UP Baguio Ladies Residence Hall Rules and Regulations

I. ADMISSION

Qualified for admission is any female student of the University of the Philippines Baguio who is duly enrolled in a degree program in at least 15 units for the undergraduate courses; and who has never been dismissed from or has no unpaid legitimate obligations in any residence hall. Admission of students shall be subjected to the following list of priorities:

a. Freshman Status
b. Person with disability (PWD)
c. Students with special concerns recommended by other office
d. Permanent home address
e. Parent/s financial status
f. Upper class (may be accommodated depending on the availability of space two weeks after the first day of registration)

Note: Applicant will have to undergo a screening process set by the University.

II. GENERAL RULES AND REGULATIONS:

1. *Silence*: Silence must be observed at all times. There must be NO loud talking and yelling. SILENCE HOURS is implemented from 12:00NN to 2:00PM and from 9:00PM to 7:00AM the following day.

2. *Cleanliness and Orderliness*: Residents are expected to observe cleanliness anywhere in the dormitory and to do their share in keeping the individual rooms and common areas (bathroom, comfort room, hallways, study area, etc.) clean and orderly. Strict waste segregation is implemented. Trash bins are assigned per floor and color coded for the residents’ guidance. Trash is collected by the maintenance staff every 8:00 AM. No pets are allowed.

3. *Curfew*: Daily curfew time will be 8:00 PM. All those arriving beyond the curfew time are required to log in the guardhouse.

4. *Permits*: Permission must be obtained from the dorm manager on duty whenever there is an important reason to be late or to be away for the night or to go home. A permit form must be properly accomplished and approved by DM on duty not later than 5:00pm of the day. This must be submitted upon arrival to the guard on duty (if arriving 9:00pm-8:00am) or dorm office (if arriving 8:00am-9:00pm).
5. **Logbook:** Simultaneously, register your approved permits in the corresponding logbooks specifically provided for these purposes. These must be filled up properly upon departure & arrival.

   5.1. Late permit is from 8:00PM – 11:00PM

   5.2. Overnight permit is from 11:00PM to 8:00AM the following day. However, for those going on field work or educational tour, special overnight permit must be sought/secured.

   5.3. Home permit is secured by residents who are going home during weekend or any day. The approved permit must be signed by the parent/s or guardian and then submitted on the day of return. A resident without an approved permit, no entry in the corresponding logbook or permit is not submitted within a reasonable period must submit an explanation letter for her non-compliance. Management has the right to remove/suspend her privileges or impose other necessary sanctions/demerits if these permits are deemed abused by the resident.

6. **Locator Chart:** Residents must conscientiously indicate their whereabouts in the locator chart for monitoring.

7. **Attendance:** Attendance is checked at 8:00PM onwards. Residents must be in their respective rooms. Neighboring is not allowed, however, permission must be secured from the DM on duty if there is a need to go to another room.

8. **Food:** Cooking is strictly not allowed.

9. **Laundry:** Washing of clothes is not allowed except for under garments, socks, handkerchief, PE tee shirts, lab gowns and other small items. Air drying must be done in a common area, NOT outside the windows. The accredited laundry service providers collect laundry for washing and deliver the same every Tuesday & Friday from 2:00 to 8:00 PM at the designated area.

10. **Information and Notices:** Residents must take responsibility in reading posts, notices, memos & announcements. Other signs or notices must not be posted without the permission and notation from the DM on duty.

11. **Meetings:** All residents are required to attend when a meeting is called or convened. If there is a conflict in schedule or activities, the resident must duly inform the DM on duty.
12. **Dormitory Activities:** Residents must actively participate in socials and other group activities organized by the dormitory. These are occasions for them to develop their potentials or talents and for building community spirit among themselves.

13. **Belongings:** Management is not liable for lost items of the residents. Lost and found items must be reported immediately to the staff-in-charge. No personal belongings must be left in the room at the end of each semester; otherwise, if left unclaimed for more than 30 days, these will be disposed of or donated to charity.

14. **Appliances and Gadgets:** The dormitory regulates the use of appliances that significantly consume electricity for safety reason. Such prohibited items includes extension cord without built in fuse/ with more than two sockets ; high power consuming appliances such as iron, electric kettle, (water heater), electric stove, and the like. Allowed items are a maximum of two (2) mobile/tablets, a laptop and study lamp not more than 10 watts and other academic required gadgets such as camera, video camera, and submersible water heater. Residents are required to register their gadget/s upon checking in. For laptops, a sticker tag bearing the name, unit, and room assignment of the owner must be seen to easily establish identification.

15. **Visitors:** Visitors are allowed only in the reception hall area from 8:00 AM to 8:00PM only. They must register at the guard house. A mother and/or sister of a resident could visit her in her room with proper permission from the staff-on-duty

16. **Ironing & TV viewing:** These are allowed based on the approved schedule.

17. **Medical Attention:** Any resident who needs medical attention shall inform the DM on duty who shall refer the matter to the Health Service Office for appropriate action.

18. **Dorm Fee payment:** In paying rental fees to the Cash Office, residents shall request for their billing statement from DM on duty. Payment shall be within the 15th day of the applicable month, otherwise a 5% surcharge/month/delay shall be collected due to late payment. Failure to pay for at least two consecutive months without valid reason shall be a ground for eviction.

19. **Checking-in requirements:** Certain documentary forms (specified in the checklist form) are needed to be submitted within a reasonable period of time after checking-in.
20. **Re-admission for the next semester of stay:** Any violation of these house rules and regulations is considered an offense and accumulated offenses are considered bases for non-readmission.

### III. RENTAL RATES/MONTH:

<table>
<thead>
<tr>
<th></th>
<th>Room rent</th>
<th>Utility fee</th>
<th>Laptop fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room for 6 pax</td>
<td>P500.00</td>
<td>P50.00</td>
<td>P150.00</td>
</tr>
<tr>
<td>Room for 8 pax</td>
<td>P500.00</td>
<td>P50.00</td>
<td>P150.00</td>
</tr>
</tbody>
</table>

In consideration of my application, I have read and hereby agree and bind myself to comply with these house rules and regulations.

____________________  ____________________
CONFORME:___________________________
Student’s signature over printed name  Parent’s signature over printed name

________________________  ____________________
Date  Date

### IV. PARENT’S SPECIAL CONDITIONS FOR STUDENT:

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____________________________________________________________________

___________________________
Parent’s signature over printed name