

ACKNOWLEDGEMENT AND ACCOUNTABILITY:

ROOM #: _____ BED #: _____

Check in

Check out

Study Table : _____ :
 Chairs/s : _____ :
 D/d Bed : _____ :
 Pillow/s : _____ :
 Cabinet & Keys : _____ :
 Mattress : _____ :

Remarks: _____

Remarks: _____

Applicant's Signature: _____

Applicant's Signature: _____

FOR OFFICE USE ONLY

Check in

Check out

Date : _____ :

Time : _____ :

(Signature of Authorized Representative)

(Signature of Authorized Representative)

Requirements:

1. 2x2 present ID picture with name written at the back
2. Form 5
3. Income Tax Return (ITR)
 - a. ITR (Father or Mother);
 - b. Father and Mother (*if both are working*);
 - c. Bureau of Internal Revenue (BIR) Certificate of Tax Exemption
(*if both parents are not working or one parent is not working*)

Submit to:

University of the Philippines Manila
Office of Student Affairs
Auxiliary Services Program
3rd Flr. Student Center Building,
P. Faura St., Ermita, Manila

Tel. Nos: 88141-250

Email to :jlalava@up.edu.ph