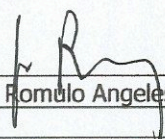


Policy No:	ADM-POL-FNR-0020
Policy Title:	Policy on Transfer of Rooms for Guests and Residents
Implementation Procedure:	ADM-PROC-FNR-0019 Transfer of Rooms Procedure
Date of Issuance:	S.Y.2010-2011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Finance and Resources Department
"Supersedes" Notification:	
Purpose of Policy:	This policy defines the terms and conditions in all requests for transfer of rooms in the Colegio's Dormitory.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Guests and residents can transfer rooms upon the approval of the Dorm Administrator. • Transferring and swapping is prohibited without the approval of the Dorm Administrator. • Guests and residents violating this provision shall receive the necessary sanctions from the Dorm Administrator. • All requests for transfer should be accompanied by a valid reason approved by the Dorm Administrator.
Applicability:	Finance and Resources Department
Policy Approval Authority:	Finance and Resources Director
Related Policies or References	Bed Transfer Form
Definition:	
Prepared by:	Planning, Funding and Development Office
Approved by:	
Date of Approval	Bro. Romulo Angeles, O.P.

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