



# VISAYAS STATE UNIVERSITY

**Visca, Baybay City, Leyte 6521-A, Philippines**

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**Vision :** *The premier University of science and technology in the Visayas.*

**Mission :** *Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.*

**FRONTLINE SERVICE: APPLICATION FOR STUDENT HOUSING**

**Procedure:**

STEP	APPLICANT/CLIENT	OFFICE ACTIVITY	DURATION	PERSON IN-CHARGE
1	Presents Admission Slip/ COR to the Student Housing Section of the USSO and fills up the Dorm Application and Contract Forms	Ascertains that the student is officially admitted or enrolled.  Issues application form together with Assessment Slip for payment to the Cashier after consultation of dormitory of choice or availability.	20 min	Mr. JBOquias and/or Ms. MMLuna
2	Proceeds to Cash Division for payment of dormitory fee	Receives payment and issues official receipt	15 min	Ms. Myrna Pancito
3	Presents duly filled-up Application Form and Dormitory Contract together with Receipt of Payment and Validated COR to the USSO Student Housing Section for issuance of dormitory Admission Slip	Receives signed Dormitory contract and checks correctness of the entry in the Forms and issues Admission Slip	10 min	Mr. JBOquias and/or Ms. MMLuna
4	Submits Dorm Admission Slip to the Dormitory Adviser	Receives and files Admission Slip and assigns a room in the dorm after payment for maintenance and utility fees have been received.	15 min	Respective Dorm Advisers

Once an **Admission Slip** is submitted to the Dorm Adviser, the student is officially considered a resident of the particular dormitory/cottage for a particular semester.

**Amount of Fee:**

Dormitory	Monthly Rate (PhP)	Semestral Rate (PhP)
Banahaw Graduate Dorm	350.00	1,750.00
Bougainvillea Ladies' Cottage	200.00	1,000.00
Calachuchi Ladies' Dorm	200.00	1,000.00
Camia Ladies' Cottage	200.00	1,000.00
Cattleya Ladies' Dorm	450.00	2,250.00
Chrysanthemum Ladies' Cottage	200.00	1,000.00
Coconut Men's Dorm	200.00	1,000.00
Daffodil Ladies' Cottage	200.00	1,000.00
Dahlia Ladies' Dorm	200.00	1,000.00
Daisy Ladies' Cottage	200.00	1,000.00
Everlasting Ladies' Dorm	200.00	1,000.00
Gumamela Ladies' Cottage	400.00	2,250.00
Ilang-ilang Ladies' Dorm	250.00	1,250.00
Kanlaon Graduate Dorm	350.00	1,750.00
Mabolo Men's Dorm	230.00	1,150.00
Mahogany Men's Dorm	230.00	1,150.00
Mariposa Ladies' Dorm	230.00	1,150.00
Molave Men's Dorm	230.00	1,150.00
Mulberry Men's Dorm	230.00	1,150.00
Narra Men's Cottage	450.00	2,250.00
Petunia Ladies' Cottage	200.00	1,000.00
Rosal Ladies' Cottage	200.00	1,000.00
Sampaguita Ladies' Dorm	260.00	1,300.00
Sunflower Ladies' Dorm	230.00	1,150.00
Waling-waling Ladies' Dorm	260.00	1,300.00
Zea Mays Men's Dorm	230.00	1,150.00

Students are encouraged to pay in full the dormitory payment upon enrolment. However, minimum down payment equivalent to 50% of the dormitory semestral payment is accepted during enrolment. The remaining balance is paid on or before the Mid-term examination.

**Requirements:**

1. Approved VSU Admission Application/Certificate of Admission for **Freshman/Transferee**.
2. Dormitory clearance for **Continuing Students** rated as "Retained or Waitlisted Resident" based from previous year's dormitory evaluation.

**Complaints:**

Please call Prof. Manolo B. Loreto, Jr., Dean of Students at (053) 335-2642/563-7073 or drop your concern/s in the suggestion box at the main entrance of the ONE-STOP-SHOP.