



Republic of the Philippines

DAVAO DEL NORTE STATE COLLEGE

New Visayas, Panabo City, Davao del Norte, Philippines 8105

Website: www.dnsc.edu.ph; Tel. 63 84 6284301;

Email: dnscpanabo@gmail.com; jab@dnsc.edu.ph

STUDENT SERVICES

DORMITORY SERVICES

The DNSC housing services provides the students with living facilities within and approximate to the College and ensures access to accommodation that is safe and conducive to learning that can be considered their home away from home. This is managed by a Dormitory Manager. This unit supervised students at the dormitory premises for their safeties and securities. Monitor and sheltered the students curfew hour at the dormitory. Thereafter, generate quarterly accomplishment report.

Purpose/functions:

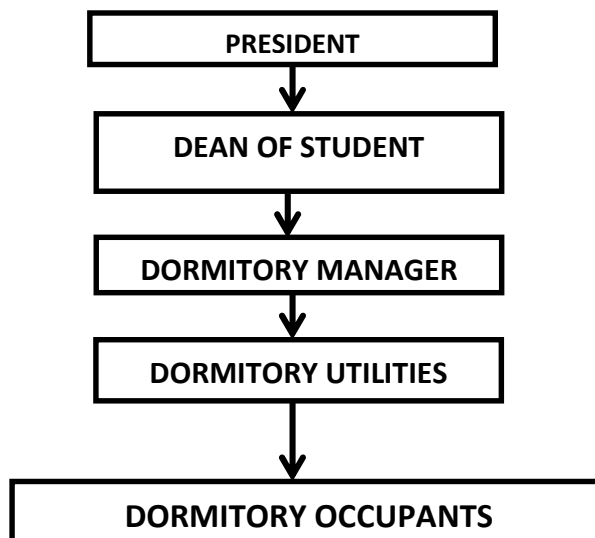
The College Dormitory is under the organizational structure of the Administrative Director. This unit functions with the following objectives:

1. to provide safety living quarters to students who are far from home;
2. promote value-oriented atmosphere through formulation and enforcement of dormitory rules and regulations;
3. provide students with living conditions that can be considered as home away from home;
4. provide socialization activities to promote kinship/camaraderie, and spirit of belongingness;
5. improve the dormitory services program through development planning.

Typical Activities:

1. Offering a variety of living options including individual, group, alcohol/smoke-free, undergraduate, graduate, disability, 1st year, and other options.
2. Conducting student misconduct disciplinary hearings in cases that originate in student housing.
3. Coordinating academic advising, career planning, time management, and instructional activities within the housing and other units as appropriate and in coordination with various academic and other units within the institution.

Organizational Chart:





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DORMITORY OCCUPANCY POLICY

REVISED 2015

College students of the Davao del Norte State College who are in good standing are qualified to stay in the Dormitory in a first come first serve basis subject to the following policies, rules and regulations, to wit:

I. POLICIES

1. A student must accomplish the Dormitory Occupancy Application Form (DOAF) and upon approval he or she must pay the one (1) month dormitory fee as advance/reservation.
2. A student-resident who had been expelled from the Dormitory will not be re-admitted.
3. A qualified student with approved Dormitory Occupancy Application Form is allowed to stay in the Dormitory for the period specified for one-semester or summer terms and will re-apply if he/she wishes to stay for another period or semester.
4. A student-resident who wishes to leave the Dormitory before the semester ends must secure and fill in Dormitory Exit Form (DEF) duly approved by the Dormitory Manager.
5. No individual shall be allowed inside the Dormitory unless he/she is a resident. Visitors should first obtain permission from the Dormitory Manager before he/she could be allowed inside the Dormitory.

II. RULES AND REGULATIONS

1. Residents must observe the prescribed time for:
 - a. Curfew hours - 10:00 P.M. – 4:00 A.M.

Residents with valid reasons may stay beyond the curfew hours but must fill up the Locator Slip duly approved by the Dormitory Manager.

- b. Study Period - 7:00 P.M. – 10:00 P.M.
2. Residents must use properly the assigned:
 - a. Bedroom
 - It is the basic responsibility of each resident to maintain cleanliness of his or her bed, table, chair, cabinet, and bedroom. Residents shall provide their own beddings.
 - Cabinets/door should be locked for the safekeeping of their belongings.
 - Vandalism, posting posters/stickers on walls and furniture are not allowed.
 - Cooking, hanging dripping clothes inside the bedroom/dormitory are not allowed.
 - Littering, visiting/sleeping in the other bedrooms/or bedroom of opposite sex are strictly prohibited.
 - Pets, peddling, smoking, gambling, drinking alcoholic and/or intoxicating drinks, pot sessions, noises inside the bedroom or within the dormitory premises are not allowed, likewise returning to the dormitory drunk is also prohibited.



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- All resident's visitors, with permission from the Dormitory Manager, shall only be entertained at the visitors' lounge; residents must desist from bringing in non-occupants to their room.
- b. Comfort Rooms/Bathrooms
 - Comfort room and bathroom must be used properly. Toilet bowl must be flushed after use. Ladies must dispose suitably tissue papers and used sanitary pads by wrapping it with paper and throwing it in the waste container. To avoid clogging of toilet bowls, only water shall be used. Urinating in bathroom/CR floors is not allowed.
 - Washing of kitchen utensils and hanging dripping clothes inside these rooms are not allowed.
- 3. Lighting/Water Facilities
 - Conserve the use of lights and water.
 - Lights should be switched off when not in use. In case of brown out, residents are expected to have their own flashlights.
 - The use of flat irons, rice cookers, heaters, and other similar gadgets used in cooking, must be registered to the Dormitory Manager.
 - Using of the electrical outlets will be specified as follows:
 - Kitchen outlets – exclusive for cooking gadgets;
 - Living room outlets – exclusive for charging and ironing.
 - Corresponding payment is required for the current consumption.
 - The use of other gadgets not identified above must be consulted first to the Dormitory Manager.
 - For ironing, each student occupant will be allowed anytime provided they shall pay corresponding energy consumption.
- 4. Visitors/Visiting Hour
 - Residents shall entertain visitors only during Saturdays, Sundays and Holidays except in emergency cases. Visiting hour is up to 8:00 P.M. only except for emergency. However, parents may visit anytime.
 - Visitors shall not stay long not later than 9:00PM in the Dormitory.
 - Students who are non-resident and shall spend overnight in the dormitory for valid reasons must secure an approval from the Dormitory Manager and shall pay corresponding amount.
- 5. Handling of School Properties/Equipment
 - Furniture and other equipment in the dormitory must be handled properly. Sanctions for any damage to properties are subject to existing rules and regulations in the Student Handbook.
- 6. Proper Attire
 - Residents must come to the visitors lounge properly groomed and dressed. Residents with revealing and flimsy clothes are not allowed to loiter in areas declared off-limits to such attire.
 - Residents not in proper attire are not allowed to transact in various Offices or loiter around the porches and classrooms.
- 7. Health Habits



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- All residents must observe preventive measures against illness.
 - Occupants inflicted with any illness or injuries should immediately refer to the Dormitory Manager and School Nurse. The concerned resident shall shoulder any hospitalization expenses for natural illness and excess of insurance for accident.
8. Silence
- It is the basic responsibility of every resident to maintain an atmosphere that is conducive for sleeping and studying. Henceforth, boisterous laughing, shouting, running and noisy conversation shall not be tolerated. Radio and television sound setting should be minimized.
9. Socialization
- Social activity promotes a well-balanced personality. Residents are encouraged to attend school social activities.
10. Respect for Person in Authority, Officers and Residents
- Residents are enjoined to respect each other. Resident challenging the Dormitory Manager and other person in authority, answering back boisterously are indications of disrespect. As such, said resident shall be subject for disciplinary action.
11. Permission to leave the Dormitory
- Residents are encouraged to go home during weekends. Upon departure, the student shall register in the Registry Book and likewise register upon return in the dormitory.
 - Residents who wish to stay overnight outside the Dormitory other than in going home for any valid reasons, shall seek permission and approved by the Dormitory manager before he/she can leave the dormitory.
 - Pass slip shall be issued to resident students departing the Dormitory typically for aforementioned purposes. Slips shall be given to the Security guard who in turn shall fill in/mark accordingly the space provided for the time out and time in.
 - Dormitory ID shall be issued to the Dormitory Residents for identification purposes.
12. Categories of Offenses
- Refer to Rules and Regulations of student Conduct and Discipline of the College
- Note: Any student sanctioned for suspension is automatically expelled from the Dormitory.
13. Monitoring. This shall be done by the :
- 1.) Dormitory Manager
 - 2.) School Nurse
 - 3.) Office of Student Services through the Office of Student Disciplines
 - 4.) Campus Security Personnel



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- 5.) Management Team for purposes of assessing the extent of implementation of the dormitory policies.

Amendments of the existing Dormitory Occupancy Policies was approved by the Governing Board during the 82nd BOT Meeting in Davao City on June 30, 2015.

Resolution No. 43, S. 2015

“Approving the Proposed Amendments of Dormitory Occupancy Policy”

correct:

(designate)

Certified true and

ARNOLD M. DUPING
Board Secretary

July 10, 2015



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PROGRAM SERVICE AREA QUALITY

Staffing:

NAME	POSITION/DESIGNATION	NATURE OF APPOINTMENT	EDUCATIONAL ATTAINMENT	SIGNATURE
Ms. Florida Cerbo	Dormitory Coordinator	Permanent	Master in Technology Education Bachelor of Science in Commerce	

Materials & Equipment:

148 double deck, 68 bedroom cabinet, 16 shoerock, 34 ceiling fan, 10 stand fan, 36 plastic table square, 100 plastic chairs highback, 2sets sala set, 1 office table, 1 computer w/printer, 3 television 32", 1 steel cabinet, 4drawers, 1 office cabinet w/6 doors, 2 electrical water pump 2 hp, 30 window curtains, 1 handheld radio w/accessories, 15 garbage bin, 1 junior executive table, 6 fire extinguisher, 5 emergency lights, 4 study table long, 1 water dispenser, 1 grass cutter (Kawasaki brand), 2 steel cabinets for office use, high shelving, 1 floor polisher, 1 bookshelf cabinet 12 columns w/4 doors, 1 rostrum, and 6 study table long w/long chairs.

Action Plan:

ACTION PLAN 2016

CORE FUNCTIONS	INDICATORS	STRATEGIES	BUDGET ALLOCATION
I CORE FUNCTIONS			
Supervision	Number of student residents In the dormitory and cottages Number of Utility Workers In the Dormitory and Cottages No. of dormitory/Cottages Supervises for cleanliness	Supervises student residents Giving work schedules to the two (2) Job orders Supervises utility workers and student residents.	
Strategic Function	Number of students Accommodated in the Dormitory and cottages.	Accommodates college students in the dormitory/cottages. Conduct orientation of	



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	<p>Number of student residents.</p> <p>Participated in the orientation/ in the general assembly Meeting.</p> <p>Number of student residents Participated in the physical fitness program.</p> <p>Accredit Boarding houses.</p>	<p>dormitory policies.</p> <p>Rules and regulations. Conduct election of dormitory officers.</p> <p>Conduct physical fitness activities to student residents.</p> <p>Accredit boarding houses outside the Campus of the College.</p>	
Facilities Improved/Areas Renovated	<p>Number of Septic tanks for construction In the two cottages</p> <p>Areas for floor tiling in the Dormitory. (Hallways & CR)</p> <p>Areas for repainting in the Dormitory.</p> <p>Kitchen for Improvement in the dormitory</p> <p>Purchase of ceiling fans and television.</p>	<p>Construct septic tanks in the two Cottages for Comfort rooms.</p> <p>Completion of the floor tiling in the Hallways and 1 comfort room.</p> <p>Completion of the repainting of Hallways and 1 comfort rooms.</p> <p>Construct improvements of kitchen for student residents. Install ceiling fans for 1 Cottage and replace those damaged in the dormitory.</p>	