



**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**  
**3<sup>rd</sup> Flr. Student Center Building,**  
**P. Faura St., Ermita, Manila**

**Tel. No: 88141-250**