



HOUSING SERVICES (OPTIONAL)

D.19 POLICIES ON THE OPERATION OF STUDENT DORMITORIES



**K.4. Requirements on
Admission of Student, Faculty
and Staff Boarders**

University of Southern Mindanao

Provisions for housing laid in the University Code Article 210. Housing and Other Facilities

Sec 1. The University shall provide residence halls/dormitories for students where they are expected to reside, particularly for freshmen. Students not living in the University residence halls/dormitories shall be advised to reside in the homes or dormitories included in the duly accredited list of boarding houses as determined by the Office of the Director of Student Affairs.

Sec 2. The residence halls/dormitories shall be administered in accordance with the following rules:

a. Each residence hall/dormitory shall be supervised by a Dormitory Manager;

b. Contractual employees or student assistants may be hired as the need arises to help perform housekeeping and custodial responsibilities as well as maintenance of order and discipline and improvement of student personal behavior and academic work.

c. The financial operation and administrative direction of the residence hall shall be the responsibility of the Dormitory Manager, who shall be under the supervision of the Director of Student Affairs, to whom all budgetary requests for administrative positions, appointments and other housekeeping matters shall be submitted.

d. There shall be created a student housing committee under the supervision of Director of the Student Affairs, which shall be responsible for the assignment of

students to the different residence halls and shall see to it that only students with proper character certification are admitted.

Sec 3. The University, if possible, shall provide other auxiliary services to cater the needs of the students like canteen or cafeteria; bookstore and supplies; recreational facilities; mails/telegrams/telephones; and lost and found services.



UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato
Philippines

APPLICATION FORM FOR DORMITORY AND GRADUATE HOSTE

HOUSE RULES AND REGULATIONS

1. That every student should bring necessary bedding and appliances.
2. That every resident should provide a time schedule to the dorm manager to be posted in one of the corners of the lobby for easy reference.
3. That residents should behave in a manner that speaks of a dignified person worthy of respect by others.
4. That residents are **STRICTLY PROHIBITED** from bringing visitors inside the room. That visitors must **ONLY BE ENTERTAINED** at the receiving room.
5. That residents must be in proper attire when entertaining visitors.
6. That the observed **CURFEW HOURS** are 10:00 P.M. Residents who will stay outside the dormitory beyond curfew hours must ask permission from the dorm personnel and must sign the logbook.
7. That daily cleaners will be assigned and scheduled to clean the hallway, comfort room, and kitchen/dining hall. That residents should use the dormitory facilities properly and with utmost care.
8. That shouting, talking loudly, boisterous laughter, running in the corridors, slamming of doors, and use of radio/cassette are strictly prohibited, especially during rest/quiet hours at 12:30–2:00 P.M. and after 9:00 P.M.
9. That parents are allowed to visit, but only the mother can sleep with her daughter and can only stay for one night. Stay beyond one day will be charged P150.00 per night.
10. That **COOKING AND EATING SHOULD BE AT THE KITCHEN/DINING HALL ONLY. NON-RESIDENTS ARE NOT ALLOWED TO EAT HABITUALLY WITH THE RESIDENTS.**
11. That residents may be asked to do special working assignments as preparation for any dormitory or school activities. Smoking and drinking liquor are strictly prohibited among residents.
12. That residents are required to attend regular schedule/special meetings called upon by the dorm manager or authorized persons.
13. That dormitory rental is considered non-refundable if ever a resident is terminated due to house rules violation. That students who wish to go home, join, or participate in campus activities should secure permission from the dorm manager/personnel.
14. Those who will join educational trips should furnish a duly signed copy of waiver and itinerary of travel to the manager.
15. That residents who will use any electrical appliances must pay the following rates per month:

a. Electric Fan	P150.00/unit (group/2 persons)	
	P75.00/unit (individual)	
b. Cassette	P50.00/unit	
c. Heater	P75.00/unit	
d. Rice Cooker	P150.00/unit (group/2 persons)	P100.00/unit (individual)
e. Electric Iron	P75.00/unit (individual)	
f. Computer	P150.00/unit (individual)	

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS

This instrument entered into and executed by:

OFFICE OF THE STUDENT AFFAIRS (OSA), an auxiliary service unit duly organized by the University of Southern Mindanao with principal office address at USM, Kabacan, Cotabato and represented in this act by its Director, DR. EMERLIE R. OKIT, who is of legal age, Filipino citizen, with residence at Kabacan, Cotabato, or his/her successor in office, hereafter called the **FIRST PARTY**;

DORMITORY AND LODGING HOUSE OPERATORS' ASSOCIATION (DOLHDA), an organization of owners and proprietors of private dormitories and lodging houses in Kabacan, Cotabato, herein represented in this act by its President, DANIEL L. RAPIZA, SR., who is of legal age, Filipino citizen, married with residence at Guiang St., Kabacan, Cotabato, or his/her successor in office, hereafter called the **SECOND PARTY**;

and

UNIVERSITY OF SOUTHERN MINDANAO, a state University by virtue of Presidential Decree No. 1312 issued on March 13, 1978, with its main campus and principal office at USM campus at Kabacan, Cotabato and represented in this act by its President, DR. JESUS ANTONIO G. DERUE, or his/her successor in office, hereafter called the **THIRD PARTY**;

WITNESSETH that

WHEREAS, the **FIRST PARTY**, as an auxiliary service unit of the USM, that is in charge of student affairs, including among others, the housing accommodation of students who come from towns and provinces outside Kabacan, Cotabato;

WHEREAS, the **SECOND PARTY**, authorizes the **FIRST PARTY** in coordinating with the **SECOND PARTY** on matters affecting the student's welfare as far as private boarding and lodging are concerned;

NOW, THEREFORE, the herein parties mutually agree and covenant to enter into this Memorandum of Agreement, subject to the following terms and conditions, to wit:

1. This Memorandum of Agreement shall take effect immediately upon approval thereof by competent authorities;

CERTIFIED TRUE COPY
FROM THE ORIGINAL

Approved Signature

Main entrance of the University women's dormitory

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The other wing of the University women's dormitory

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Study area inside the University women's dormitory

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Double deck bed and lockers for occupants of the University women's dormitory

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Kitchen inside the University women's dormitory

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Main entrance of the University men's dormitory

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USM dormitory accepts student-transients

USM dormitory accepts student-transients. For inquiries, please contact: Jean Austria @ 09466827607 (Women's Dorm) John Ray Bal-ut @ 09052943478 (Men's Dorm)

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