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<th>Procedure No:</th>
<th>ADM-PROC-FNR-0015</th>
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<tr>
<td>Procedure Title:</td>
<td>Procedure of Payment of Dormitory Fees</td>
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<tr>
<td>Related Policy:</td>
<td>ADM-POL-FNR-0017 Payment of Dormitory Fees</td>
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<tr>
<td>Date of Issuance:</td>
<td>S.Y. 2009-2010</td>
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<td>Effectivity:</td>
<td>S.Y. 2009-2010 to present</td>
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<td>TWO (2)</td>
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<td>Office of Origin:</td>
<td>Finance and Resources Office</td>
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<tr>
<td>(Procedure Expert)</td>
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<td>&quot;Supersedes&quot; Notification:</td>
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| Procedure Description: | This details the orientation and assignment of rooms for the guests. |
| Areas of Responsibility: | Finance and Resources Office |
| Procedure Details:     |                            |

**GUEST**

**Check In**
Step 1. The guest pays his advance deposit fee to the Cashier or the Administrative Assistant of the Financial Affairs Division (in cases of heavy transaction period during enrollment).
Step 2. The guest presents his official receipt to the Dorm Administrator.
Step 3. The guest can check in to his assigned room.

**Check Out**
Step 1. The guest informs the Dorm Administrator of his intention to check out.
Step 2. The Dorm Administrator checks the room occupied by the guest.
Step 3. If the guest has been cleared from any accountability, he is issued with the Check-Out slip. In cases of damages and violations, the Dorm Administrator shall issue a Dorm Violation Slip indicating the amount of damages the guest has to pay.
Step 4. The guest pays in the Colegio’s cashier or through the Administrative Assistant of the Financial Affairs Division during periods of enrollment.
Step 5. The guest presents his official receipt to the Dorm Administrator.
Step 6. The guest can check out of the Dormitory.

**RESIDENT**

**Check in**
Step 1. The resident pays his advance deposit fee to the Cashier or the Administrative Assistant of the Dorm Administrator.
Step 2. The resident presents his official receipt to the Dorm Administrator.
Step 3. The resident is given is permanent room assignment by the Dorm Administrator.

**Check Out**
Step 1. The resident informs the Dorm Administrator of his decision to move out of the Dormitory.
Step 2. The Dorm Administrator checks the room of the resident and verifies if there are charges that need to be settled.
Step 3. The Dorm Administrator issues a Check-out slip, indicating the balance and all other payables of the resident.
Step 4. The resident pays to the Colegio’s cashier or the Administrative Assistant of the Financial Affairs Division.
Step 5. The resident presents his receipt to the Dorm Administrator and surrenders his Dormitory ID.
Step 6. The Dorm Administrator clears the resident from accountabilities.
Step 7. The resident can check out of the Dormitory.

**Procedure Approval Authority:**
Director of the Finance and Resources Department

**References:**
Dorm Occupancy Agreement Form
Check Out Slip

**Definition:**

**Help Page:**
Finance and Resources Office

**Prepared by:**
Planning, Funding and Development Office
Approved by:  
Bro. Romulo Angeles, O.P.

Date of Approval: