

VISION

A globally-recognized institution of higher learning that develops competent and morally upright citizens who are active participants in nation building and responsive to the challenges of 21st century.

MISSION

Batangas State University is committed to the holistic development of productive citizens by providing a conducive learning environment for the generation, dissemination and utilization of knowledge through, innovative education, multidisciplinary research collaborations, and community partnerships that would nurture the spirit of nationhood and help fuel national economy for sustainable development.

CORE VALUES

Faith
Patriotism
Human Dignity
Integrity
Mutual Respect
Excellence



Produced by the
Office of Student Affairs & Services
2017

BATANGAS STATE UNIVERSITY



*Leading Innovations,
Transforming Lives*

Institutional Student
Programs and Services

**STUDENT HOUSING AND
RESIDENTIAL SERVICES**

MANUAL

2017 EDITION

The Office of Student Affairs and Services Programs are aligned to the Vision, Mission of the Institution, goals and objectives in accordance with the **CMO No. 09 series of 2013**

General Functions of the Office of Student Affairs and Services (OSAS)

The OSAS operates within the context of the Mission, Vision, and Core Values of the University. It is directly under the authority of the Office of Vice-president for Academic Affairs, it provides non-academic services that support academic instruction. The OSAS are the services and programs in the university that are concerned with academic support experiences of students to attain holistic student development. The purpose is to facilitate holistic student growth for active participation in the collective efforts to develop the community and build a progressive nation. These non-academic services are student-centered and three-pronged: student welfare services, student development programs and services and institutional student programs and services.

Student Welfare Services are the basic services and programs needed to ensure and promote the well-being of students. **Student Development Services** are services and programs designed for the exploration, enhancement and development of the student's full potential for personal development, leadership and social responsibility through various institutional and/or student-initiated activities. **Institutional Student Programs and Services** are services and programs designed to proactively respond to the basic health, food, shelter and safety concerns including student with special needs and disabilities and the school. These are programs and activities to facilitate the delivery of essential services to the students. The **Student Housing and Residential Services** is under the **Institutional Student Program and Services**.

The Policies and Procedures of the Student Housing and Residential Services was approved under Resolution No. 551, Series of 2016 during the Fifty-Second (52nd) Regular Meeting of the Batangas State University Board of Regents held at CHED Executive Lounge, HEDC Building, C.P. Garcia Avenue, U.P. Diliman, Quezon City on December 28, 2016.

Student Housing and Residential Services
food.housing@gmail.com

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0998-535-4990
980-0385 loc. 1248 / 1134

Pablo Borbon Main II
425-0139 loc. 2147

BatStateU JPLPC Malvar
778-2170 ; 778-6633

BatStateU Balayan
417-6394

BatStateU ARASOF Nasugbu
741-0029 ; 416-0350 ; 706-3487

BatStateU Lipa City
312-2822 loc. 3104

BatStateU Lobo
417-3396

BatStateU San Juan
575-5192

BatStateU Lemery
411-0944

BatStateU Rosario
321-0861 loc. 4204

Monitoring and Evaluating of Dormitory / Boarding House in the vicinity of BatStateU Pablo Borbon Main I

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POLICIES AND PROCEDURES FOR STUDENT HOUSING AND RESIDENTIAL SERVICES

In accordance with CHED Memorandum Order No. 09, s. 2013 (Enhanced Policies and Guidelines on Student Affairs and Services), the following guidelines for Student Housing and Residential Services in Batangas State University are hereby adopted for the information, guidance and compliance of all concerned.

ARTICLE I POLICY STATEMENT

Section 1. Pursuant to Sec. 26 of Article IX of the Enhanced Policy and Guidelines on Student Affairs and Services of the Commission on Higher Education (CHED), Batangas State University shall promote and improve condition of those living on boarding houses and dormitories. It shall provide assistance to ensure access to accommodation that is safe and conducive to learning.

ARTICLE II SCOPE AND COVERAGE

Section 2. The policy and procedure covers the student housing and residential services that the school provides or recommends to students, the rules and regulation and the responsibilities of the persons involved in the operation of boarding houses/dormitories.

ARTICLE III DEFINITION OF TERMS

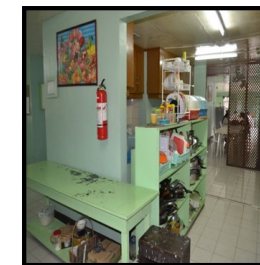
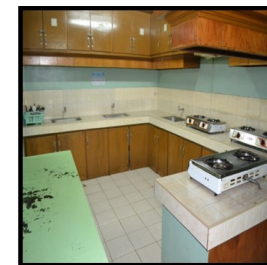
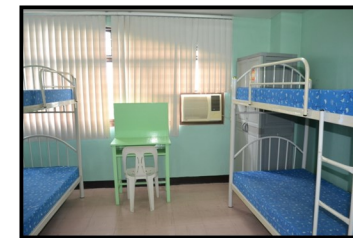
Section 3. The following terms were defined for better understanding of the policy.

Boarding House – A student housing that the University recommends outside the University premises

Boarder – A student who lives or is accommodated in a boarding house

Dormitories – Include building or part of the building where group sleeping accommodation are provided or recommended for students of the University.

Visitation / Monitoring in BatStateU Dormitory in BatStateU Pablo Borbon Main II



Coordinating the local government on matters related to food service and student housing in the immediate vicinity of the university as needed



Dorm Manager/House Parent – The person responsible for the management of the dormitory.

Landlord/Landlady – Owner or the person who run or manages the boarding house. It may also be called as house parent

Student Housing – Building or structure used as temporary shelter for students within the compound of the university and its immediate vicinity

ARTICLE IV RESPONSIBLE OFFICIALS/PERSONNEL

Section 5. The Office of Student Affairs and Services (OSAS) Director, the Assistant Director of Student Housing and Residential Services, University Dormitory Manager/Coordinator, the Head and the Student Housing Coordinator of each respective campus are responsible for the implementation of the Policies and Procedures.

Essential Duties and Function

Director of Office of Student Affairs and Services (OSAS)

- Spearheads the formulation, review and evaluation of policies and procedures of the Student Housing and Residential Services.
- Ensures that the service from the Office of the Student Housing and Residential Services is carried out in accordance with prescribed policies and procedures.

Assistant Director of Student Housing and Residential Services

- Participates in the formulation, review and evaluation of policies and procedures of the Student Housing and Residential Services.
- Closely coordinates with the Dormitory Manager and Coordinator of the University on matters related to student housing.
- Spearheads the checking of the living and learning conditions of students in the University Dormitory.
- Facilitates the conduct of ocular visit in the immediate vicinity of the University to evaluate the acceptability of the housing facilities for students upon the approval of the concerned local government officials and the owner/ dormitory manager/houseparent of the housing facility.

- f. Coordinates the Student Housing Coordinators in the preparation of the list of acceptable dormitories and other housing facilities for the students of the university.
- g. Takes part in recommending acceptable boarding houses, dormitories and other housing facilities that are safe, clean, affordable, accessible to students with disabilities and conducive to learning within and outside the University.

Dormitory Manager/Coordinator

- a. Takes part in establishing/ reviewing existing policies and procedures, recommending changes or new policies as maybe deemed necessary to improve the services of the dormitory.
- b. Manages the needs of the dormitory.
- c. Schedules and runs dormitory orientation meeting for all residents covering the dorm rules. If new employees check in after the orientation, make sure they access to all of the same materials, rules and knowledge that was given during the orientation.
- d. Closely coordinates with the staff on the day-to-day operations of the dormitory, cleaning, maintenance, safety and residents’ adherence to policies.
- e. Performs room check periodically or whenever necessary.
- f. Communicates with housekeeping, maintenance, Human Resources and other units whenever needed.
- g. Takes necessary actions on problems regarding the dormitory.

Head of Each Campus

- a. Assigns student housing coordinator in the campus to conduct ocular visit to different dormitories and other student housing facilities within and in the immediate vicinity of the campus.
- b. Provides assistance to students on matters related to housing.

Student Housing Coordinator

- a. Provides the list of students accommodated in the University Dormitory in the respective campus.
- b. Checks the living and learning conditions of students in the University Dormitory in the respective campus.

<input type="checkbox"/> cctv <input type="checkbox"/> aircon <input type="checkbox"/> others, please specify _____
Services
<input type="checkbox"/> laundry <input type="checkbox"/> food <input type="checkbox"/> gym <input type="checkbox"/> others, please specify _____
Facilities, amenities and services for PWD (if there is any)
_____ _____ _____
<p>For a fully-furnished or newly renovated building used as boarding house/ dormitory with three or more of these amenities or services, the following ratings for rental fee per boarder/dormer are applied:</p> <p>Completely Acceptable – rental fee is Php2,500 and below inclusive of electric and water bill or Php 2,000 exclusive of electric and water bill</p> <p>Acceptable – rental fee is P2,501- Php2750 inclusive of electric and water bill or Php 2,001-Php 2,500 exclusive of electric and water bill</p> <p>Slightly Acceptable - rental fee is P2,701- Php3,000 inclusive of electric and water bill or Php2,501-Php 2,750 exclusive of electric and water bill</p> <p>Totally Unacceptable - rental fee is above Php3,000 000 inclusive of electric and water bill or Php2,751 and above exclusive of electric and water bill</p>

.....End of Evaluator’s Guide for Dormitory / Boarding House Visitation.....

References:

- CHED Memo No. 09, s. 2013
- Quality Manual
- Control of Documents and Records
- SB. No. 1113
- Student Housing and Residential Services Monitoring and Evaluation Form

4. Rental Fee			
Rated ACCEPTABLE		Rated COMPLETELY ACCEPTABLE	
Rental fee is above Php 1,600/boarder inclusive of electric and water bill -Rental fee is above Php 1,400/boarder (electric and water not included)	Rental fee is Php1,401-Php1,600 inclusive of electric and water bill -Rental fee is Php1,201-Php1,400/boarder (electric and water not included)	Rental fee is above Php1,900/boarder inclusive of electric and water bill -Rental fee is above Php1,700 exclusive of electric and water bill	Rental fee is Php1,701 - Php1,900/boarder inclusive of electric and water bill -Rental fee is Php1,501-Php1,700 exclusive of electric and water bill
Rental fee is Php1,201- Php 1,400/boarder inclusive of electric and water bill -Rental fee is 1,001-Php1,200/boarder (electric and water bill not included)	Rental fee is Php1,200 and below /boarder inclusive of electric and water bill -Rental fee is Php1,000 and below/boarder (electric and water bill not included)	Rental fee is Php1,501-Php1,700/boarder inclusive of electric and water bill -Rental fee is Php1,201-Php1,500/boarder exclusive of electric and water bill	Rental fee is Php1,500 and below/ boarder inclusive of electric and water bill -Rental fee is Php1,200 or below/boarder exclusive of electric and water bill
Nice to have Other amenities and services available for extra comfort, security and convenience of the boarders/dormers Amenities <input type="checkbox"/> television <input type="checkbox"/> internet <input type="checkbox"/> washing machine			

- c. Closely coordinates the Dormitory Manager and Dormitory Coordinator of the University in the respective campus on matters related to student housing.
- d. Conducts ocular visit in the immediate vicinity of the respective campus to evaluate the acceptability of the housing facilities for students upon the approval of the concerned local government officials and the owner/ dormitory manager/houseparent of the housing facility.
- e. Prepares list of acceptable dormitories and other housing facilities for the students of the university.
- f. Recommends acceptable boarding houses, dormitories and other housing facilities that are safe, clean, affordable, accessible to students with disabilities and conducive to learning within and outside the campus.
- g. Prepares and submits records/documents on matters related to student housing to the Office of Student Housing and Residential Services

**ARTICLE V
POLICIES AND PROCEDURES**

Section 6. The Institution/University

6.1 The university shall set policies and procedures based on the approved national policy or ordinance of local government unit through its Sanggunian (if there is any) for the operation and maintenance of dormitories and boarding houses.

6.2 The university shall have a list of the acceptable, recommendable student dormitories, boarding houses and housing facilities that are safe, clean, affordable and accessible to students.

6.3 The university shall create Student Housing Accreditation Committee (SHAC) and shall be tasked to deliberate on the assessment tools and/or parameters that will be used in accrediting the student housing facilities. Likewise, the committee is also mandated to conduct actual scanning and/or inspection of dormitories/other student housing facilities and subsequently accredit those that qualified and met the standard requirement as set.

6.4 The University through its Student Housing Accreditation Committee shall prepare the procedure and requirements for accreditation of dormitories, boarding houses and other housing facilities.

6.5 Upon accreditation, there must be a clear house rule and regulation indicating the following:

- 6.5.1 Residents duties and responsibilities
- 6.5.2 Owners responsibilities
- 6.5.3 Schedule of washing and ironing
- 6.5.4 Clear cut-off or curfew hours
- 6.5.5 Visiting rules
- 6.5.6 Use of facilities and amenities
- 6.5.7 Log book of residents
- 6.5.8 Payment condition and rentals

Section 7. Student Dormitories and Other Student Housing Facilities

7.1 The student dormitories and other housing facilities, upon the approval of the concerned local government officials, are anticipated to participate fully in the conduct of ocular visit by the responsible personnel of the university to evaluate their acceptability to the students' living and learning condition.

7.2 The student dormitories and other housing facilities upon accreditation shall strictly follow the policies and procedures set by the university.

Section 8. Monitoring and Evaluation

8.1 The Asst. Director of Student Housing and Residential Services or the coordinator of each campus shall have the list of registered boarding houses, dormitories and other student housing facilities secured from the municipal or city government before the conduct of monitoring.

8.2 The Asst. Director of Student Housing and Residential Services or the coordinator of each campus after the approval of the municipal/city government seeks assistance from barangay official for a safer visit or provides letter of request to the owner/dorm manager/houseparent of the dormitory, boarding house and other housing facilities and coordinate with the owner/dorm manager/houseparent before the conduct of ocular visit.

8.3 The Asst. Director of Student Housing and Residential Services or the coordinator of each campus after the approval of the municipal/city government seeks assistance from barangay official for a safer visit or provides letter of request to the owner/dorm manager/houseparent of the dormitory,

Criteria	Totally Unacceptable (1)	Slightly Acceptable (2)	Acceptable (3)	Completely Acceptable (4)
3.3. Monitoring	Visit of owner/ houseparent/ dorm manager is irregular -No logbook available.	Owner/ Dorm manager/ houseparent does not live in the same house/ compound but regularly visits the boarders	Owner/ Dorm manager/ houseparent does not live/ live in the same house/ compound -regularly visits the boarders	Owner/ Dorm manager/ houseparent does not live/ live in the same house/ compound -regularly visits the boarders -with logbook used for monitoring of boarders
3.4 Telephone	No telephone for use of boarders	With telephone for boarders	With telephone/ mobile phone for use of boarders (incoming and outgoing calls; with additional charge for outgoing calls)	With telephone/ mobile phone for use of boarders (incoming and outgoing calls; with additional charge for long distance calls)
3.5 Rules and Regulation	No prescribed rules and regulation implemented	With some rules and regulations followed	With minimum rules and regulations regarding the following: curfew, visiting hours, study period	With additional rules to cover misbehavior, damage to property and equipment and boarding house/dorm security

Criteria	Totally Unacceptable (1)	Slightly Acceptable (2)	Acceptable (3)	Completely Acceptable (4)
2.2 Cleanliness of Public Areas	No assigned personnel cleans the public areas	Assigned personnel cleans the public areas not on a regular basis	Assigned personnel cleans the public areas on a regular basis	Assigned personnel to regularly clean the public areas, assist in the maintenance of facilities and equipment
3.1 Safety and Peace and Order				
3.1. Electrical/Fire Safety	Electric socket are loose and in octopus connection. No fire exit available.	Electric socket are fixed to the wall. Small fire exit is available with fire extinguisher.	Electrical connection is well maintained, fixed and installed properly There is enough fire exit for the boarders, with fire extinguisher and emergency lights available.	Electrical connection is well maintained, fixed and installed properly Fire exit is large enough for the students to pass, with adequate fire extinguishers and enough emergency lights.
3.2 Ventilation	Windows are small.	There is enough space for air circulation.	Windows are big enough for the passage of air.	With large windows in room takes up more than half of the wall.

boarding house and other housing facilities and coordinate with the owner/dorm manager/houseparent before the conduct of ocular visit.

8.4 The Asst. Director of Student Housing and Residential Services or the coordinator of each campus shall conduct an ocular visit and evaluate using asset criteria to determine the acceptable dormitories and student housing facilities within and in proximity of the campus.

8.5 Periodic monitoring and evaluation of accredited dormitories and housing facilities shall be conducted to ensure compliance to the recommendations and all regulatory requirements.

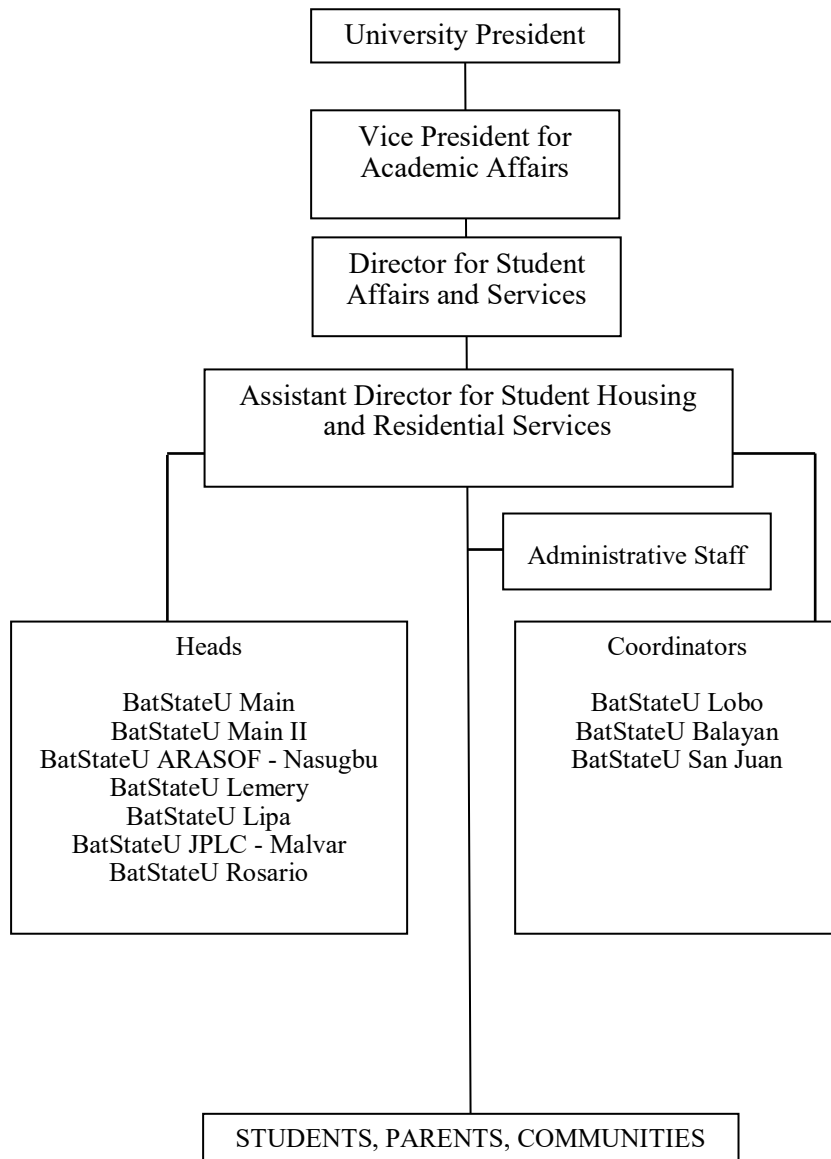
ARTICLE VII MANDATORY EVALUATION AND REVIEW

Section 9. By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

ARTICLE VI EFFECTIVITY

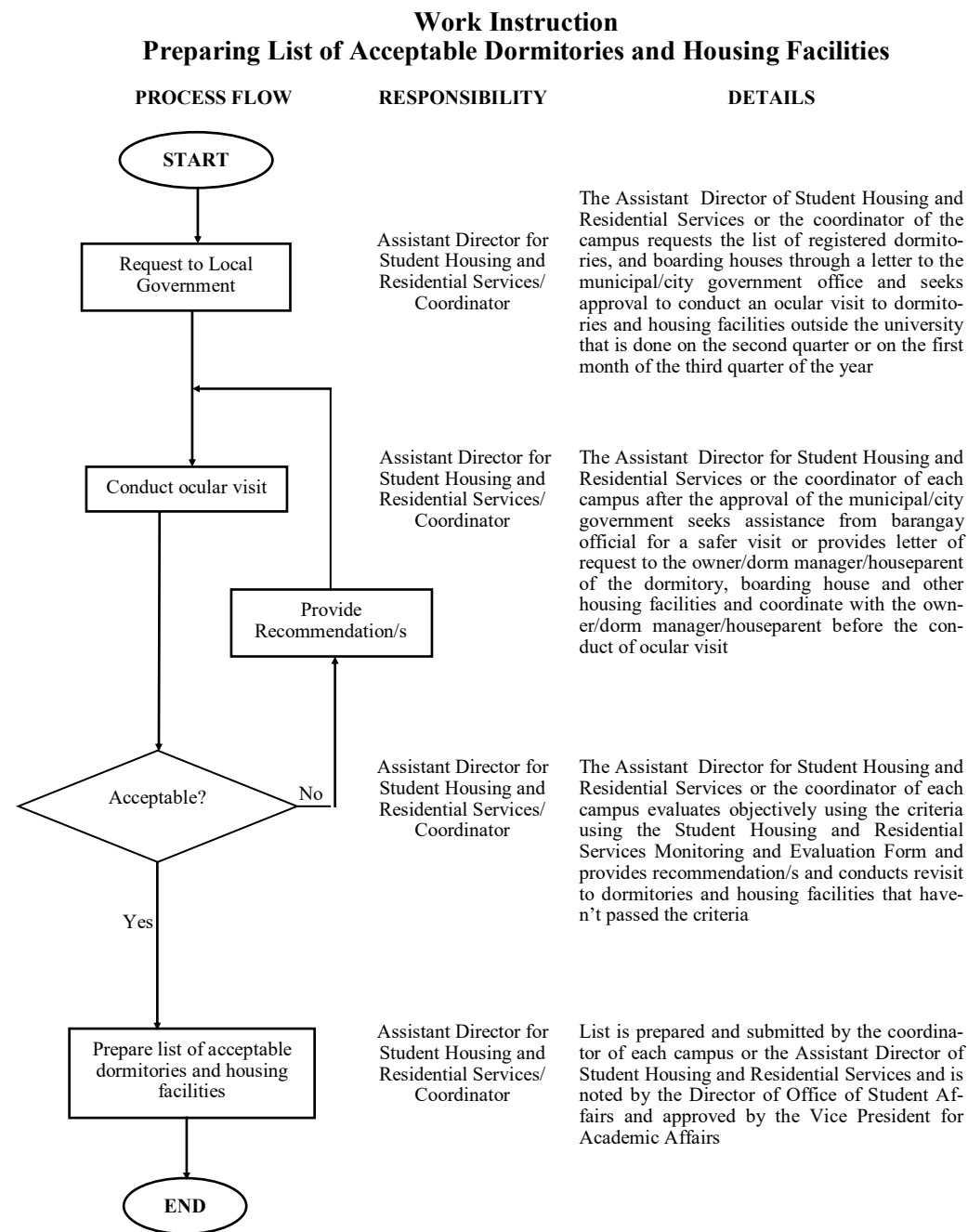
Section 10. These guidelines shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.

Student Housing and Residential Services
Organizational Chart



Criteria	Totally Unacceptable (1)	Slightly Acceptable (2)	Acceptable (3)	Completely Acceptable (4)
1.7 Bed rooms	Small space for bedroom.	There is enough space for the boarders to move freely.	There is ample space for closets and other stuff There are separate rooms for male and female.	There is ample space for closets and other stuff There are separate rooms for male and female. Mattress is available in every bedroom.
2. Cleanliness/ Maintenance				
2.1. Waste Management	Waste are thrown or put in any available area	There is inadequate available trash bins There is a functioning drainage system in the entire boarding house	There are adequate available trash bins There is a functioning drainage system in the entire boarding house.	There are available trash bins with waste segregation following the ordinance of the local government. There is a well-functioning drainage system in the entire boarding house.

Criteria	Totally Unacceptable (1)	Slightly Acceptable (2)	Acceptable (3)	Completely Acceptable (4)
1.4 Study Area/ Room	No study area available	Study area is inside the room	There is a separate study area for boarders. -well-lighted -well-ventilated	Separate study area with shelves for books and other reading materials well-lighted -well-ventilated
1.5 Washing / Laundry Area	Limited space/ No washing area available -insufficient water supply	small space for washing is available with enough water supply	Washing area is available with enough water supply.	Washing area is available with provisions to laundry equipment and hampers.
1.6 CR & Shower Rooms	Limited space -Insufficient water supply	Toilet and bathroom is in “buhos” type.	There are faucets and showers with enough water supply. There is enough space for the boarder to move freely. There is a separate bathroom and toilet for male and female.	adequate water supply is available in anytime of the day. -faucets and showers are available Toilet and bathroom have adequate space for the boarder to move freely. There is a separate bathroom and toilet for male and female. Toilet is separated from bathroom .



Form

Student Housing and Residential Services Monitoring and Evaluation Form

Date:				
Name of Boarding House:				
Address:				
Facilities	4	3	2	1
1. Amenities	Totally Unacceptable	Slightly Acceptable	Acceptable	Completely Acceptable
1.1 Receiving room				
1.2 Kitchen				
1.3 Dining Area				
1.4 Study Area/Room				
1.5 Washing Area/Laundry Area				
1.6 CR & Shower room				
1.7 Bed rooms				
2. Cleanliness/Maintenance				
2.1 Waste Management				
2.2 Cleanliness of Public Areas				
3. Safety and Peace and Order				
3.1 Electrical / Fire Safety				
3.2 Ventilation				
3.3 Monitoring				
3.4 Telephone				
3.5 Rules and Regulation				
4. Rental Fee				
<p>Amenities: <input type="checkbox"/> television <input type="checkbox"/> internet <input type="checkbox"/> washing machine <input type="checkbox"/> cctv <input type="checkbox"/> aircon Other, please specify _____</p> <p>Services: <input type="checkbox"/> laundry <input type="checkbox"/> food <input type="checkbox"/> gym Other, please specify _____</p> <p>Facilities, amenities and services for PWD Student (if there is any) _____ _____</p> <p>Remarks: _____ _____</p>				
<p>Prepared by: _____ Name of Asst. Director/Head/Coordinator Asst. Director /Head/Coordinator, Housing and Residential Services</p> <p>Signature over Printed Name BH / Dorm Manager / House Parent</p> <p>Acknowledged by: _____</p>				

Evaluator's Guide for Dormitory / Boarding House Visitation

Criteria	Totally Unacceptable (1)	Slightly Acceptable (2)	Acceptable (3)	Completely Acceptable (4)
1. Facilities				
1.1 Receiving room	Limited space/ No receiving room available	-Small receiving room is available - lighted and ventilated	Adequate space for receiving room with chairs and table -well- lighted -well-ventilated	Adequate space for receiving room with sala set and reading materials -well-lighted -well-ventilated
1.2 Kitchen	Limited space/ No kitchen available -Insufficient water supply	Small kitchen space is available -with clean water supply	Kitchen is available with provisions for cooking equipment -with clean water supply -well-ventilated -well lighted	Kitchen is available with provided cooking equipment, tools and utensils -clean water supply is available -well-ventilated -well lighted
1.3 Dining Area	Limited space/ No dining area available	Small dining area with tables and chairs	-with tables and chairs that can accommodate at least 50% of boarders - with potable drinking water supply -well-ventilated -well-lighted	-with tables and chairs that can accommodate all boarders - with potable drinking water supply -well-ventilated -well-lighted