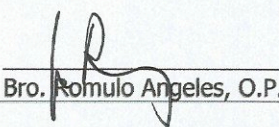


Procedure No:	ADM-PROC-FNR-0014
Procedure Title:	Reservation and Accommodation Procedure for Guests
Related Policy:	ADM-POL-FNR-0015 Reservation and Accommodation Policies for Guests
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Finance and Resources Office
"Supersedes" Notification:	
Procedure Description:	This details the orientation and assignment of rooms for the guests.
Areas of Responsibility:	Finance and Resources Office
Procedure Details:	<p>Step 1. The guest inquires at the Office of the Dorm Administrator.</p> <p>Step 2. The guest is informed of the policies of the dormitory.</p> <p>Step 3. The guest fills out the Dorm Occupancy Agreement.</p> <p>Step 4. The guest pays his advance deposit fee to the Cashier or the Administrative Assistant.</p> <p>Step 5. The guest presents his official receipt to the Dorm Administrator.</p> <p>Step 4. The Dorm Administrator assigns a room for the guest.</p>
Procedure Approval Authority:	Director of the Finance and Resources Department
References:	Dorm Occupancy Agreement Form
Definition:	
Help Page:	Finance and Resources Office
Prepared by:	Planning, Funding and Development Office
Approved by:	 Bro. Romulo Angeles, O.P.
Date of Approval:	

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