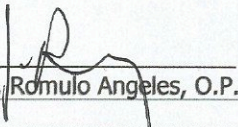


Procedure No:	ADM-PROC-FNR-0016
Procedure Title:	Processing of Dormitory Residency Application
Related Policy:	ADM-POL-FNR-0016 Application for Dormitory Residency
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Finance and Resources Office
"Supersedes" Notification:	
Procedure Description:	This details the orientation, acceptance and assignment of rooms of prospective residents of the dormitory.
Areas of Responsibility:	Finance and Resources Office
Procedure Details:	<p>Step 1. The resident applicant proceeds to the Office of the Dorm Administrator.</p> <p>Step 2. The Dorm Administrator verifies if there are available bed spaces for the resident.</p> <p>Step 3. The resident applicant is informed of the Dormitory Policies.</p> <p>Step 4. The resident applicant is asked to sign the Dorm Occupancy Agreement form.</p> <p>Step 5. The applicant pays to the Cashier or the Administrative Assistant of the Financial Affairs Division.</p> <p>Step 6. The applicant presents his receipt to the Dorm Administrator.</p> <p>Step 7. The Dorm Administrator directs the resident to his room assignment.</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:	