory
January 2018

#	NAME	ROOM	OFFICE/COLLEGE
1	Ado, Remedios	623	PUP COE Faculty
2	Bernabe, Guillermo O.	508	PUP CE Faculty
3	Birion, Aileen C./ Birion Juan C. Dr.	517	Admission Off/GS Faculty
4	Comendador, Benilda	615	PUP OU-CCMIT
5	Costales, Ruby Rosa R.	621	PUP Security
6	Criste, Christopher C.	614	PUP Admin
7	Dagñalan, Edelyn H.	602	GS Admin
8	De Jose, Elmer G.	617	GS Faculty
9	Dicang Jean /Dicang Alfredo B.	616	HRMO/Security
10	Enguerra, Anne P.	619	CCMIT
11	Figura, Marcela C./Figura Eduardo	514	GS Library/ HRDO
12	Gicana, Norlito R. Dr.	604	GS Faculty
13	Golpeo, Joselinda, M.	609	PUP IE Faculty
14	Guevarra, Sarah Jane	415	Internal Audit
15	Lorenzo Esperanza SJ.	618	BSFT/BSND Faculty
16	Martirez, Jean Paul G.	606	PUP Admin
17	Montezon, Amy A.	601	CTHTM Faculty
18	Munsayac, Jennifer D.G.	526-A	CB Faculty
19	Ona, James/Japson, Roxanne	522	CCMO/Senior High Faculty
20	Panalingan, Roi Carlo	610	UBS
21	Parambita, Loida I.	625	CAL Faculty
22	Pasumbal, Jessise Mhar DD.	624	Hasmin
23	Pelayo, Flora	613	Engineering Library
24	Quilingan, Rodrigo R.	414	HRMO
25	Ramilo, Adam/Tracey Ann L.	511	HRMO
26	Rebusquillo, Lyzel R.	608	OU Faculty
27	Reyes, Pedro Jun C.	620	CAL Faculty

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) 02-7160100 (Hasmin Hostel Manager) 02-7160956
Website: www.pup.edu.ph E-mail: mhdelpilarcampus_director@pup.edu.ph

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OFFICE OF THE HOSTEL MANAGER

	PUP Communication Tracking System
Tracking Number	

#	NAME	ROOM	OFFICE/COLLEGE
28	Salandanan, Dennis O.	607	OU Registrar
29	Salandanan, Kim Wilbert	603	OU ETEEAP
30	San Gabriel, Hilda	605	CSSD
31	Sarmiento, Augusto AB.	612	President Office
32	Sarmiento, Kristine Joy	415	ICTC
33	Trinidad, Cynthia	506	General Accounting
34	Trinidad, Ma. Cristina Q.	622	CTHTM Faculty
35	Viray, Joseph Reylan B.	523	CMO

Prepared by:

Amy A. Montezon
Asst. Hostel Manager

Ground Flr., Hasmin Hostel Bldg., M. H. Del Pilar Campus, Valencia St. corner Ramon Magsaysay Blvd., Sta. Mesa, Manila
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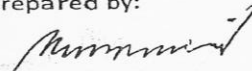
Hasmin Hostel Dormitory (Students, Administrative Employees and Faculty Members Tenants)

Program/Activities/Projects	Unit/Personnel/Student Involved	Date and Place
Orientation of Student Tenants	Hasmin Hostel tenants, 4 th and 5 th floor, held in Cebu room	June-July 2016 M. H. del Pilar Campus, Sta. Mesa, Manila
Student Tenants Orientation	Hasmin Hostel tenants, 4 th and 5 th floor, held in Cebu room	August-September 2017 Hasmin Hostel Bldg., Sta.Mesa. Manila

Check-in and checked-out students for Four (4) years per year

Floor	Year	No. of Student check -in	No. of student checked-out/Graduate	Administrative & Faculty Tenant
4 th Floor	2014	61 students		
5 th Floor	2014	75 students		30 rooms
6 th Floor	2014			
4 th Floor	2015	75 students	9 students	
5 th Floor	2015	61 students	8 students	30 rooms occupied
6 th Floor	2015			
4 th Floor	2016	65 students	17 student	
5 th Floor	2016	49 students	12 students	35 rooms
6 th Floor	2016			
4 th Floor	2017	85 students	9 students	
5 th Floor	2017	42 students	11 students	35 rooms
6 th Floor	2017			

Prepared by:


Amy A. Montezon
AHM



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
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Office of the Vice President for Administration
MARCELO H. DEL PILAR CAMPUS
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.

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 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.


MR. JEAN PAUL G. MARTIREZ
Director

Ground Fl., 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 Pilar@campus_director@pup.edu.ph





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

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 on 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.

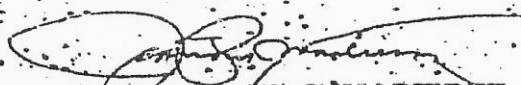
The gate of the parking space will be closed by 10:00 PM and opened again at 5:00 AM depending on directives issued by this office.

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. 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.


 MR. JEAN PAUL G. MARTINEZ
 Director



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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 Administration
MARCELO H. DEL PILAR CAMPUS
OFFICE OF THE DIRECTOR

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. UBAN 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) 02-7160106 (Hasmin Hostel Manager) 02-7160955
Website: www.pup.edu.ph E-mail: mhdel Pilarcampus_director@pup.edu.ph

THE COLLEGE OF ENGINEERING, POLYTECHNIC UNIVERSITY OF THE PHILIPPINES



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COLLEGE OF ENGINEERING
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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).
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.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
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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

Applicant

Manager, Hasmin Hostel

Guardian/Parent

Witness




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

SIR. VIRAY

 PUP Communication Tracking System Tracking Number _____
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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:


PROF. JEAN PAUL G. MARTINEZ
 Director, MHDPC

Ground Flr., PUP Hasmin Hostel Bldg., M. H. Del Pilar Campus, Valencia St. corner Ramon Magsaysay Blvd., Sta. Mesa, Manila
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S.K. VMSJ



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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

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. Montezon 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

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6. Rates for Hasmin Hostel Dormitory



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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 Fl., PUP Graduate School Bldg., M. H. Del Pilar Campus, Valencía St. corner Ramon Magsaysay Blvd., Sta. Mesa, Manila
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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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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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WELCOME TO PUP HASMIN HOSTEL
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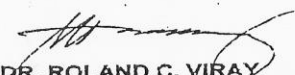
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COMPUTER ENGINEERING DEPARTMENT**

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Applicant	 DR. ROLAND C. VIRAY Manager, Hasmin Hostel
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Revised 2015



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Vice President for Administration
MARCELO H. DEL PILAR CAMPUS
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Applicant


DR. ROLAND C. VIRAY

Manager, Hasmin Hostel

Guardian/Parent

Witness

Revised 2014



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Witness

Revised 2018



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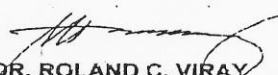
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Applicant	 DR. ROLAND C. VIRAY Manager, Hasmin Hostel
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Revised 2016





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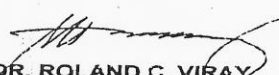
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Revised 2017