



**APPLICATION FOR STUDENT HOUSING  
FLOW CHART  
(New/Old Applicants)**

Present the current enrollment form to the *Dorm Manager* at the respective Dormitory where the applicant plans to stay for interview and issuance of the Resident Information Data Form or Resident Renewal Application Form;



Pay the two (2) months advance at the *Cashiering Office* located at the right side of the Administration Building;



Submit the duly accomplished Resident Information Data Form with receipt to the Dorm Manager of the preferred Dormitories where student applicants plan to stay for room/bed assignment;



Dorm Managers are responsible to furnish the duplicate copy of the Resident Information Data/Renewal Form to the DSSD Office-Housing Section

Prepared By:

Approved:

**JOHNWAYNE B. BUNGALLON**  
Section Chief/Coordinator Student Housing

**DESIREE A. BALLITOC, MSA**  
Director, DSSD