

**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 duty 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.

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