

☐ Faculty ☐ REPS ☐ Administrative

Applying for:

___for Family unit ___for Single unit

HOUSING UNIT APPLIED FOR:

Type:

Location:

Announcement No.:

APPLICATION FOR STAFF HOUSING

Name: _____ Civil Status: _____

Birthdate: _____ Years in Service: _____ Expected Year of Retirement: _____

Contact Number: Home _____ Mobile: _____ Religion: _____

Email: _____ Provincial Address: _____

_____ Employee No: _____

Complete Address of Present Residence: _____

☐ Owned ☐ Rented: ₱ _____ ☐ Others: Specify _____

PERSONAL DATA

A. Employment of the Applicant

1. UPLB Position Title: _____ Grade and Step: _____

Department/Office: _____

Office Telephone Number: _____

Employment Status:

☐ Permanent☐ Temporary☐ Casual☐ Contractual

Annual Gross Family Income*: _____

2. Present Administrative Assignment** (for academic personnel only, e.g. dean, director, etc., including period of assignment) _____

B. Education (Applicant)

1. Degrees Earned*** (School and Year)

- Ph. D. _____
- MS/MA _____
- BS/BA _____
- High School _____
- Diploma _____
- Non Degree (specify) _____

*Please submit the copy of Certificate of Compensation Payment/Tax Withheld of applicant, spouse and other potential occupants of the UPLB housing unit

** Please submit a copy of current appointment

*** Please submit copy of diploma for highest degree earned

2. Training Acquired (Submit the certificates of completion of training)

TYPE	SCHOOL/PLACE	PERIOD	HOURS

3. Units earned for advanced degree (Submit certification from school)

TYPE	SCHOOL/PLACE	PERIOD	HOURS/UNITS

C. Services * (Includes services as student assistant and /or graduate student assistants. Services in other units of the University must be supported by statement of service record by the said unit).

DATE	POSITION	UNIT	REMARKS

Study Leave of Absence (return with a degree) ** / Special Detail to serve another government agency.

NATURE	PERIOD COVERED	DEGREE OBTAINED

Leave of Absence (Purposes other than above)

NATURE	PERIOD COVERED	DEGREE OBTAINED

D. Merit Awards Received

*Please submit up-to-date statements of service record

**Please submit copy of diploma for highest degree earned

DATA OF DEPENDENTS

a. Spouse Name: _____

☐ Employed in UPLB ☐ Employed outside UPLB ☐ Not employed

If employed in UPLB please accomplish pages 1 and 2 of this form separately. If employed outside UPLB please submit proof of income.

Annual Gross Income: _____

Dependent Children (for single applicants but head of the family, parents must be 60 year old and above):

Name	Date of Birth	Relationship

I hereby certify that the forgoing information and the documents provided to support my application are true and correct.

Date

Signature

Promissory Letter

Date

The Chief
UPLB Housing Office
UPLB, College, Laguna

This is to certify that in the event I will renew my occupancy agreement or/be awarded a housing unit, I promise to:

1. **Reside physically** in the unit and use it as my domicile;
2. **Pay house occupancy fees and utilities** through payroll deduction;
3. Shoulder the cost of repair and/or repainting the unit, which is awarded on “as is where is” basis, with the understanding that 50% of the cost can be reimbursed through reduction in monthly occupancy fees;
4. **Keep the housing unit and its premises clean, orderly and presentable at all times;**
5. Have **domestic dogs and cat regularly immunized and put on leash or cages at all times;**
6. Observe **peace and order;**
7. **Refrain from using the unit for business purposes;**
8. **Refrain from raising livestock, poultry and fighting cocks;** and
9. Follow the **UPLB Housing Policies, Rules and Regulations.**

That in the event that I violated the UPLB Housing Policies, Rules, and Regulations, and the above mentioned conditions, I will voluntary vacate the housing unit awarded to me as a **privilege** within 30 days upon receipt of notice of violation from the UPLB Housing Office.

Very truly yours,

Signature over printed name

DATA PRIVACY CONSENT FORM

This is to certify that:

I understand that for the UPLB Housing Office (UHO) to carry out its mandates and pursue its legitimate interests as allowed by the Republic Act No. 10173 of the Philippines, or the Data Privacy Act of 2012, and comply with legal obligations, lawful issuances or orders of other public authorities, as well as contractual obligations to me, must necessarily process my personal and sensitive personal information.

I have read and understood the Data Privacy Statement and express my consent for the UPLB Housing Office to collect, record, organize, update/modify, retrieve, consult, consolidate, and use my personal data as part of the evaluation and archiving process of the office.

I grant my consent to and recognize the authority of the UHO to process my sensitive personal information pursuant to the abovementioned privacy notice and applicable laws.

Signature above printed name

Date and place