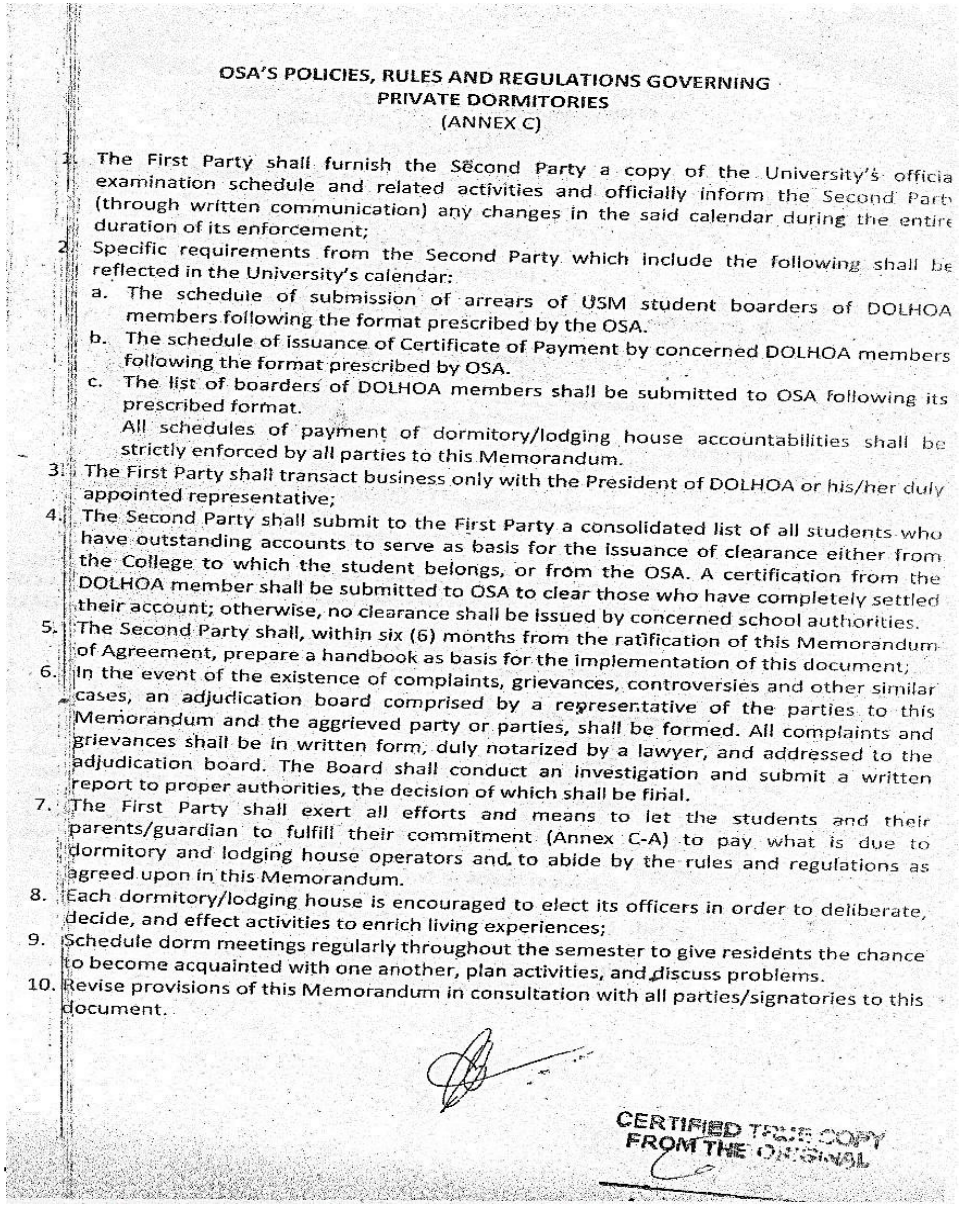
AREA VIII

PHYSICAL PLANT AND FACILITIES

S.2 POLICIES AND GUIDANCE ON PROPER UTILIZATION OF STUDENT CENTER ARE IN PLACE

S.2 POLICIES AND GUIDANCE ON PROPER UTILIZATION OF STUDENT CENTER ARE IN PLACE



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 officia 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