

**Benguet State University**  
**OFFICE OF STUDENT SERVICES (OSS)**  
*Km. 5 Balili, La Trinidad, Benguet 2601*



## 1. Provision of Student Housing

This service is provided to clients in need of accommodation in the Universities' Dormitory.

<b>Office or Division:</b>	Office of Student Services (OSS) – Student Wellness Services - Student Housing Unit			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2G- Government to Government			
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. Single freshman to junior students</li> <li>2. Graduate students from other SUCs having review classes in the University</li> <li>3. Transient lodgers (accommodated during term breaks only)</li> <li>4. On-the-job trainees from other SUCs and other government agencies</li> </ol>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Dormitory Application Form		University Dormitories a. Ladies' Dormitory b. Men's Dormitory		
One (1) Photocopy of Enrolment Form		Concerned College/Institute		
One (1) Photocopy of Certificate of Good Moral Character from the last school attended		Last School attended		
2 pcs. 2" x 2" I.D picture with white background and name tag		Any photo printing center/shop		
1 pc. long brown expanding envelope		Any school suppliers		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. a. Log in to the Logbook	1.1. Check availability of slots 1.2. Answer queries	None	2 minutes	Client
b. Inquire for the availability of slots and	1.3. If qualified, issue Dormitory Application Form	None		

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other pertinent information	1.5 If not qualified, the applicant is listed on the waiting list	None		<b>Dormitory Manager</b> Student Housing Unit (SHU)
2. Submit duly accomplished Dormitory Application Form and other requirements	2.1. Receive and review requirements submitted	None	3 minutes	Client
	2.2. Advise applicant to pay her dormitory fee at the Cashier's Office and to submit immediately a photocopy of her official receipt to the Dorm Manager or Front Desk Personnel for the approval of her residency	None		<b>Dormitory Manager</b> Student Housing Unit (SHU)
3. Submit a photocopy of the Official Receipt	3.1. Receive the photocopy of the official receipt	<b>Ladies' Dorm Main/ Men's Dorm</b> Rate: 400/head/month *Required down payment: 50% of the total fee for the semester Transient Rate:	12 minutes (excluding travel time going to the Cashier's Office to pay dorm fee and queuing time)	Client
	3.2. Record payment in the record book and database 3.3. Issue Acceptance Notice as a resident of the Dormitory	a. 50/head/ night (for resident's parent, sibling, or guardian b. 150/head/night (with beddings) c. 100/head/night (w/o beddings)		<b>Dormitory Manager</b> Student Housing Unit (SHU)

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		<p>d. 1,500/head/month (OJT and review classes)</p> <p><b>Ladies' Dorm Annex Rate:</b></p> <p>a. Quadruple sharing room 2,000/head/month</p> <p>b. Triple sharing room 2,500/head/month</p> <p>c. Twin sharing room 3,000/head/month (with restroom)</p> <p>d. Twin sharing room 2,500/head/month (w/o restroom)</p> <p>*Required down payment: one month's pay</p> <p>Transients Rate:</p> <p>a. 50/head/ night (for resident's parent, sibling, or guardian)</p> <p>b. 3 to 4 sharing room 300/head/night</p>		
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		c. Twin sharing room 400/head/night		
4. Receive Acceptance Notice	4.1. Remind the applicant to check-in in the dormitory 1-2 days before start of classes	None	3 minutes	Client
	4.2 Give the applicant the list of personal belongings needed for her dormitory residence	None		<b>Dormitory Manager</b> Student Housing Unit (SHU)
<b>TOTAL:</b>		<b>None</b>	<b>20 minutes</b>	