

Benguet State University Housing Policy Guidelines

(BOR Res. No. 2610, s. 2017)



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I. COVERAGE

The policy covers housing units for regular faculty and staff occupying plantilla positions.

II. POLICY STATEMENT

University housing for faculty and staff is a privilege. It is granted for the convenience of the university and its clients.

This privilege shall be used by the university to help employees attain both short term and long-term economic stability.

It may it also be an incentive to be used in the hiring and retention of qualified and needed personnel of the university. However, in no case shall it be understood as an additional compensation for the faculty or staff.

It is recognized as important in the management of the physical resources of the university. However, the building of additional units aside from the existing housing units to include both the university built and employee built facilities, shall not be allowed on any lot within the campus and reservation of the university, unless duly set aside for the purpose by the Board of Regents.

The university shall always ensure that there is an equitable prioritization in the granting of the privilege. An employee housing committee shall be formed to enforce such equity in accordance with the BSU Code.

III. DEFINITION OF TERMS

1. **Housing unit.** A residential building or space containing all the basic parts of a house: a living room, bedroom, kitchen, toilet and bathroom.
2. **Major improvement.** An authorized one-time renovation amounting from fifteen thousand to one hundred thousand pesos, neither altering the original structure nor destroying the aesthetic value of the immediate surroundings.
3. **Occupancy fee.** An annual due paid by the grantee to the University for the land area and the housing unit occupied.
4. **Irregular work hours.** Refers to authorized work schedules beyond the normal working hours in the agency.
5. **Residential purpose.** The use of the housing unit as a living accommodation for the grantee and his/her immediate family.

IV. UNIVERSITY HOUSING COMMITTEE

There shall be a university housing committee to be constituted by the university president.

1. Functions of the Committee

- a. To implement the policy guidelines on housing in the selection of applicants for housing units, or recommend revision to the University President and the Board of Regents.
- b. To evaluate and recommend applicants for housing facilities in the University based on the policy guidelines.
- c. To act on requests for improvements and recommend approval to the university president.

2. Composition

The Committee shall be composed of the following:

- Chairman: The Vice President for Administration
- Co-Chair: Director for Planning and Development

Members: The Vice President for Business Affairs
Chief Administrative Officer for Administration
Director, Land Reservation
Director, General Services Office
Chief, Supply & Management Office
Chief, Human Resource Management Office
Chief Admin Officer Finance
Chief Security Office
President, Faculty Club
President. BSUNTA
President, BSUGEA

The Housing Committee shall be assisted by the Secretariat composed of staff from the Office of the Vice President for Administration and the Planning Development Office. The Legal Officer will act as the consultant of the Housing Committee as necessary.

V. POLICY GUIDELINES

1. The grantee can only start occupying the housing unit after entering into a Memorandum of Agreement with the university.
2. The grantee shall forever recognize BSU as the lawful owner of the housing unit and the land where the house is built.

3. The housing unit shall be occupied only by the grantee and his/her immediate family and a house help.
4. The grantee shall inform the university thru the housing committee of any person other than immediate family who shall stay within the housing unit for more than a month.
5. Charges for water, light, telephone and other services used within the unit shall be the sole account of the grantee.
6. A grantee shall be allowed to stay in the housing unit for a period of five years subject to renewal for up to four times. The renewal will be subject to the evaluation of the Housing Committee.
7. The value of the housing unit or the major improvement, less the depreciation value, shall be determined based on the assessment of the University at the time this policy becomes effective and every five years henceforth.
8. Two employees occupying separate housing units who marry each other shall occupy only one housing unit. The vacated housing unit will be up for application.
9. Clearances of personnel being separated from the service shall only be signed after the housing unit has been vacated and turned over to the university.
10. The University shall collect an occupancy fee for the repair of housing units or the construction of new ones. The fee shall be Php 15.00 per square meter per year on the land area occupied and Php 144.00 per square meter per year on the floor area of the housing unit as defined in the MOA and in the records of the Land Reservation

Office. This maybe paid thru salary deduction or over-the-counter at the option of the grantee.

The PhP 15 per square meter per year based on land area shall be paid in cash only. For the PhP 144 per square meter per year based on floor area, the grantee shall only start to pay upon the amortization of the value of the building for employee-built units or major improvements for university-built units as per assessment of the Housing Committee.

11. The following shall never be used as housing units:
 - a. Barns
 - b. Farm rest areas
 - c. Tool sheds
 - d. Other structures that are used to house university equipment
12. Housing units intended for the officials of the university such as the University President, University Vice President (Plantilla) and managers of student residences shall not be advertised for application even if they are vacant.
13. The occupants shall allow inspection of the housing unit by university authorities:
 - a. anytime during reasonable hours of the day or during the effectivity of the housing agreement,
 - b. anytime of the day in the instance that a complaint was received by university authorities
 - c. one year before expected termination of the occupancy agreement, and
 - d. immediately after termination.

- e. The inspection officers shall always show their proof of authority stating therein the purpose of the inspection and proper identification card.
14. The care and maintenance of the housing unit and its premises shall be the responsibility of the occupant. Care and maintenance shall include, but not limited to:
 - a. Cleanliness and beautification
 - b. Plumbing, drainage and sewerage system upkeep
 - c. Electrical wirings safety
 - d. Structural integrity
 15. When a grantee retires, the allowable tenure of stay should end after three months from retirement. In case of untimely death, the bereaved family maybe allowed to stay for a maximum of 6 months after death.
 16. The following shall not be allowed:
 - a. Use of the area other than residential such as for commercial purposes
 - b. Stray pets especially dogs outside the premises of the housing unit.
 - c. Raising of goats, cattle, and pigs
 - d. Raising of poultry above 5 adult heads
 - e. Major renovations/repairs without the consent of the university
 - f. Construction of any building or structure separate from the housing unit within the land area occupied
 - g. Sub-leasing, assignment, or transfer of the university housing unit
 - h. Noise from instruments producing loud sounds such as, but not limited to, loud speakers, karaoke, videoke, sound systems, drums, trumpets.
 - i. Loud parties beyond 9 PM.

- j. Open burning of wastes
- k. Gambling

VI. APPLICATION, RANKING AND GRANT OF HOUSING UNITS

1. Basic Requirements

All employees in the university holding a permanent plantilla position are eligible to apply for housing unit. Unmarried employees without dependent children can only apply for housing units intended for singles and married employees can only apply for housing units intended for families.

A letter signifying intention to occupy a housing unit shall be required from the following:

- a. Employee recruited for his/her distinctive qualification, competence and hired with an offer of a housing unit.
- b. Permanent employee who wishes to continue occupying employee-built housing unit previously occupied by his/her parents
- c. Employee-grantee whose housing unit was permanently damaged by reasons not attributable to the negligence of the employee such as fire, typhoon, flooding, and landslides.

2. Application, Ranking and Awarding

- a. **Posting of vacant housing units.** Notice of vacancy of a housing unit shall be posted by the University Housing Committee within three days from the time a housing unit is determined to be available.

The housing unit shall not be advertised as vacant in the following instances:

- i. When a housing unit was used as a recruitment incentive to attract individuals of distinctive qualification, competency or expertise. This variable of distinctive qualification will be determined by the Housing Committee in consultation with the department/unit needing the expert's services.
 - ii. When a housing unit is to be awarded to family or individual previously staying in a housing unit destroyed or endangered by typhoons or earthquakes, and other calamities, or located in an area to be developed by the university.
- b. **Application.** Application period will be fifteen days from the time of posting. In cases where there is a multiple number of vacant housing units, an applicant can apply for up to two of the vacancies.
- c. **Ranking and recommendation of award.** The committee shall do the ranking within three days from the last day of application.
- d. **Notice of Awards.** A notice of award shall be issued by the President within five working days from the recommendation.
- e. **Acceptance.** The applicant shall be given ten working days to accept award. Otherwise, it is considered waived and the award shall be given to the next in the ranking.

- f. **Waiving of the award.** The grantee may choose to waive an award. A grantee who waived an award can only apply on the third year after the year the award was waived. An employee may however waive up to two awards. After the second waiver, such employee will no longer be eligible to apply.

3. Criteria in Ranking

Housing units shall be awarded only to those with permanent status. The following criteria shall be considered in the selection or ranking of applicants:

a. Nature of Position.

Non-teaching

- a) Salary Grade 1-1012
- b) Salary Grade 11-1510
- c) Salary Grade 16-2.....7
- d) Salary Grade 22 & above...5

Teaching

- a) Instructor12
- b) Assistant Professor.....10
- c) Associate Professor..... 7
- d) Professor5

b. Length of Service. A point for every year of service in BSU

c. Nature of work schedule. Employees with irregular work hours shall be given additional 5 points.

d. Ownership of a House.

- a) With House within 6-9 km. radius 5
- b) With house beyond 10 km. radius10
- c) Without a house15

e. For family housing units, if the spouse of the applicant is a permanent employee of BSU, he/she will be given additional 5 points.

f. For employee-built cottages, if the applicant is the child of the previous occupant, additional 5 points shall be given to such applicant.

VII. SANCTIONS

Violations of any provision of this policy shall be ground for the decision on renewal of the housing contract. The concerned employee may also be sanctioned administratively by the Revised Rules on Administrative Cases in the Civil Service (RRACCS).

In addition, rescission of the Memorandum of Agreement shall be imposed on the following acts:

1. Unauthorized major renovations
2. Use of the area for commercial purpose
3. Construction of unauthorized extension and permanent structures within the premises
4. Sub-leasing, assignment, transfer, of the university housing unit

VIII. EFFECTIVITY

The policy Guidelines on Housing shall take effect upon approval by the Board of Regents.

BSU HOUSING COMMITTEE

(Office Order No. 326, s. 2016)

Estrellita M. Daclan (Chairman)
Maria Luz D. Fang-asan (Co-Chair)
Silvestre K. Aben
Matias C. Angiwan Jr.
Feliciano R. Delos Santos
Canuto S. Paran
Nicanra J. Coilan
Wagner F. Grande
Mary Joy S. Rapuso
Odelon C. Dulay
Louisa P. Pladio
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