 University of the Philippines OPEN UNIVERSITY	University of the Philippines OPEN UNIVERSITY Office of the Vice Chancellor for Finance and Administration	Unit:	OVCFA - BDMC
		Document Code:	
		Date Effectivity:	01 August 2023
		Revision No:	-
		Rev. Effectivity Date	-
		Page	1 of 12
Implementing Guidelines in the Use of UPOU Academic Residences			

BUSINESS PRINCIPLES AND GUIDELINES

A. GENERAL PRINCIPLES

1. Any income generating endeavor of the University of the Philippines Open University (UPOU) shall be guided by the RA 9500 Sections 3 (d), 3 (f), and 13 (m) par. 2, respectively which mandate the University to:
 - Lead as a public service university by providing various forms of community, public, and volunteer service, as well as scholarly and technical assistance to the government, private sector, and civil society while maintaining its standards of excellence;
 - Provide opportunities for training and learning in leadership, responsible citizenship, and the development of democratic values, institutions and practice through academic and non-academic programs, including sports and the enhancement of nationalism and national identity;
 - Notwithstanding any provision of law to the contrary, all incomes generated by the national university or by its subsidiaries shall, upon their collection, be retained by the national university and disbursed at the discretion of the Board for the professional growth and development, health, welfare, and other benefits of the students, faculty members and other personnel; for the acquisition, construction maintenance and repair of urgently needed instructional and auxiliary facilities, equipment, buildings and other infrastructure; and for expenses necessary for the attainment of its purposes under its approved program of expenditures.
2. All facilities are to be utilized primarily for the performance of the University's mandate; and
3. All facilities may be used to generate income as a secondary purpose aligned with the provisions above.

B. GENERAL GUIDELINES


1. The UPOU Academic Residences

The UPOU Academic Residences (UPOU AR) aims to provide accommodation and temporary residences for UP faculty, staff, students and guests and non-UP guests. (See Annex A for Proposed Room Allocation)

2. Types of Units

There are two types of units at the UPOU AR;

- **Single Room** - with pull-out bed good for two (2) persons with provision for one (1) additional futon for one person (maximum of 3 persons only);
- **Conjoint Room** - two (2) connecting single rooms, with two pull-out beds good for four (4) persons with provision for two (2) additional futons for 2 persons (maximum of 6 persons only).

 University of the Philippines OPEN UNIVERSITY	University of the Philippines OPEN UNIVERSITY Office of the Vice Chancellor for Finance and Administration	Unit:	OVCFA - BDMC
		Document Code:	
		Date Effectivity:	01 August 2023
		Revision No:	-
		Rev. Effectivity Date	-
		Page	2 of 12
Implementing Guidelines in the Use of UPOU Academic Residences			

3. Who May Use the UPOU Academic Residences

The use of the UPOU AR will be based on prioritization

a. First Priority

- UP faculty, staff, students currently enrolled and alumni;
- UP guests/persons

b. Second Priority

- Non-UP guests/persons

4. Types of Occupancy

There are two types of occupancy at the UPOU AR:

a. Transient Occupancy

- The transient occupancy (daily, weekly, and monthly) is open to qualified users as stated in B.3.

b. Long-term Residential Lease

- The long-term residential lease is exclusive to UPOU employees and currently enrolled UPOU students who need residential space for their academic work. The lease term is at a maximum of six (6) months, renewable every six months.
- For UPOU Students, the occupancy shall be on a per term basis.
- Renewal of lease is subject to the evaluation of the authorized person on the unit's condition that shows that the occupant has been a good steward of the unit.
- The unit is air conditioned or non-air conditioned. Basic utilities (i.e. electricity, utility water and WIFI connectivity except drinking water and electricity for additional appliances) will be part of the lease.


5. Rental Rates

- Rental rates will be based on the prevailing market rates.
- Discounted rates will be given to all UP constituents and for Senior Citizens and Persons with Disabilities as prescribed by the law. (Refer to Annex B for the Existing Rates)

C. SPECIFIC POLICIES, RULES AND REGULATIONS

1. Transient Occupancy

- Reservations will be accepted upon availability of the room on a first-come first- served basis and with the Registration Form (Annex C) properly accomplished and approved;
- Room rates are quoted on a per room per night basis. The standard check-in time is 02:00 PM and check-out time is 12:00 NN. Twenty percent (20%) discounted rates apply to all UP constituents, Senior Citizens, and Persons with Disabilities (PWD). Senior Citizen and PWD discounts cannot be availed separately. Stay of children ages 6 years old and below are free;
- Full payment must be made to confirm the reservation.

 University of the Philippines OPEN UNIVERSITY	University of the Philippines OPEN UNIVERSITY Office of the Vice Chancellor for Finance and Administration	Unit:	OVCFA - BDMC
		Document Code:	
		Date Effectivity:	01 August 2023
		Revision No:	-
		Rev. Effectivity Date	-
		Page	3 of 12
Implementing Guidelines in the Use of UPOU Academic Residences			


- Payment can be made via bank transfer, cash payment to the UPOU Cash Office or credit card (with convenience fee).
- The proof of payment for bank transfers should be sent to: arreservation@upou.edu.ph.
- If the cancellation is made 1 day before the arrival date, the payment will be forfeited. Refund, if any, shall be prorated; and
- d. Terms and conditions should be signed by the occupant upon check in.

2. Long-term Residential Lease

- a. Reservations using the Registration Form for Long Term Lease (Annex D) will be accepted subject to prioritization where priority is given to staff who do not own a house at Los Baños and Bay, Laguna and to students who have term-long academic requirements at the UPOU (as affirmed by the academic adviser or appropriate authority)
- b. Rental fee for staff shall be paid through salary deduction subject to the required minimum monthly take home pay as required by the General Appropriations Act (GAA) and as certified by the Accounting Office. Monthly rent shall be deducted at the beginning of each month of occupancy;
- c. Cash and credit card payment are allowed only if the occupant pays the whole duration of the lease
- d. The tenant/s can start occupying the room once the reservation is approved and the required payment has been completed;
- e. Strictly No Sub-Leasing of units;
- f. Cooking is not allowed in the rooms. All cooking shall be done at the kitchen;
- g. Laundry shall be done at the laundry area;
- h. Visitors are allowed with the following conditions: If a room has 1 tenant, a maximum of 2 visitors can be accommodated. If a room has 2 tenants, a maximum of 1 visitor can be accommodated. A visitor can stay for a maximum of one week. Tenants may request additional beds (futons) for visitors as necessary subject to availability and applicable rates;
- i. Additional appliances (such as rice cooker, microwave, hair dryer, flat iron, etc.), furniture and fixtures shall be declared and will be provided by the lessee subject to the approval of the CDMO through the AR in-charge and shall be billed separately based on the wattage consumption;
- j. If the occupant decides to vacate the unit earlier than the end of the lease period, refund, if any, shall be prorated; and
- k. A letter of termination should be submitted by the occupant at least one (1) month before the effectivity of the termination;

3. Rooms assigned as Quarters to University Officials (Chief of Office level and above)

- a. Rooms assigned as quarters of officials shall be coterminous on the appointment of the official whose residence is beyond the 50-km radius from the UPOU Headquarters;
- b. It shall be used solely as a quarter by the concerned official and immediate family members only; (NBC 2017-571 dated 04 December 2017);
- c. All requests for quarters shall be arranged by the Administrative Officer with the AR in-charge every time the concerned official intends to stay;
- d. Cooking is not allowed at the Quarters. All cooking shall be done at the kitchen; and

 University of the Philippines OPEN UNIVERSITY	University of the Philippines OPEN UNIVERSITY Office of the Vice Chancellor for Finance and Administration	Unit:	OVCFA - BDMC
		Document Code:	
		Date Effectivity:	01 August 2023
		Revision No:	-
		Rev. Effectivity Date	-
		Page	4 of 12
Implementing Guidelines in the Use of UPOU Academic Residences			

- e. Laundry shall be done at the laundry area;

4. Terms and Conditions


- a. UPOU shall not be answerable for any loss or damage to any of the guests' and tenant's properties while in the UPOU AR premises or any damages to the vehicle of the guests and tenants parked at the designated parking area;
- b. Damages to the room facilities or any part of the facilities will be charged to the guests and tenants to cover actual costs of repair and/or replacement;
- c. Bringing non-residents/non-occupants to sleep in the room is strictly prohibited unless authorized and approved by the CDMO;
- d. Guests and tenants shall not hold the UPOU liable for any untoward incidents that may arise during their stay;
- e. The University reserves the right to adjust the rates and its implementing guidelines as necessary; and
- f. All other pertinent rules, regulations, local government ordinances, and laws shall be observed.

5. Grounds for Cancellation or Termination of Lease

- a. Failure to pay the rental fees; and
- b. Committing any acts listed under "*Prohibited Acts in the UPOU Academic Residences*" to an extent that endangers other guests and/or tenants and/or is deemed by the University officials as necessitating cancellation of the lease. In this case, the guest or tenant may be required to leave the premises immediately.

6. Prohibited Acts in the UPOU Academic Residences

- a. Carrying of deadly weapons such as firearms, guns, swords, or other weapons, explosives, volatile oils, or other items that are flammable or easily ignited that can be used for heating or cooking in the rooms, corridors and other common areas and other items deemed a threat to the safety of other guests;
- b. Drinking of alcoholic beverages;
- c. Possession and use of prohibited drugs or chemical;
- d. Smoking and vaping within the AR premises;
- e. Stealing
- f. Gambling;
- g. Misbehavior such as fighting, gross and deliberate negligence;
- h. Lack of respect to co-residents and residence staff;
- i. Assault, injury, threats, extortion, fraud, obstruction of business, unreasonable demands through intimidation, and any similar acts are prohibited;
- j. Shouting, singing (including the use of videoke except at the roof deck), acting in a way that causes a commotion or otherwise poses a nuisance or causes discomfort to other guests.
- k. Any other form of misconduct;
- l. Use of rooms for purposes other than lodging;
- m. Unauthorized modifications that will leave permanent marks (e.g., using nails, screws and adhesives on the walls) and/or causing damages to any part of the lodging facilities;
- n. Causing serious damage in any part of the facilities including:

 University of the Philippines OPEN UNIVERSITY	University of the Philippines OPEN UNIVERSITY Office of the Vice Chancellor for Finance and Administration	Unit:	OVCFA - BDMC
		Document Code:	
		Date Effectivity:	01 August 2023
		Revision No:	-
		Rev. Effectivity Date	-
		Page	5 of 12
Implementing Guidelines in the Use of UPOU Academic Residences			


- Tampering with electrical and water outlets including illegal connections; and
- Breaking or vandalizing any part of the facilities
- o. Change or modify the current state of appliances within the UPOU AR or rooms without permission;
- p. Moving of equipment or fixtures within the AR premises or rooms from their designated locations without reason;
- q. Bringing the following into the AR premises:
 - Dogs (excluding assistance dogs for the disabled), cats, birds, and other animals, or pets in general
 - Items that emit a foul or strong odor
 - Excessively heavy objects or an excessive amount of objects
- r. Sell goods, or conduct business; and
- s. Photography or filming for business purposes and that may pose discomfort to other guests/tenants

ANNEX A - PROPOSED ROOM ALLOCATION

ANNEX B - RENTAL RATES

ANNEX C - TRANSIENT OCCUPANCY REGISTRATION FORM (TR-1)


ANNEX D - LONG-TERM OCCUPANCY APPLICATION FORM AND CONTRACT (LT-1A)

 University of the Philippines OPEN UNIVERSITY	University of the Philippines OPEN UNIVERSITY Office of the Vice Chancellor for Finance and Administration	Unit:	OVCFA - BDMC
		Document Code:	
		Date Effectivity:	01 August 2023
		Revision No:	-
		Rev. Effectivity Date	-
		Page	6 of 12
Implementing Guidelines in the Use of UPOU Academic Residences			

ANNEX A

PROPOSED ROOM ALLOCATION


Floor	Type of Occupancy	Total Rooms	Remarks
First	Long-Term Residential Lease	12	2 Single Rooms Rm. 103 (Manager's Room), Rm. 112 5 Conjoint Rooms Rm. 101 and 102 Rm. 104 and 105 Rm. 106 and 107 Rm. 108 and 109 Rm. 110 and 111
Second	Executive Rooms, Quarters, Reserved Rooms for UPOU Visitors	19	7 Single Rooms Rm. 201, 202, 207, 208, 209, 214, 219 (For UPOU Visitors) 6 Conjoint Rooms Rm. 203-204 (UPOU Quarters) 205-206 (UPOU Quarters) 210-211(UPOU Quarters) 212-213(UPOU Quarters) 215-216 (Executive Room-UPOU Chancellor) 217-218 (Executive Room-UP President)
Third	Transient	19	7 Single Rooms Rm. 301, 302, 307, 308, 309, 314, 319 6 Conjoint Rooms Rm. 303-304 Rm. 305-306 Rm. 310-311 Rm. 312-313 Rm. 315-316 Rm. 317-318

 University of the Philippines OPEN UNIVERSITY	University of the Philippines OPEN UNIVERSITY Office of the Vice Chancellor for Finance and Administration	Unit:	OVCFA - BDMC
		Document Code:	
		Date Effectivity:	01 August 2023
		Revision No:	-
		Rev. Effectivity Date	-
		Page	7 of 12
Implementing Guidelines in the Use of UPOU Academic Residences			

**ANNEX B
RENTAL RATES**

Transient Occupancy

Type of Room	UP, Senior Citizen, PWD	Non-UP
DAILY RATE PER ROOM		
Single Room (Maximum of 3 pax) 1 person 2 persons (1 pull-out bed) 3 persons (1 additional futon)	P1,100.00 P1,900.00 P2,300.00	P1,400.00 P2,400.00 P2,900.00
Conjoint Room (Maximum of 6 pax) 2 persons 4 persons (2 pull-out beds) 6 persons (2 additional futon)	P2,200.00 P3,800.00 P4,600.00	P2,800.00 P4,800.00 P5,800.00
WEEKLY RATE PER ROOM		
Single Room (Maximum of 3 pax) 1 person 2 persons (1 pull-out bed) 3 persons (1 additional futon)	P6,200.00 P10,700.00 P13,000.00	P7,700.00 P13,300.00 P16,100.00
Conjoint Room (Maximum of 6 pax) 2 persons 4 persons (2 pull-out beds) 6 persons (2 additional futon)	P12,400.00 P21,400.00 P26,000.00	P15,400.00 P26,600.00 P32,200.00
<u>MONTHLY RATE PER ROOM</u>		
Single Room (Maximum of 3 pax) 1 person 2 persons (1 pull-out bed) 3 persons (1 additional futon)	P16,500.00 P28,500.00 P34,500.00	Weekly Rate Applies Times Weeks of Stay

 University of the Philippines OPEN UNIVERSITY	University of the Philippines OPEN UNIVERSITY Office of the Vice Chancellor for Finance and Administration	Unit:	OVCFA - BDMC
		Document Code:	
		Date Effectivity:	01 August 2023
		Revision No:	-
		Rev. Effectivity Date	-
		Page	8 of 12
Implementing Guidelines in the Use of UPOU Academic Residences			


Conjoint Room (Maximum of 6 pax) 2 persons 4 persons (2 pull-out beds) 6 persons (2 additional futon)	P33,000.00 P57,000.00 P69,000.00	Weekly Rate Applies Times Weeks of Stay
---	--	--

*Rates are subject to change when deemed necessary

Long-Term Residential Lease

Type of Room	Rate
Single Room (Air-Conditioned) (Maximum of 2 pax) Salary Grade 1-6/UPOU Students Salary Grade 7-11 Salary Grade 12-18 Salary Grade 19 and above	P6,000.00 / room P7,000.00 / room P8,000.00 / room P9,000.00 / room
Conjoint Room (Air-Conditioned) (Maximum of 4 pax) Salary Grade 1-6/UPOU Students Salary Grade 7-11 Salary Grade 12-18 Salary Grade 19 and above	P12,000.00 / room P14,000.00 / room P16,000.00 / room P18,000.00 / room
Single Room (Non-Air Conditioned) (Maximum of 2 pax) Salary Grade 1-6/UPOU Students Salary Grade 7-11 Salary Grade 12-18 Salary Grade 19 and above	P3,500.00 / room P4,500.00 / room P5,500.00 / room P6,500.00 / room
Conjoint Room (Non-Air Conditioned) (Maximum of 4 pax) Salary Grade 1-6/UPOU Students Salary Grade 7-11 Salary Grade 12-18 Salary Grade 19 and above	P7,000.00 / room P9,000.00 / room P11,000.00 / room P13,000.00 / room

*Rates are subject to change when deemed necessary

 University of the Philippines OPEN UNIVERSITY	University of the Philippines OPEN UNIVERSITY Office of the Vice Chancellor for Finance and Administration	Unit:	OVCFA - BDMC
		Document Code:	
		Date Effectivity:	01 August 2023
		Revision No:	-
		Rev. Effectivity Date	-
		Page	9 of 12

Implementing Guidelines in the Use of UPOU Academic Residences

ANNEX C - TRANSIENT OCCUPANCY REGISTRATION FORM (TR-1)



ANNEX C - TR-1

University of the Philippines
OPEN UNIVERSITY
Academic Residences

Daily / Weekly / Monthly Transient Occupancy
Registration Form

GUEST NAME/S: _____

ADDRESS: _____

CHECK IN DATE/ TIME: _____ CHECK OUT DATE/TIME: _____

CLASSIFICATION: ☐ UP Faculty and Staff ☐ Student ☐ Alumni ☐ Non-UP

OCCUPANCY: ☐ Daily ☐ Weekly ☐ Monthly

PURPOSE OF STAY: ☐ Official ☐ Personal

UNIT/ OFFICE / FACULTY OF STUDY: _____

IN CASE OF EMERGENCY, PLEASE NOTIFY: _____

CONTACT NUMBER: _____

RATES PER ROOM (Mark with X your choice)

DAILY	UP, Senior, PWD	Non-UP	WEEKLY	UP, Senior, PWD	Non-UP
Single Room (Maximum of 3 pax) 1 person 2 persons (1 pull-out bed) 3 persons (1 additional futon)	P1,100.00 <input type="checkbox"/> P1,900.00 <input type="checkbox"/> P2,300.00 <input type="checkbox"/>	P1,400.00 <input type="checkbox"/> P2,400.00 <input type="checkbox"/> P2,900.00 <input type="checkbox"/>	Single Room (Maximum of 3 pax) 1 person 2 persons (1 pull-out bed) 3 persons (1 additional futon)	P6,200.00 <input type="checkbox"/> P10,700.00 <input type="checkbox"/> P13,000.00 <input type="checkbox"/>	P7,700.00 <input type="checkbox"/> P13,300.00 <input type="checkbox"/> P16,100.00 <input type="checkbox"/>
Conjoint Room (Maximum of 6 pax) 2 persons 4 persons (2 pull-out beds) 6 persons (2 additional futon)	P2,200.00 <input type="checkbox"/> P3,800.00 <input type="checkbox"/> P4,600.00 <input type="checkbox"/>	P2,800.00 <input type="checkbox"/> P4,800.00 <input type="checkbox"/> P5,800.00 <input type="checkbox"/>	Conjoint Room (Maximum of 6 pax) 2 persons 4 persons (2 pull-out beds) 6 persons (2 additional futon)	P12,400.00 <input type="checkbox"/> P21,400.00 <input type="checkbox"/> P26,000.00 <input type="checkbox"/>	P15,400.00 <input type="checkbox"/> P26,600.00 <input type="checkbox"/> P32,200.00 <input type="checkbox"/>
MONTHLY	UP, Senior, PWD	Non-UP	MONTHLY	UP, Senior, PWD	Non-UP
Single Room (Maximum of 3 pax) 1 person 2 persons (1 pull-out bed) 3 persons (1 additional futon)	P16,500.00 <input type="checkbox"/> P28,500.00 <input type="checkbox"/> P34,500.00 <input type="checkbox"/>	Weekly Rate Applies Times Weeks of Stay	Conjoint Room (Maximum of 6 pax) 2 persons 4 persons (2 pull-out beds) 6 persons (2 additional futon)	P33,000.00 <input type="checkbox"/> P57,000.00 <input type="checkbox"/> P69,000.00 <input type="checkbox"/>	Weekly Rate Applies Times Weeks of Stay

**Rates are subject to change when deemed necessary*

PAYMENT OPTIONS ☐ DOWNPAYMENT _____ ☐ FULLPAYMENT _____

☐ CASH (Payment should be done prior to check-in) OR# _____ Date _____

☐ ONLINE PAYMENT (Attach proof of payment)

☐ BILLING TO BE SENT TO (For UPOU employees only) _____

☐ BILLING (For UP employees): ☐ PERSONAL ☐ OFFICE (Verified by AO)


Room Assigned: _____

Approved by: _____

Room Availability Verified by: _____

JUAN MA. R. PEMPENGCO
AR, In-Charge _____
Date

ELVY A. PAMULAKLAKIN
CDMO Chief AO _____
Date

 University of the Philippines OPEN UNIVERSITY	<p align="center">University of the Philippines OPEN UNIVERSITY</p> <p align="center">Office of the Vice Chancellor for Finance and Administration</p>	Unit:	OVCFA - BDMC
		Document Code:	
		Date Effectivity:	01 August 2023
		Revision No:	-
		Rev. Effectivity Date	-
		Page	10 of 12

Implementing Guidelines in the Use of UPOU Academic Residences

Terms and Conditions

- a. UPOU shall not be answerable for any loss or damage to any of the guests' and tenant's properties while in the UPOU AR premises or any damages to the vehicle of the guests and tenants parked at the designated parking area;
- b. Damages to the room facilities or any part of the facilities will be charged to the guests and tenant to cover actual costs of repair and/or replacement;
- c. Bringing non-residents/non-occupants to sleep in the room is strictly prohibited unless authorized and approved by the CDMO;
- d. Guests and tenants shall not hold the UPOU liable for any untoward incidents that may arise during their stay;
- e. The University reserves the right to adjust the rates and its implementing guidelines as necessary; and
- f. All other pertinent rules, regulations, local government ordinances, and laws shall be observed.

Grounds for Cancellation or Termination of Lease


- a. Failure to pay the rental fees; and
- b. Committing any acts listed under "*Prohibited Acts in the UPOU Academic Residences*" to an extent that endangers other guests and/or tenants and/or is deemed by the University officials as necessitating cancellation of the lease. In this case, the guest or tenant may be required to leave the premises immediately.

Prohibited Acts in the UPOU Academic Residences

- a. Carrying of deadly weapons such as firearms, guns, swords, or other weapons, explosives, volatile oils, or other items that are flammable or easily ignited that can be used for heating or cooking in the rooms, corridors and other common areas and other items deemed a threat to the safety of other guests;
- b. Drinking of alcoholic beverages;
- c. Possession and use of prohibited drugs or chemical;
- d. Smoking and vaping within the AR premises;
- e. Stealing
- f. Gambling;
- g. Misbehavior such as fighting, gross and deliberate negligence;
- h. Lack of respect to co-residents and residence staff;
- i. Assault, injury, threats, extortion, fraud, obstruction of business, unreasonable demands through intimidation, and any similar acts are prohibited;
- j. Shouting, singing (including the use of videoke except at the roof deck), acting in a way that causes a commotion or otherwise poses a nuisance or causes discomfort to other guests.
- k. Any other form of misconduct;
- l. Use of rooms for purposes other than lodging;
- m. Unauthorized modifications that will leave permanent marks (e.g., using nails, screws and adhesives on the walls) and/or causing damages to any part of the lodging facilities;
- n. Causing serious damage in any part of the facilities including:
 - Tampering with electrical and water outlets including illegal connections; and
 - Breaking or vandalizing any part of the facilities
- o. Change or modify the current state of appliances within the UPOU AR or rooms without permission;
- p. Moving of equipment or fixtures within the AR premises or rooms from their designated locations without reason;
- q. Bringing the following into the AR premises:
 - Dogs (excluding assistance dogs for the disabled), cats, birds, and other animals, or pets in general
 - Items that emit a foul or strong odor
 - Excessively heavy objects or an excessive amount of objects
- r. Sell goods, or conduct business; and
- s. Photography or filming for business purposes and that may pose discomfort to other guests/tenants

Conforme:

Signature

 University of the Philippines OPEN UNIVERSITY	University of the Philippines OPEN UNIVERSITY Office of the Vice Chancellor for Finance and Administration	Unit:	OVCFA - BDMC
		Document Code:	
		Date Effectivity:	01 August 2023
		Revision No:	-
		Rev. Effectivity Date	-
		Page	11 of 12

Implementing Guidelines in the Use of UPOU Academic Residences

ANNEX D – LONG-TERM OCCUPANCY APPLICATION FORM AND CONTRACT (LT-1A)



University of the Philippines
OPEN UNIVERSITY
Academic Residences

ANNEX D - LT-1A

Long-Term Residential Lease Application
(UPOU Employees / COS / UPOU Students)

APPLICANT'S NAME: _____

DURATION: _____

ADDRESS: _____

STATUS OF APPOINTMENT / ☐ Permanent ☐ U.P. Contractual
CLASSIFICATION: ☐ Contract of Service (COS) ☐ UPOU Student

CONTRACT DURATION OF APPOINTMENT (For U.P. Contractual and COS only): _____

TERM (AY/Term) (For UPOU Students only): _____

CO-APPLICANT'S NAME (IF APPLICABLE): _____

TYPE OF ROOM/SG	RATE/ROOM	MARKED WITH X YOUR CHOICE		TYPE OF ROOM/SG	RATE/ROOM	MARKED WITH X YOUR CHOICE
Single Room (Air-Conditioned) - Maximum of 2 pax				Single Room (Non-Air Conditioned) - Maximum of 2 pax		
SG 1-6/UPOU Student	P6,000	<input type="checkbox"/>		SG 1-6/UPOU Student	P3,500	<input type="checkbox"/>
SG 7-11	P7,000	<input type="checkbox"/>		SG 7-11	P4,500	<input type="checkbox"/>
SG 12-18	P8,000	<input type="checkbox"/>		SG 12-18	P5,500	<input type="checkbox"/>
SG 19 and above	P9,000	<input type="checkbox"/>		SG 19 and above	P6,500	<input type="checkbox"/>
Conjoint Room (Air-Conditioned) - Maximum of 4 pax				Conjoint Room (Non-Air Conditioned) Maximum of 4 pax		
SG 1-6/UPOU Student	P12,000	<input type="checkbox"/>		SG 1-6/UPOU Student	P7,000	<input type="checkbox"/>
SG 7-11	P14,000	<input type="checkbox"/>		SG 7-11	P9,000	<input type="checkbox"/>
SG 12-18	P16,000	<input type="checkbox"/>		SG 12-18	P11,000	<input type="checkbox"/>
SG 19 and above	P18,000	<input type="checkbox"/>		SG 19 and above	P13,000	<input type="checkbox"/>

PAYMENT SCHEME

- ☐ ADVANCE CASH PAYMENT FOR THE LEASE PERIOD (Payment should be done prior to check-in): OR # _____
- ☐ AUTHORIZATION FOR VOLUNTARY PAYROLL DEDUCTION (UPOU Staff)
- ☐ CREDIT CARD PAYMENT FOR THE LEASE PERIOD

I, hereby authorize UP Open University Accounting Office to deduct from my salary the amount of Php _____ as my monthly payment for the rental of Room No. _____ for the period of _____ to _____

Signature

Date

Certified that the monthly fee for Php _____ can be accommodated by the monthly net take home pay of the applicant as required by the current year's GAA provision.


JOHN BENVERS A. MALABANAN
Chief Accountant

Room Assigned: _____
Room Availability Verified by: _____

Approved by: _____

JUAN MA. R. PEMPENGCO
AR, In-Charge _____
Date

ELVY A. PAMULAKLAKIN
CDMO Chief AO _____
Date

 University of the Philippines OPEN UNIVERSITY	<p align="center">University of the Philippines OPEN UNIVERSITY</p> <p align="center">Office of the Vice Chancellor for Finance and Administration</p>	Unit:	OVCFA - BDMC
		Document Code:	
		Date Effectivity:	01 August 2023
		Revision No:	-
		Rev. Effectivity Date	-
		Page	12 of 12

Implementing Guidelines in the Use of UPOU Academic Residences

Terms and Conditions

- a. UPOU shall not be answerable for any loss or damage to any of the guests' and tenant's properties while in the UPOU AR premises or any damages to the vehicle of the guests and tenants parked at the designated parking area;
- b. Damages to the room facilities or any part of the facilities will be charged to the guests and tenant to cover actual costs of repair and/or replacement;
- c. Bringing non-residents/non-occupants to sleep in the room is strictly prohibited unless authorized and approved by the CDMO;
- d. Guests and tenants shall not hold the UPOU liable for any untoward incidents that may arise during their stay;
- e. The University reserves the right to adjust the rates and its implementing guidelines as necessary; and
- f. All other pertinent rules, regulations, local government ordinances, and laws shall be observed.

Grounds for Cancellation or Termination of Lease

- a. Failure to pay the rental fees; and
- b. Committing any acts listed under "*Prohibited Acts in the UPOU Academic Residences*" to an extent that endangers other guests and/or tenants and/or is deemed by the University officials as necessitating cancellation of the lease. In this case, the guest or tenant may be required to leave the premises immediately.

Prohibited Acts in the UPOU Academic Residences

- a. Carrying of deadly weapons such as firearms, guns, swords, or other weapons, explosives, volatile oils, or other items that are flammable or easily ignited that can be used for heating or cooking in the rooms, corridors and other common areas and other items deemed a threat to the safety of other guests;
- b. Drinking of alcoholic beverages;
- c. Possession and use of prohibited drugs or chemical;
- d. Smoking and vaping within the AR premises;
- e. Stealing
- f. Gambling;
- g. Misbehavior such as fighting, gross and deliberate negligence;
- h. Lack of respect to co-residents and residence staff;
- i. Assault, injury, threats, extortion, fraud, obstruction of business, unreasonable demands through intimidation, and any similar acts are prohibited;
- j. Shouting, singing (including the use of videoke except at the roof deck), acting in a way that causes a commotion or otherwise poses a nuisance or causes discomfort to other guests.
- k. Any other form of misconduct;
- l. Use of rooms for purposes other than lodging;
- m. Unauthorized modifications that will leave permanent marks (e.g., using nails, screws and adhesives on the walls) and/or causing damages to any part of the lodging facilities;
- n. Causing serious damage in any part of the facilities including:
 - Tampering with electrical and water outlets including illegal connections; and
 - Breaking or vandalizing any part of the facilities
- o. Change or modify the current state of appliances within the UPOU AR or rooms without permission;
- p. Moving of equipment or fixtures within the AR premises or rooms from their designated locations without reason;
- q. Bringing the following into the AR premises:
 - Dogs (excluding assistance dogs for the disabled), cats, birds, and other animals, or pets in general
 - Items that emit a foul or strong odor
 - Excessively heavy objects or an excessive amount of objects
- r. Sell goods, or conduct business; and
- s. Photography or filming for business purposes and that may pose discomfort to other guests/tenants

Conforme:

Signature