

OFFICE OF THE STUDENT SERVICES DORMITORY SERVICES

Schedule of Availability of Service

Monday to Friday
8:00 a.m. – 5:00 p.m.

Who May Avail of the Service:

DNSC College Students.

What are the Requirements:

Fully Accomplished Dormitory Occupancy Form (DOAF)
Reservation Fee Official Receipt

Duration: 20 minutes

How to Avail of the Service:

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Form
1	Inquire vacancy/other information/ocular visit of the vacant space.	Answers necessary information inquired by the Clients	5 minutes	Dormitory Manager		
2	Pay Reservation Fee to the Cashier	Process payment and issue Official Receipt (O.R)	5 minutes	Cashier/ Collecting Officer	600	
3	Hand over the O.R	Review and Evaluate	5 minutes	Dormitory Manager	Dormitory	

	and Fill up Application Form	Application form; Record the Official Receipt.			Occupancy Application Form	
4	Schedule the date of Occupancy	Confirm the date of Occupancy and inform the clients on the needed belongings.	5 minutes	Dormitory Manager		