



# **D.21 COPY OF DORMITORY RULES AND REGULATIONS**

**OSA'S POLICIES, RULES AND REGULATIONS GOVERNING  
PRIVATE DORMITORIES  
(ANNEX C)**

1. The First Party shall furnish the Second Party a copy of the University's official examination schedule and related activities and officially inform the Second Party (through written communication) any changes in the said calendar during the entire duration of its enforcement;
2. Specific requirements from the Second Party which include the following shall be reflected in the University's calendar:
  - a. The schedule of submission of arrears of USM student boarders of DOLHOA members following the format prescribed by the OSA.
  - b. The schedule of issuance of Certificate of Payment by concerned DOLHOA members following the format prescribed by OSA.
  - c. The list of boarders of DOLHOA members shall be submitted to OSA following its prescribed format.All schedules of payment of dormitory/lodging house accountabilities shall be strictly enforced by all parties to this Memorandum.
3. The First Party shall transact business only with the President of DOLHOA or his/her duly appointed representative;
4. The Second Party shall submit to the First Party a consolidated list of all students who have outstanding accounts to serve as basis for the issuance of clearance either from the College to which the student belongs, or from the OSA. A certification from the DOLHOA member shall be submitted to OSA to clear those who have completely settled their account; otherwise, no clearance shall be issued by concerned school authorities.
5. The Second Party shall, within six (6) months from the ratification of this Memorandum of Agreement, prepare a handbook as basis for the implementation of this document.
6. In the event of the existence of complaints, grievances, controversies and other similar cases, an adjudication board comprised by a representative of the parties to this Memorandum and the aggrieved party or parties, shall be formed. All complaints and grievances shall be in written form, duly notarized by a lawyer, and addressed to the adjudication board. The Board shall conduct an investigation and submit a written report to proper authorities, the decision of which shall be final.
7. The First Party shall exert all efforts and means to let the students and their parents/guardian to fulfill their commitment (Annex C-A) to pay what is due to dormitory and lodging house operators and to abide by the rules and regulations as agreed upon in this Memorandum.
8. Each dormitory/lodging house is encouraged to elect its officers in order to deliberate, decide, and effect activities to enrich living experiences;
9. Schedule dorm meetings regularly throughout the semester to give residents the chance to become acquainted with one another, plan activities, and discuss problems.
10. Revise provisions of this Memorandum in consultation with all parties/signatories to this document.



**CERTIFIED TRUE COPY  
FROM THE ORIGINAL**

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UNIVERSITY OF SOUTHERN MINDANAO  
Kabacan, Cotabato  
Philippines

UNIVERSITY DORMITORY

RESIDENCE HALL CONTRACT  
SY 2025-2026 (1<sup>st</sup> -2<sup>nd</sup> Semester)

I, \_\_\_\_\_, from the College of \_\_\_\_\_  
Year/Course/Section \_\_\_\_\_ years old with a home address at \_\_\_\_\_,  
apply for a bed spacer at the University dormitory for the \_\_\_\_\_1<sup>st</sup>  
Semester \_\_\_\_\_2<sup>nd</sup> Semester of SY. \_\_\_\_\_ I agree to following terms and conditions of the privileges  
granted to me by the University. Violation of any one of the House Rules and Regulations will result in  
my dismissal from the Dormitory.

TERM AND CONDITIONS

- I shall abide by the House Rules of the USM dormitory.
- I shall pay three (3) months of dormitory rental prior to my occupancy and the remaining two (2) months on or before the Mid-Term Examination of the current semester;
- That I shall observe good housekeeping rules, such as keeping my (bed and storage space) clean and orderly at all times. My designated area shall be available for inspection daily by the Dormitory Manager.
- The management reserves the right to transfer me to another room, bed or facility any time during the school year for any concern in the dormitory.
- That I am required to take all of my belongings if ever the management decides to transfer to another room, bed, or facility.
- The management will not be liable to any loss or damage to my personal belongings. I am responsible from my valuables at all times.
- I shall go home or stay with my parents/guardians/foster parents immediately when I am sick and /or under to critical circumstances that require my parent's supervision, as identified by the Dormitory Manager.
- I shall observe the curfew hour set at 8:00PM-4:00AM daily.
- The management will not be held accountable for any physical, psychological, mental, or emotional injury, harms, stress, or accident that occurs as a result of any violations or misbehavior on my part the USM dormitory and its management will not be held accountable to it;
- At the end of each semester, I shall secure clearance from the management, ensuring that I am free from responsibilities and accountabilities in the dormitory.
- During summer vacation, I shall remove all my belongings in the designated area, otherwise I will be charged half of the monthly payment.
- That I shall ask the permission from the management for any overnight guest (transient visitors) and will be responsible for their behavior and the payment of their lodging fee and beddings of P125.00/night.
- The following activities area prohibited inside the Dormitory.

- |                           |  |
|---------------------------|--|
| A. Gambling               | G. Taking of Prohibited drugs                      |
| B. Stealing               | H. Immorality                                      |
| C. Possession of Firearms | I. Misuse of dormitory facilities                  |
| D. Fighting               | J. Infraction of any of the rules and student code |
| E. Smoking                | K. Drinking of liquors                             |
| F. Insubordination        | L. Illegal and tampering of electrical connections |



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Philippines

**UNIVERSITY DORMITORY**

That this privilege to stay at University of Southern Mindanao Dormitory is granted from \_\_\_\_\_ to \_\_\_\_\_ or after the last day of the semester \_\_\_\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

We have read and **AGREED** with the terms and conditions mentioned in this contract, and also read the necessary documents in order to be aware with the policies, rules and regulation. This will result in a conducive study environment, secured facilities, and healthy and safe surroundings, promoting good social relations within the University Dormitory.

\_\_\_\_\_  
Signature over Printed Name of Student

\_\_\_\_\_  
Signature of Parent/Guardian over Printed Name

\_\_\_\_\_  
Dormitory Manager

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ ) S.S.

**BEFORE ME**, a notary public for and in \_\_\_\_\_ (City/ Municipality, Province) this \_\_\_\_\_ day of \_\_\_\_\_, 2024, personally appeared.

Both Known to me to be the same persons who executed the foregoing **UNIVERSITY RESIDENCE HALL CONTRACT** consisting of \_\_\_\_\_ pages including this Acknowledgement and they acknowledge to me the same is their free and voluntary act and deed.

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

**NOTARY PUBLIC**

Doc. No. \_\_\_\_\_:  
Page No. \_\_\_\_\_:  
Book No. \_\_\_\_\_:  
Series of 20 \_\_\_\_\_:



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**UNIVERSITY DORMITORY**

19. Every resident should sign out daily when going outside of the campus or attending classes and should sign in upon arrival.
20. That I pledge to take care of all dormitory properties and observe mode of conduct that will bring honor to myself my fellow residents and the University.
21. That anyone caught destroying dormitory properties shall be deal with and be a reason for the discontinuance of his privilege to stay in the dormitory. Vandalism inside and outside the dormitory building is strictly prohibited.
22. Every resident should clean the cooking and dining immediately after every use.
23. That in case I violate any of the rules and regulation . I shall be recommended for immediate termination as resident in the dormitory.
24. That I shall abide by the house rules and regulations promulgated verbally or in writing by the University Authorities.



**UNIVERSITY DORMITORY**

**HOUSE RULES AND REGULATION**

That every student should bring necessary beddings and appliances.

That every resident should provide a time schedule to the dorm manager to be posted in one of the corners of the lobby for ready reference.

That resident should behave in a manner that speaks of a dignified person worthy of respect by others.

That resident is **STRICTLY PROHIBITED** from bringing visitors **INSIDE THE ROOM**.

That visitors must **ONLY BE ENTERTAINED** at the **RECEIVING ROOM**.

That resident must be in proper attire when entertaining visitors.

That observed **CURFEW HOURS IS 8:00 P.M.** Resident who will stay outside of the dormitory beyond curfew hour must ask permission from the dorm personnel and must sign the logbook.

That daily cleaners will be assigned and scheduled to clean the hallway, comfort rooms and kitchen/dining hall.

The resident should use the dormitory facilities properly utmost care.

That **shouting, talking loud, boisterous laughter, running at the corridors 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. to 5:00 a.m.

That **COOKING AND EATING SHOULD BE AT THE KITCHEN/DINING HALL ONLY. NON RESIDENTS ARE NOT ALLOWED TO EAT HABITUALLY WITH THE RESIDENTS.**

That resident may be asked to do special work/assignment in preparation for any dormitory or school activities.

Smoking and drinking liquor are strictly prohibited among residents.

That residents are required to attend regular schedule/special meeting called upon by the Dorm manager or authorized persons.

That dormitory rental is considered non-refundable if ever a resident is terminated due to house rule/s violation. Women's Hall 700.00, Graduate Hostel 800.00, and Women's Dorm II 1,000 per pax good for 4 persons per room.

The resident who wishes to go home, join or campus activities should secure permission from the manager/personnel. Those who will join the educational trip should furnish a duly

itinerary of travel to the manager.

Personal appliances must pay the following rates per month.