



**PRELIMINARY SURVEY VISIT**

# **AREA VIII: PHYSICAL PLANT AND FACILITIES**

K. Housing  
(Optional)



## CCTV CAMERAS AROUND THE BLDG.



ARINGAY ROAD, FRONT OF USM ANNEX ELEM. SCHOOL, KABACAN, COTABATO



## MAIN BUILDING



ARINGAY ROAD, FRONT OF USM ANNEX ELEM. SCHOOL, KABACAN, COTABATO



## MAIN BLDG. LOBBY



ARINGAY ROAD, FRONT OF USM ANNEX ELEM. SCHOOL, KABACAN, COTABATO



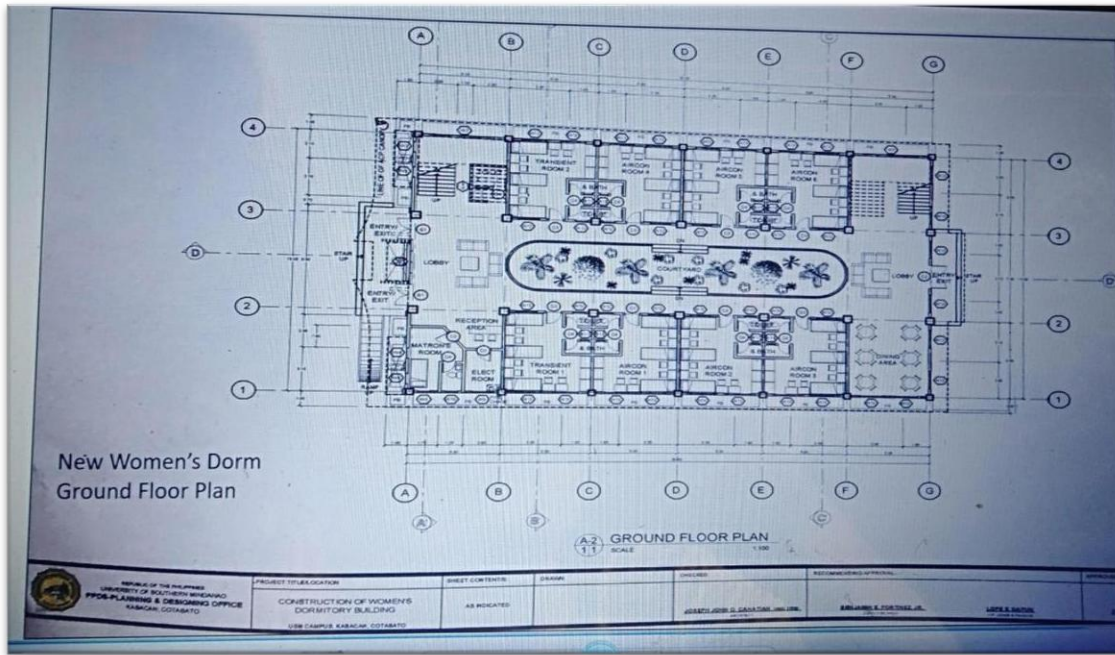
## RECREATION HALL AND STUDY AREA



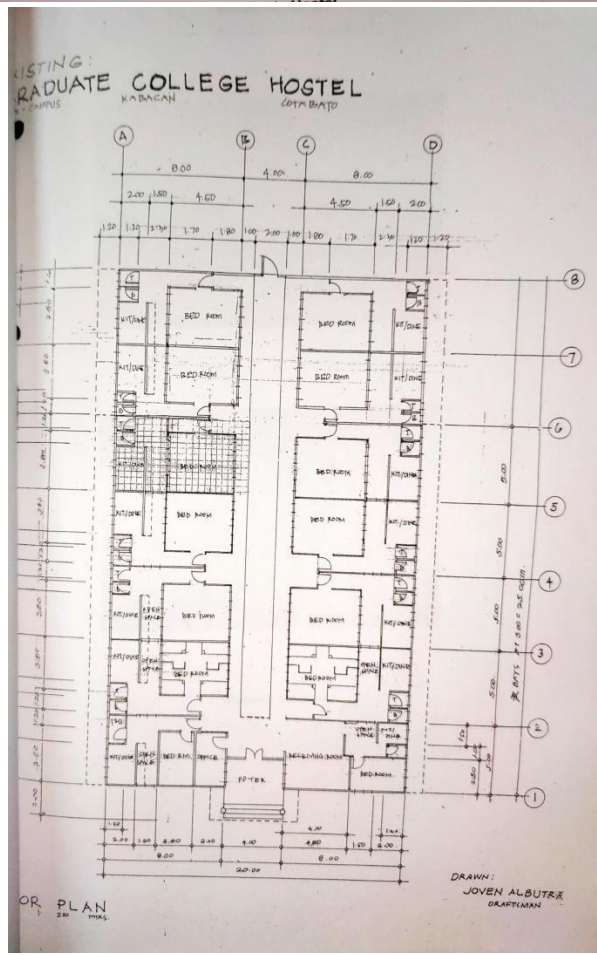
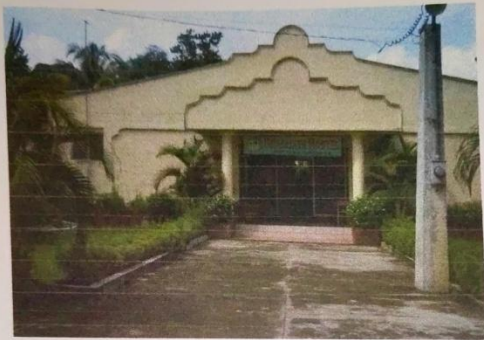
ARINGAY ROAD, FRONT OF USM ANNEX ELEM. SCHOOL, KABACAN, COTABATO



# WOMEN'S HALL







# WOMEN'S DORM





(A-1/13) P E R S P E C T I V E



(A-1/23) LOCATION MAP  
SCALE: NTS

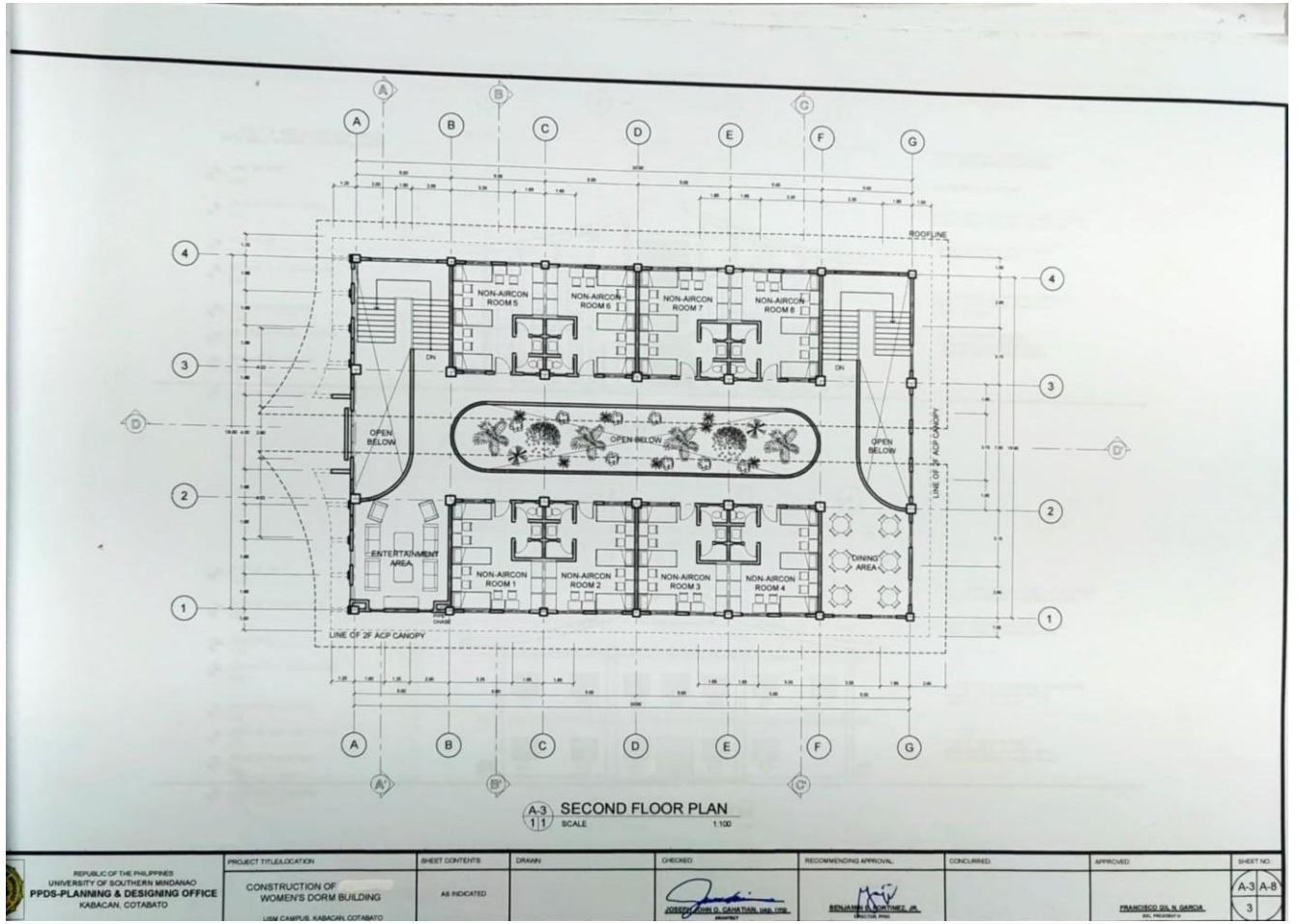


(A-1/33) SITE DEVELOPMENT PLAN  
SCALE: 1:200




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LAND USE AND ZONING
LINE AND GRADE
ARCHITECTURAL
STRUCTURAL
SANITARY
ELECTRICAL
MECHANICAL

	PROJECT TITLE/LOCATION: CONSTRUCTION OF WOMEN'S DORM BUILDING USM CAMPUS, KABACAN, COTABATO	SHEET CONTENTS: AS INDICATED	CHECKED:  JOYANTO D. GANERAN, RUP, RUP	DESIGNED:  BENJAMIN S. GONZALES, RUP	RECOMMENDING APPROVAL: CONCURRED:	APPROVED:  FRANCISCO S. S. GARCIA, RUP	SHEET NO. A-1/A-B 1
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A-3  
1:1  
SECOND FLOOR PLAN  
SCALE 1:100

REPUBLIC OF THE PHILIPPINES UNIVERSITY OF SOUTHERN MINDANAO <b>PPDS-PLANNING &amp; DESIGNING OFFICE</b> KABACAN, COTABATO	PROJECT TITLE/LOCATION CONSTRUCTION OF WOMEN'S DORM BUILDING <small>LSM CAMPUS, KABACAN, COTABATO</small>	SHEET CONTENTS AS INDICATED	DRAWN  	CHECKED  <small>JOSEPH G. CAVATITAN, MS, LUP</small> <small>ARCHITECT</small>	RECOMMENDING APPROVAL  <small>BENJAMIN A. TORRES, JR.</small> <small>REGISTERED ARCHITECT</small>	CONCURRED  	APPROVED   <small>FRANCISCO D. N. GARCIA</small> <small>REGISTERED ARCHITECT</small>	SHEET NO. A-3 A-B 3
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## K.2. Certificate of Occupancy

 UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines
<b>UNIVERSITY DORMITORY</b>

### RESIDENT CONTRACT

AY 20\_\_\_\_ - 20\_\_\_\_ (\_\_\_\_ Semester)

I, \_\_\_\_\_, from the College/Year/Course/Section \_\_\_\_\_, \_\_\_\_\_ years old with a home address at \_\_\_\_\_, apply for a bed spacer at the University dormitory; agree to follow all 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.

### TERMS AND CONDITIONS

- I shall abide by the House Rules of the USM dormitory.
- I shall pay two (2) months of dormitory rental prior to my occupancy, the next two (2) months on or before the Mid-Term Examination and the remaining month on or before the Final 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 9:00PM-5:00AM 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 the academic year, I shall secure a certification of no balance 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.
- 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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University of Southern Mindanao

AREA VIII: K – HOUSING



UNIVERSITY OF SOUTHERN MINDANAO  
Kabacan, Cotabato  
Philippines

**UNIVERSITY DORMITORY**

That this privilege to stay at University of Southern Mindanao Men's Dormitory is granted for the period of \_\_\_\_\_.

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 MEN'S DORMITORY CONTRACT** consisting of \_\_\_\_\_ page/s 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 of Southern Mindanao

AREA VIII: K – HOUSING



University of Southern Mindanao  
Men's Dormitory  
Resident Profile



BLDG.: Main (North Wing) ROOM NO.: 1

Name: Charfeen Van T. Aris

College/Program: CHEFS PJFT

Birthdate: 09-24-05

Home Address:

Brgy. Limbo Sr. Maguindanao

Father's Name: Andy A. Aris Occupation: \_\_\_\_\_

Mother's Name: Peberlyn T. Aris Occupation: \_\_\_\_\_

Contact No. of Parent/Guardian: 09700374879

Hobbies/Skills/Talent:

Dancing

ROOM APPLIANCE/S	AMOUNT
• Electric Fan 150.00/unit (group/2 person)	<u>75</u>
• Clip Fan 100 individual	_____
• Cassete 50.00/unit	_____
• Heater 75.00/unit	_____
• Rice Cooker 150.00/unit (group/2 person)	<u>50</u>
100.00/unit (individual)	_____
• Electric Iron 75.00/unit (individual)	_____
• Computer/Laptop 100.00/unit (individual)	_____
• Printer 100.00/unit (personal use only)	_____
Others:	
_____	_____
_____	_____
_____	_____
<b>TOTAL</b>	<u>120</u>
	<u>800</u>
	<u>925</u>





University of Southern Mindanao  
Men's Dormitory  
Resident Profile



BLDG.: Main (North Wing) ROOM NO.: 1

Name: Christian Paul T. Aris

College/Program: CAE DEDCOM

Birthdate: 01-11-09

Home Address:

Brgy. Limbo C.K. Maguindanao

Father's Name: Andy A. Aris Occupation: \_\_\_\_\_

Mother's Name: Berlyn T. Aris Occupation: \_\_\_\_\_

Contact No. of Parent/Guardian: 09700379879

Hobbies/Skills/Talent:

Singing

ROOM APPLIANCE/S	AMOUNT
• Electric Fan 150.00/unit (group/2 person)	<u>75</u>
• Clip Fan 100 individual	_____
• Cassete 50.00/unit	_____
• Heater 75.00/unit	_____
• Rice Cooker 150.00/unit (group/2 person)	<u>50</u>
100.00/unit (individual)	_____
• Electric Iron 75.00/unit (individual)	_____
• Computer/Laptop 100.00/unit (individual)	_____
• Printer 100.00/unit (personal use only)	_____

Others:

_____	_____
_____	_____
_____	_____

TOTAL

125  
200  
725.00





University of Southern Mindanao  
Men's Dormitory  
Resident Profile



BLDG.: MAIN Bldg - NORTH WING ROOM NO.: 1

Name: CHRISTIAN DAU B LAYSA  
 College/Program: CEIT / BS in Civil Engineering  
 Birthdate: 01/20/02  
 Home Address: PUKOK CENTRO, LIBERTAD, COLUMBEO, SULTAN KUDARAT  
 Father's Name: EDUARDO P LAYSA JR. Occupation: \_\_\_\_\_  
 Mother's Name: ESTER D LAYSA Occupation: \_\_\_\_\_  
 Contact No. of Parent/Guardian: 0961 274 9078

Hobbies/Skills/Talent:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ROOM APPLIANCE/S**

**AMOUNT**

• Electric Fan	150.00/unit (group/2 person)	_____
• Clip Fan	100 individual	<u>100.00</u>
• Cassete	50.00/unit	_____
• Heater	75.00/unit	_____
• Rice Cooker	150.00/unit (group/2 person)	<u>50.00</u>
	100.00/unit (individual)	_____
• Electric Iron	75.00/unit (individual)	_____
• Computer/Laptop	100.00/unit (individual)	_____
• Printer	100.00/unit (personal use only)	_____

Others:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TOTAL**

150.00

200.00

350.00





University of Southern Mindanao  
Men's Dormitory  
Resident Profile



BLDG.: \_\_\_\_\_ ROOM NO.: 02

Name: Philip James V. Campanilla  
 College/Program: BS Criminology  
 Birthdate: 12/01/2006  
 Home Address: Bongolanon Magpet North Cotabato Sitio Kinay  
 Father's Name: Rodolfo J. Campanilla Occupation: Farmer  
 Mother's Name: Susana V. Campanilla Occupation: Farmer  
 Contact No. of Parent/Guardian: 0926230791

Hobbies/Skills/Talent:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ROOM APPLIANCE/S	AMOUNT
• Electric Fan 150.00/unit (group/2 person)	<del>150</del> / 100
• Clip Fan 100 individual	_____
• Cassete 50.00/unit	_____
• Heater 75.00/unit	_____
• Rice Cooker 150.00/unit (group/2 person)	<del>150</del> / 100
100.00/unit (individual)	_____
• Electric Iron 75.00/unit (individual)	_____
• Computer/Laptop 100.00/unit (individual)	_____
• Printer 100.00/unit (personal use only)	_____
Others:	_____
_____	_____
_____	_____
_____	_____
<b>TOTAL</b>	<u>200.00</u>
	<u>800.00</u>
	<u>1,000.00</u>





University of Southern Mindanao  
Men's Dormitory  
Resident Profile



BLDG.: \_\_\_\_\_ ROOM NO.: 2

Name: Armand L. Yanson Jr.

College/Program: BSHM

Birthdate: 12/05/2000

Home Address: KIDAPAWAN CITY, NORTH CT.

Father's Name: ARMAND A. YANSON Occupation: TEACHER

Mother's Name: ELMA YANSON Occupation: TEACHER

Contact No. of Parent/Guardian: 09192941619

Hobbies/Skills/Talent:  
COOKING, WRITING, GAMING

ROOM APPLIANCE/S

AMOUNT

• Electric Fan	150.00/unit (group/2 person)	_____
• Clip Fan	100 individual	<u>100</u>
• Cassete	50.00/unit	_____
• Heater	75.00/unit	_____
• Rice Cooker	150.00/unit (group/2 person)	_____
	100.00/unit (individual)	<u>200</u>
• Electric Iron	75.00/unit (individual)	_____
• Computer/Laptop	100.00/unit (individual)	_____
• Printer	100.00/unit (personal use only)	_____

Others:

_____	_____
_____	_____
_____	_____

TOTAL

300.00  
800.00  
1,100.00



University of Southern Mindanao

AREA VIII: K – HOUSING

### K.3. Evidence that a maintenance system exists

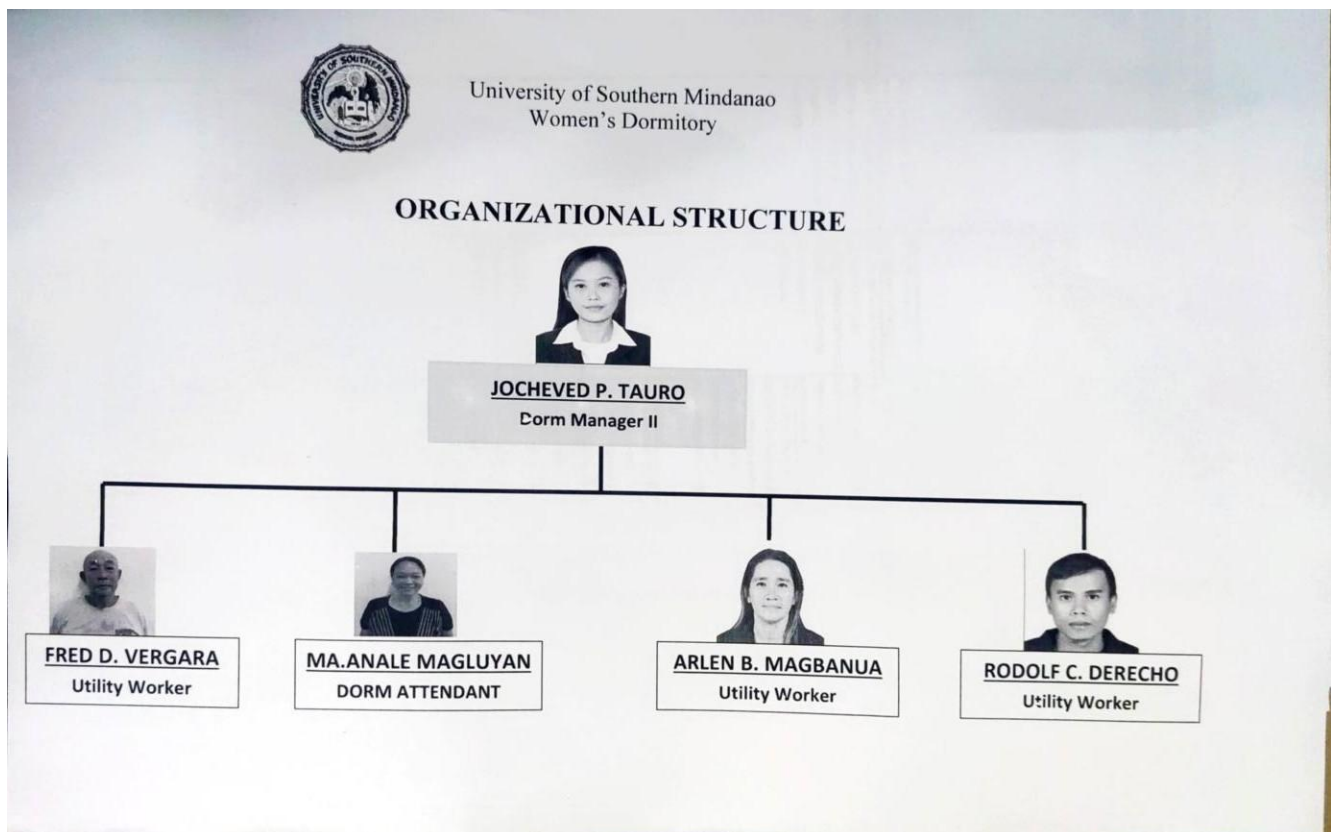
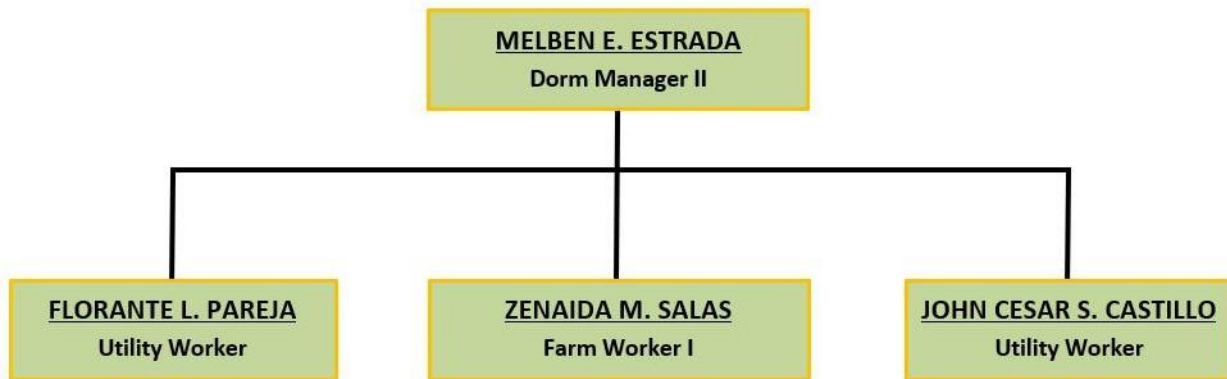
#### ORGANIZATIONAL CHART



University of Southern Mindanao  
Men's Dormitory



#### ORGANIZATIONAL STRUCTURE



University of Southern Mindanao

AREA VIII: K – HOUSING



University of Southern Mindanao

AREA VIII: K – HOUSING



University of Southern Mindanao

AREA VIII: K – HOUSING



University of Southern Mindanao

AREA VIII: K – HOUSING

## **K. 4. Requirements on admission of student, faculty and staff boarders.**

### **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 SCHOOL HOSTEL

### HOUSE RULES AND REGULATIONS

1. That every student should bring necessary beddings 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 ready reference.
3. That resident should behave in a manner that speaks of a dignified person worthy of respect by others.
4. That resident is **STRICTLY PROHIBITED** from bringing visitors **INSIDE THE ROOM**.
5. That visitors must **ONLY BE ENTERTAINED** at the **RECEIVING ROOM**.
6. That resident must be in proper attire when entertaining visitors.
7. 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.
8. That daily cleaners will be assigned and scheduled to clean the hall way, comfort rooms and kitchen/dining hall.
9. That resident should use the dormitory facilities properly and with utmost care.
10. That shouting, talking loud, boisterous laughter, running at the corridors or kicking of doors and use of radio/cassette are strictly prohibited especially during rest/quiete hours at 12:30 - 2:00 p.m. and after 9:00 p.m. to 5:00 a.m.
11. That parents are allowed to visit but only the mother can sleep with her daughter and can only stay for a night. Stays beyond one day will be charged P 125.00 per night.
12. That **COOKING AND EATING SHOULD BE AT THE KITCHEN/DINING HALL ONLY. NON RESIDENTS ARE NOT ALLOWED TO EAT HABITUALLY WITH THE RESIDENTS.**
13. That resident may be asked to do special work/assignment in preparation for any dormitory or school activities.
14. Smoking and drinking liquor are strictly prohibited among residents.
15. That residents are required to attend regular schedule/special meeting called upon by the dorm manager or authorized persons.
16. That dormitory rental is considered non-refundable if ever a resident is terminated due to house rule/s violations.
17. That resident who wishes to go home, join or campus activities should secure permission from the dorm manager/personnel. Those who will join the educational trip should furnish a duly signed copy of waiver and itinerary of travel to the manager.
18. That resident who will use any electrical appliances must pay the following rates per month:

a. Electric Fan	P 150.00/unit (group/2 persons) 75.00/unit (individual)
b. Cassette	50.00/unit
c. Heater	75.00/unit
d. Rice Cooker	150.00/unit (group/2 persons) 100.00/unit (individual)
e. Electric Iron	75.00/unit(individual)
f. Computer	100.00/unit (individual)

USM-OSA-F14



University of Southern Mindanao

AREA VIII: K – HOUSING



UNIVERSITY OF SOUTHERN MINDANAO  
Kabacan, Cotabato  
Philippines

## APPLICATION FORM FOR DORMITORY AND GRADUATE SCHOOL HOSTEL

### ELECTRIC STOVE IS STRICTLY PROHIBITED

19. That bed space rentals and the use of electrical appliances are subject to **changes/increase** depending on inflation rate with prior notice.
20. Every resident should sign out daily when going outside of the campus or attending classes and should sign in upon arrival.
21. That I pledge to take care of all dormitory properties and to observe mode of conduct that will bring honor to myself my fellow residents and the University.
22. 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.
23. Every resident should clean the cooking and dining immediately after every use.
24. That in case I violate any of the rules and regulation. I shall be recommended for immediate termination as resident in the dormitory.
25. That I shall abide by the house rules and regulations promulgated verbally or in writing by the University Authorities.

USM-OSA-F34



University of Southern Mindanao

AREA VIII: K – HOUSING

**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**



## 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 (DOLHOA)**, 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. RABUZA, 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. DERUJE, 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 hereof by competent authorities;

CERTIFIED TRUE COPY  
FROM THE ORIGINAL

Signature

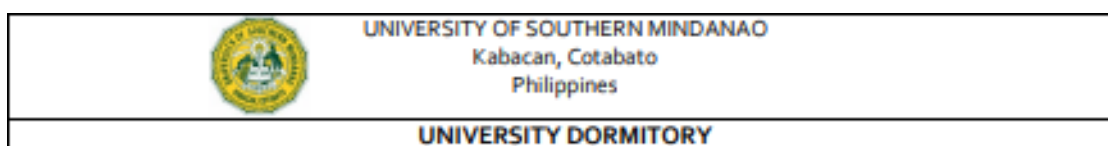


University of Southern Mindanao

AREA VIII: K – HOUSING

## K.5. Copy of house rules and regulations including strategies for dissemination.

### MEN'S DORM



#### HOUSE RULES AND REGULATION

1. All accepted residents are required to fill-out and sign the resident profile and contract upon transferring in their belongings in the dormitory.
2. The resident contract is valid for the *whole Academic Year* (both 1<sup>st</sup> and 2<sup>nd</sup> Semesters).
3. Residents should provide a copy of the Certificate of Registration for both semesters (*with the time schedule*) to the dorm manager, which will be used as reference in case of emergency situations.
4. Residents should bring necessary beddings and appliances. The dorm management will only provide a standard size single or double deck bed, depending on the availability and preference of the resident.
5. Residents are mandated to take care of all dormitory properties and observe mode of conduct that will bring honor to themselves and their fellow residents and the University.
6. Anyone caught destroying dormitory properties shall be dealt 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.
7. Resident is **STRICTLY PROHIBITED** from bringing visitors **INSIDE THE ROOM**.
8. The visitor must **ONLY BE ENTERTAINED** at the **LOBBY OR RECREATION HALL**.
9. Residents should behave in a manner that speaks of a dignified person worthy of respect by others.
10. Residents must be in proper attire when entertaining visitors.
11. Residents may be asked to do special work/assignment in preparation for any dormitory or school activities.
12. Residents shall pay **two (2) months** of dormitory rental prior to occupancy (*advance payment intended for the first and last months of the semester*), and the **remaining balances shall be paid monthly** starting on the second month of the semester;
13. In case the resident fails to settle the obligation on the required timeframe, the management will give up to three (3) demand letters informing the resident of its remaining balance and the payment period for the account. When the resident fails to settle the account on the given period, the management has the authority to terminate the contract which results to the dismissal from the dormitory.
14. The dormitory rental is considered non-refundable if ever a resident is terminated due to house rule/s violation.
15. Residents who will use any electrical appliances must pay the following charges in addition to the monthly room rate:

a. Electric Fan	150.00/unit (group/2 person)
Clip Fan	100 individual
b. Cassete	50.00/unit
c. Heater	75.00/unit
d. Rice Cooker	150.00/unit (group/2 person)
	100.00/unit (individual)
e. Electric Iron	75.00/unit (individual)
f. Computer/Laptop	100.00/unit (individual)
g. Printer	100.00/unit (personal use only)

USM-SYS-F111-Rev.0.2024.08.09



University of Southern Mindanao

AREA VIII: K – HOUSING



UNIVERSITY OF SOUTHERN MINDANAO  
Kabacan, Cotabato  
Philippines

## APPLICATION FORM FOR DORMITORY AND GRADUATE SCHOOL HOSTEL

### HOUSE RULES AND REGULATIONS

1. That every student should bring necessary beddings 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 ready reference.
3. That resident should behave in a manner that speaks of a dignified person worthy of respect by others.
4. That resident is STRICTLY PROHIBITED from bringing visitors INSIDE THE ROOM.
5. That visitors must ONLY BE ENTERTAINED at the RECEIVING ROOM.
6. That resident must be in proper attire when entertaining visitors.
7. 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.
8. That daily cleaners will be assigned and scheduled to clean the hall way, comfort rooms and kitchen/dining hall.
9. That resident should use the dormitory facilities properly and with utmost care.
10. That shouting, talking loud, boisterous laughter, running at the corridors or kicking 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. to 5:00 a.m.
11. That parents are allowed to visit but only the mother can sleep with her daughter and can only stay for a night. Stays beyond one day will be charged P 125.00 per night.
12. That **COOKING AND EATING SHOULD BE AT THE KITCHEN/DINING HALL ONLY. NON RESIDENTS ARE NOT ALLOWED TO EAT HABITUALLY WITH THE RESIDENTS.**
13. That resident may be asked to do special work/assignment in preparation for any dormitory or school activities.
14. Smoking and drinking liquor are strictly prohibited among residents.
15. That residents are required to attend regular schedule/special meeting called upon by the dorm manager or authorized persons.
16. That dormitory rental is considered non-refundable if ever a resident is terminated due to house rule/s violations.
17. That resident who wishes to go home, join or campus activities should secure permission from the dorm manager/personnel. Those who will join the educational trip should furnish a duly signed copy of waiver and itinerary of travel to the manager.
18. That resident who will use any electrical appliances must pay the following rates per month:

a. Electric Fan	P 150.00/unit (group/2 persons) 75.00/unit (individual)
b. Cassette	50.00/unit
c. Heater	75.00/unit
d. Rice Cooker	150.00/unit (group/2 persons) 100.00/unit (individual)
e. Electric Iron	75.00/unit(individual)
f. Computer	100.00/unit (individual)

USM-OSA-F14



University of Southern Mindanao

AREA VIII: K – HOUSING



UNIVERSITY OF SOUTHERN MINDANAO  
Kabacan, Cotabato  
Philippines

## APPLICATION FORM FOR DORMITORY AND GRADUATE SCHOOL HOSTEL

### ELECTRIC STOVE IS STRICTLY PROHIBITED

19. That bed space rentals and the use of electrical appliances are subject to **changes/increase** depending on inflation rate with prior notice.
20. Every resident should sign out daily when going outside of the campus or attending classes and should sign in upon arrival.
21. That I pledge to take care of all dormitory properties and to observe mode of conduct that will bring honor to myself my fellow residents and the University.
22. 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.
23. Every resident should clean the cooking and dining immediately after every use.
24. That in case I violate any of the rules and regulation. I shall be recommended for immediate termination as resident in the dormitory.
25. That I shall abide by the house rules and regulations promulgated verbally or in writing by the University Authorities.

USM-OSA-F34



University of Southern Mindanao

AREA VIII: K – HOUSING

**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**



## 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 (DOLHOA)**, 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. RABUZA, 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. DERUJE, 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 hereof by competent authorities;

CERTIFIED TRUE COPY  
FROM THE ORIGINAL

Signature



University of Southern Mindanao

AREA VIII: K – HOUSING

### **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.



## K6. List of dormitory staff and their PDF.

I. PERSONAL INFORMATION							
2. SURNAME	ESTRADA						
FIRST NAME	MELBEN						
MIDDLE NAME	ESTOLLOSO						
3. DATE OF BIRTH (mm/dd/yyyy)	9/27/1999						
4. PLACE OF BIRTH	TULUNAN, COTABATO						
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female						
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:						
7. HEIGHT (m)	1.72						
8. WEIGHT (kg)	75						
9. BLOOD TYPE	B+						
10. QSS ID NO.	N/A						
11. PAG-IBIG ID NO.	N/A						
12. PHILHEALTH NO.	17-250558644-7						
13. SSS NO.	09-4778225-8						
14. TIN NO.	612-232-069-00000						
15. AGENCY EMPLOYEE NO.	23-01008						
16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:						
17. RESIDENTIAL ADDRESS	N/A House/Block/Fl. No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE 9403						
18. PERMANENT ADDRESS	N/A House/Block/Fl. No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE 9403						
19. TELEPHONE NO.	N/A						
20. MOBILE NO.	0977748909						
21. E-MAIL ADDRESS (if any)	melbenestrada@usm.edu.ph						
II. FAMILY BACKGROUND							
22. SPOUSE'S SURNAME	N/A						
FIRST NAME	N/A						
MIDDLE NAME	N/A						
OCCUPATION							
EMPLOYER/BUSINESS NAME							
BUSINESS ADDRESS							
TELEPHONE NO.							
24. FATHER'S SURNAME	ESTRADA						
FIRST NAME	BENJAMIN						
MIDDLE NAME	ALQIPAN						
25. MOTHER'S MAIDEN NAME							
SURNAME	ESTOLLOSO						
FIRST NAME	MERLYN						
MIDDLE NAME	ESPARTERO						
23. NAME OF CHILDREN (Write full name and list all)	N/A						
DATE OF BIRTH (mm/dd/yyyy)	N/A						
(Continue on separate sheet if necessary)							
III. EDUCATIONAL BACKGROUND							
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	NEW CARDAD ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	2006	2012	N/A	2012	VALEDICTORIAN
SECONDARY	KIDAPAWAN CITY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2012	2018	N/A	2018	WITH HIGH HONORS
VOCATIONAL/ TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO - KABACAN	BS BUSINESS ADMINISTRATION - MAJOR IN MARKETING MANAGEMENT	2018	2022	N/A	2022	CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A
(Continue on separate sheet if necessary)							
SIGNATURE				DATE		JULY 10, 2025	



University of Southern Mindanao

AREA VIII: K – HOUSING





34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed.

a. within the third degree?  YES  NO

b. within the fourth degree (for Local Government Unit - Career Employees)?  YES  NO

If YES, give details: \_\_\_\_\_

---

35. a. Have you ever been found guilty of any administrative offense?  YES  NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court?  YES  NO

If YES, give details: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Status of Case/s: \_\_\_\_\_

---

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?  YES  NO

If YES, give details: \_\_\_\_\_

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37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?  YES  NO

If YES, give details: FINISHED CONTRACT

---

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  YES  NO

If YES, give details: \_\_\_\_\_

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?  YES  NO

If YES, give details: \_\_\_\_\_

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39. Have you acquired the status of an immigrant or permanent resident of another country?  YES  NO

If YES, give details (country): \_\_\_\_\_

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40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?  YES  NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability?  YES  NO

If YES, please specify ID No: \_\_\_\_\_


c. Are you a solo parent?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

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41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL. NO.
EIMER M. ESTILLOSO	KABACAN, COTABATO	0998 589 4743
ANALYN A. GONZALES	KABACAN, COTABATO	0912 746 0006
CHEA MAE LIBO-ON	KABACAN, COTABATO	0970 353 5797



PHOTO

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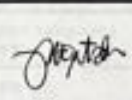
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government issued ID (i.e. Passport, CGIS, SSIS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government issued ID: POSTAL ID

ID/License/Passport No: PRN K62228724487 P

Date/Place of Issuance: JANUARY 2023/INCO-KD



Signature (Sign inside the box)

JULY 10, 2025

Date Accomplished

Right Thumbmark

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SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath



## PERSONAL DATA SHEET

**WARNING:** Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

**READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.**

Print legibly. Tick appropriate boxes  and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

COB 01/16/17 Do not flip. For CSC use only

PERSONAL INFORMATION			
2. SURNAME	SALAS		
FIRST NAME	ZENADA	(NAME OF FOREIGNER (P, S)) N/A	
MIDDLE NAME	MENOR		
3. DATE OF BIRTH (mm/dd/yyyy)	07/05/1962	6. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country
4. PLACE OF BIRTH	KATIL, DATU PAOLAS, MINGUNDANAO	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
8. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (in)	1.52 INCHES	17. RESIDENTIAL ADDRESS  House/Block of No. _____ Street _____ PUROK ABELLERA VILLAGE POBLACION Subdivision/Village Barangay _____ KABACAN COTABATO City/Municipality Province	
8. WEIGHT (kg)	53 KILOS		
9. BLOOD TYPE	"AB"		
10. SSN ID NO.	92064067403		
11. PAG-IBIG ID NO.		18. PERMANENT ADDRESS  House/Block of No. _____ Street _____ PUROK ABELLERA VILLAGE POBLACION Subdivision/Village Barangay _____ KABACAN COTABATO City/Municipality Province	
12. PhilHEALTH NO.	17-025022873-5		
13. SSS NO.	08-18572478	19. TELEPHONE NO.	N/A
14. TIN NO.	142-600-200	20. MOBILE NO.	090344808
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	

8. FAMILY BACKGROUND			
22. SPOUSE'S SURNAME	SALAS		23. NAME OF CHILDREN (Write full name and sex)
FIRST NAME	JOVENIO	N/A	N/A
MIDDLE NAME	LLOREN		N/A
OCCUPATION	GOVERNMENT EMPLOYEE (RETIRED)		
EMPLOYER/BUSINESS NAME	UNIVERSITY OF SOUTHERN MINDANAO		
BUSINESS ADDRESS	KABACAN, COTABATO		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	MENOR		
FIRST NAME	MARCELO	(NAME OF FOREIGNER (P, S))	
MIDDLE NAME	CORPUZ		
25. MOTHER'S MAREN NAME			
SURNAME	BENITO		
FIRST NAME	EMELIANA		
MIDDLE NAME	MANIPON		

9. EDUCATIONAL BACKGROUND							
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNIT'S EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	BO. CARMEN ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	1968	1979	N/A	1979	N/A
SECONDARY	QUEZON COLLEGES OF SOUTHERN PHILIPPINES	HIGH SCHOOL	1979	1983	N/A	1983	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	QUEZON COLLEGES OF SOUTHERN PHILIPPINES		1984	1987	N/A	1987	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE	DATE









## PERSONAL DATA SHEET

**WARNING:** Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases against the person concerned.

**READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.**

Print legibly. Tick appropriate boxes.  Use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.** (Do not fill up for CSC use only)

I. PERSONAL INFORMATION			
2. SURNAME	PAREJA		
3. FIRST NAME	FLORENTE	(NAME EXTENSION (JR., SR.), N/A)	
4. MIDDLE NAME	LLEVA		
5. DATE OF BIRTH (mm/dd/yyyy)	11/15/75	6. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> By birth <input type="checkbox"/> By naturalization Pls. indicate country:
7. PLACE OF BIRTH	CUMACAD, SORSOGON BICOL	(Indicate if dual citizenship; please indicate the details.)	
8. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Philippines ▼	
9. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other (c)	17. RESIDENTIAL ADDRESS	NA    PURKO (House/Street/Of No.)    Street NA    NABULACAY (Suburban/Village)    Barangay MATALAM    COTABATO (City/Municipality)    Province
10. HEIGHT (in)	5.53	18. ZIP CODE	9601
11. WEIGHT (kg)	65	19. PERMANENT ADDRESS	NA    PURKO (House/Street/Of No.)    Street NA    NABULACAY (Suburban/Village)    Barangay MATALAM    COTABATO (City/Municipality)    Province
12. BLOOD TYPE	O	20. ZIP CODE	9601
13. CGS ID NO.	N/A	21. TELEPHONE NO.	NA
14. PAD-BSG ID NO.	N/A	22. MOBILE NO.	093983370
15. PHL HEALTH ID NO.	17-201999903-1	23. E-MAIL ADDRESS (if any)	N/A
16. BSS NO.	N/A		
17. TIN NO.	N/A		
18. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND			
24. SPOUSE'S SURNAME	PAREJA	25. NAME OF CHILDREN (Write full name and sex)	DATE OF BIRTH (mm/dd/yyyy)
26. FIRST NAME	LIBETH	(NAME EXTENSION (JR., SR.), N/A)	
27. MIDDLE NAME	CAPUNGA	JOHN MARK C. PAREJA	04/19/81
28. OCCUPATION		JOHN PAUL C. PAREJA	05/28/84
29. EMPLOYER/BUSINESS NAME			
30. BUSINESS ADDRESS			
31. TELEPHONE NO.			
32. FATHER'S SURNAME	PAREJA		
33. FIRST NAME	TITO	(NAME EXTENSION (JR., SR.), N/A)	
34. MIDDLE NAME	LASTERILLA		
35. MOTHER'S MIDDLE NAME			
36. SURNAME	LLEVA		
37. FIRST NAME	ELMA		
38. MIDDLE NAME	N/A	<i>(Continue on separate sheet if necessary)</i>	

III. EDUCATIONAL BACKGROUND							
29. LEVEL	30. NAME OF SCHOOL (Write in full)	31. BASIC EDUCATION/DEGREE/COURSE (Write in full)	32. PERIOD OF ATTENDANCE		33. HIGHEST LEVEL/ UNITS EARNED (if not graduated)	34. YEAR GRADUATED	35. SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	COCON ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	1985	1991	GRADUATED	1991	NA
SECONDARY	CUMACAD NATIONAL HIGH SCHOOL	HIGH SCHOOL	1991	1994	3RD YEAR	NA	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	NA	NA	NA	NA	NA	NA	NA
GRADUATE STUDIES	NA	NA	NA	NA	NA	NA	NA

<i>(Continue on separate sheet if necessary)</i>	
SIGNATURE	DATE







34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed.

a. within the third degree?  YES  NO

b. within the fourth degree (for Local Government Unit - Career Employees)?  YES  NO

If YES, give details: \_\_\_\_\_

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35. a. Have you ever been found guilty of any administrative offense?  YES  NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court?  YES  NO

If YES, give details: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Status of Case/s: \_\_\_\_\_

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36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?  YES  NO

If YES, give details: \_\_\_\_\_

---

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?  YES  NO

If YES, give details: RESIGNATION

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38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  YES  NO

If YES, give details: \_\_\_\_\_

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?  YES  NO

If YES, give details: \_\_\_\_\_

---

39. Have you acquired the status of an immigrant or permanent resident of another country?  YES  NO

If YES, give details (country): \_\_\_\_\_

---

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?  YES  NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability?  YES  NO

If YES, please specify ID No: \_\_\_\_\_


c. Are you a solo parent?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

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41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee):

NAME	ADDRESS	TEL. NO.
MELBEN E. ESTRADA	TULUNAN, COTABATO	0977 7448959
JOHN CESAR S. CASTILLO	KABACAN, COTABATO	0946 920 0871
ZENaida M. SALAS	KABACAN, COTABATO	0960 344 8035



FLORANTE L. PAREJA

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42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

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Government Issued ID (e.g. Passport, 2000, 2005, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance: Government Issued ID: <u>PHILHEALTH ID</u> ID/License/Passport No.: <u>17J6189967-1</u> Date/Place of Issuance: <u>AUGUST 2024/MATALAM, COT.</u>	Signature (Sign inside the box) _____ Date Accomplished _____	Right Thumbmark _____
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SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath



**K.7. List of occupants, including vital information about them.**



University of Southern Mindanao  
Women's Dormitory

WOMEN'S HALL RESIDENTS

	NAME OF STUDENT/LODGER
1	ABALLE, NOVEE ANNE AMORE
2	ABARCA, Roxanne Dianne
3	ABDULWAHAB, REYNA MAE
4	DELA ROSA, ERIKA
5	ALAGAO, SYRA BELLE
6	ALCOBILLA, ALLEIXIZ KATE
7	ALVIZO, Guianne
8	AMIR, Elmina
9	AMULLA, JHON BIE
10	ANDE, SARAH JOY
11	AUTIDA, ALYANNA
12	AVELINO, IRISH
13	AYOB, BAI ANNIE
14	BACARRO, Angelyn
15	BADIDOY, SHEENA
16	BIARES, Cherry Anne
17	BAYANGAN, NORHANA
18	BELONO, WINSLET KATE
19	BELOTINDOS, PREZELL N.
20	BERONILLA, KRICHELE
21	BERONILLA, KRISCHEN
22	BIÑAS, JANNAH MAE
23	BIÑAS, JASMINE JULIA
24	BOGADOR, KINAH REZIAH
25	BONSALAGAN, KORINA M.
26	BORJA, MARIFE
27	CABANDA, STELLA MARIE
28	CABARLES, CRIZZYL MAE
29	CABINGATAN, Rose Mae
30	CALUBIRAN, MARY CRIS
31	CAÑETE, MARIANE
32	CANGAS, VENUS
33	CASTILLON, MECA ELLA
34	CATUGORAN, KRIZELLE ANN
37	DATANG, JENNY FE
38	DELA RAMA, K
40	DIAZ, Marianne Elaine
41	DING, Maimona
42	DROMAL, ABRILLE
43	EBRAHIM, BAI ALI
44	ELICAN, RONA IANE
45	ELICAN, ROYCEL MAE





University of Southern Mindanao  
Women's Dormitory

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8	AMIR, Elmina
9	AMULLA, JHON BIE
10	ANDE, SARAH JOY
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23	BIÑAS, JASMINE JULIA
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29	CABINGATAN, Rose Mae
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31	CAÑETE, MARIANE
32	CANGAS, VENUS
33	CASTILLON, MECA ELLA
34	CATUGORAN, KRIZELLE ANN
37	DATANG, JENNY FE
38	DELA RAMA, K
40	DIAZ, Marianne Elaine
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42	DOROMAL, ABRILLE
43	EBRAHIM, BAI ALI
44	ELICAN, RONA IANE
45	ELICAN, ROYCEL MAE



University of Southern Mindanao

AREA VIII: K – HOUSING

46	ENGGONA, KYLA JAULYNE
47	ESPETACION, NIÑA LOISE
48	ESTOMO, KRIZEL SHAYNE
49	ESCORIAL, CHEREEN
50	ESTRELLA, CHARILOU
51	ESTORNINOS, ROSEMY
52	EXCONDE, JOANA PAULA
53	FERRAREN, Mary Anthonette
54	FLORES, AYESHA MYLES
55	GATOC, GLYDEL KAYE
56	GENEGABUAS, Krystelle Zel
57	GINTAWAN, Noraida
58	HEJARA, MARIACEL
59	HITGANO, KRISTINE
60	JARINA, JENY ROSE
61	JAVISON, REANNE CYBEL
62	KAQUILALA, REA MAE
63	LABISORES, MARIA MICHELLE
64	LAGUIAB, SHIENA MAE
65	LAKAM, Ahya
66	LINGGA, JAMEELA
67	MADALI, Zohaina
68	MADRIA, CHRISTINE
69	MAGO, JAMAICA KAY
70	MARFIL, JANE CLAIR
71	MUGDAN, MINCHENE
72	NADONSA, JEA CLAIR
73	NOSKA, Hasmin
74	OCLARIT, GISELA SOFIA
75	ONDARO, JULIE KATE
76	PABALE, MARY
77	PACUAN-CUAN, Hazy
78	PARREÑO, DIRAH MAE
79	PONCE, ALMIE GRACE
80	PUNO, DARLING ALYSSA
81	SAYAGO, Juliec Ann
82	SEVILLA, ANGEL VALERIE
83	SILONGAN, NORSALAM
84	SILVANO, JEMA ROSE
85	SUAREZ, CHARIMAIN
86	SULTAN, MO'AMINA SEDIK
87	TANALGO, Michelle
88	TELLORO, MARY GRACE
89	TURLA, KRISTINA DANIELA T.
90	UGALINGAN, MELBA
91	ULES, Jhoryyah



University of Southern Mindanao

AREA VIII: K – HOUSING

## GRADUATE HOSTEL RESIDENTS

	NAME OF STUDENT/LODGER
1	ABANIEL, Wynef Belle
2	ABDULRADZAK, Jammela M.
3	AGOHOB, Kate Lawrence
4	ALTURINO, Charish Mae
5	AMOR, Jhoanna C.
6	BAJO, Ashley Louise C.
7	BALADIANG, Krissa Joy Olive
8	BALGOS, Gwynyth C.
9	BAWAY, Jesiel A.
10	FABILLAR, Karen
11	CAGAPE, Lynelli
12	CALIBADAN, Kyla Mae
13	CANTOMAYOR, Andrea Keilah
14	CARMONA, Charlotte P.
15	CARMONA, Chloely P.
16	CATOLICO, Krizzia Anne M.
17	DEGAMO, Redonet Alf M.
18	ESMAEL, Jamaica
19	ESPAÑA, Andrea Marie
20	FULGAR, Joyce
21	GIDUCOS, Stella Marie
22	GONZALES, Kristine
23	GUIAPAR, Sittie Fatima
24	HORNIDO, Daisy Mae
25	IGLESIAS, Mechaela
26	MUSTAPHA, Shahanie
27	NARVAZA, Jambée O.
28	OSEJA, Anniellou
29	PAMIRIKIN, Raihannah
30	PANES, Deza Maiah
31	PARK, Seri B.
32	POSELERO, Yssel Faye L.
33	PRACALE, Princess Mae
34	QUIATCHON, Airabelle A.
35	QUIATCHON, Nor Jean A.
36	SALIK, Nyra
37	SALIK, Reahana
38	SUWAIB, Sittie Saharra T.
39	TUAN, Riazah Mae
40	TUAN, Sittie Haryza
41	NOVILLIAS, April
42	ESPERAGOSA, Cheneé
43	BALGOS, Wilzburie
44	FARROL, Irene Rose
45	MIDTIMBANG, Farhaina
46	MIDTIMBANG, Rohaina
47	NECESITO, Cindy
48	DUMINGSEL, Iris Helen



University of Southern Mindanao

AREA VIII: K – HOUSING

## HOSTEL DORM RESIDENTS

	NAME OF STUDENT/LODGER
1	<b>ABANES, Glydyll</b>
2	<b>ALA TAN, Nery</b>
3	<b>ACOB, Jastine</b>
4	<b>ALEGARBIS, Aira Lee</b>
5	<b>CABUNTO, Rahima</b>
6	<b>CAFÉ, Mylene</b>
7	<b>CANABUAN, Hearty</b>
8	<b>CONDE, Maria Sofiah</b>
9	<b>EDRES, Halima</b>
10	<b>FAJARDO, Glyza</b>
11	<b>GEMOYA, Cassandra Rose</b>
12	<b>KABASALAN, Johanieza</b>
13	<b>KABASALAN, Rohanieza</b>
14	<b>LORAÑA, Jezelle Hanna</b>
15	<b>MONCANO, Fiona Erika</b>
16	<b>PAELDEN, Maria Belen</b>
17	<b>ROQUE, Julie Ann</b>
18	<b>SOTEA, Kyla</b>
19	<b>SUMALOYAN, Nor-Ain</b>
20	<b>LANDAS, Rhea Jane</b>
21	<b>ANINIPOT, Hannah Mae</b>
22	<b>ITOL, Vennehra</b>
23	<b>CORPIN, Saphia</b>
24	<b>BADA, Roxane</b>
25	<b>SABIDO, Mary Stella</b>
26	<b>TANDOG, Rianne Stefanne</b>
27	<b>ALEGADO, Honey Grace</b>

## WOMEN'S DORM II RESIDENTS

	NAME OF STUDENT/LODGER
208	<b>BAGUNDANG, Alliah P.</b>
	<b>MAMATON, Nashreen</b>
	<b>DALAMBAN, Jowaira</b>
206	<b>LAHORA, Francesjen</b>
	<b>AMILUSSIN, Adznaillin</b>
205	<b>LAURON, April Angela</b>
	<b>LUGAIT, Herilyn</b>
	<b>AGUIB, Jessal</b>



204`	CERNA, Shaira Lou
	VICERA, Kieszy Mae
	DINGDING, Rainbow

