

AUTHORITY TO UPLB DORMITORY MANAGERS WAIVER & QUITCLAIM¹

We, the undersigned parents hereby authorized the Dormitory Manager of _____ to issue permit and allow the following **upon written request of our child** _____ (name of student):

	Dates
1). ² _____	_____
2). _____	_____
3). _____	_____

for the following limited purposes.³ (be specific)

- 1). _____
- 2). _____
- 3). _____
- 4). _____

The validity of this authority, waiver and quitclaim is co-terminus with the period of stay of our child in the _____ Dorm. Specifically during:

First Semester AY _____	from: ____ / ____ / ____	to: ____ / ____ / ____	
	mo. day yr.	mo. day yr.	
Second Semester AY _____	from: ____ / ____ / ____	to: ____ / ____ / ____	
	mo. day yr.	mo. day yr.	
Continuous Stay/Summer AY _____	from: ____ / ____ / ____	to: ____ / ____ / ____	
	mo. day yr.	mo. day yr.	

Unless communicated in writing or by email to the UPLB Housing Office at uplbhousing@yahoo.com.ph or uho@uplb.edu.ph. We may be contacted through the address and phone numbers below.

In case of any untoward incident when our child is permitted by the Dormitory Manager as enumerated above, we assume full responsibility and accountability and therefore We hereby release and discharge, and by these presents, our heirs, successors and assigns, release and forever discharge the UPLB Dormitory Manager, the UPLB, its officers, successors and assigns, from any and all causes of action, sums of money, accounts, damages, claims and demands of whatever nature, whether past, present or contingent against UPLB and its officers, successors and assigns.

We hereby declare that We have read and understood the content of this document prior to signing thereof and that this authority, waiver and quitclaim is made freely and voluntarily and with full knowledge of our rights and responsibilities.

Mother: _____	Father: _____
Printed Name & Signature	Printed Name & Signature
Address: _____	Address: _____
Phone No.: _____	Phone No.: _____
Email Add.: _____	Email Add.: _____

WITNESSES: _____	_____
Address: _____	Address: _____

I, _____ (student), _____ years old hereby certify under penalty of Sec. 2(a) of the Rules and Regulations on Student Conduct and Disciplines⁴ that my parents accomplished this document and that I never in anyway altered the same after it has been signed and notarized.

Signature

1 Please accomplish by the parents/guardian in their own handwriting and send by registered mail with return card to Student Housing Division, UPLB Housing Office, Office of the Vice Chancellor for Community Affairs, UPLB, College, Laguna 4031 Philippines and phone numbers (049) 536-3219 or 536-4009. permits shall not be issued unless this is officially received by UHO.

2 Late permit, overnight permit, stay with relatives over the weekends (date), stay with friends over the weekends (date).

3 Academic requirements, students organization activities _____ approved by OSA, other students activities (e.g. quiz contest, Feb fair, educational trip/field trips), others _____

4 Any form of cheating in examinations or any act of dishonesty in relation to his studies – with penalty of suspension for not less than one year, barred from graduating with honors notwithstanding weighted average

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

_____) S. S.

BEFORE ME, a Notary Public in the _____, personally appeared the following persons and their witnesses:

Name	GIID No.	Date/Place Issued
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

known to me and to me known to be same persons who executed the foregoing Authority to UPLB Dormitory Manager, Waiver and Quitclaim and who acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of two (2) pages, including the page on which this acknowledgment is written, has been signed on the left margin of each and every page thereof by the concerned parties and their witnesses, and sealed with my notarial seal.

WITNESS MY HAND AND SEAL, on the date and place above written.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2012

NOTES FROM ATTY. BLANCA REGARDING AWG:

1. The parents themselves shall write and not merely check (as this can be checked by the students after the parents have signed & after notarization) what they want the Dormitory Manager to do for them.
2. The written and notarized AWG should be mailed from the official address of the student in her Form 5 by registered mail with return card. For example, if the address of the student in her Form 5 is in Agusan del Norte, the Notary must be authorized in Agusan del Norte and not in Los Baños, Laguna.
3. Field trips: it is highly recommended that DMs refrain from signing waiver & quitclaims. They can issue only permits to stay out of the dorm for field trips under "student activities".
4. The student certification: this should be a deterrent from forging the AWG. If the student is over 18, she can already be included in the acknowledgment.
5. Weekends: The parents must specify the name(s) and corresponding address in the AWG with whom the students can stay on weekends. The corresponding permit issued by the DM must also specify the same. Thus, if the student did not actually spend the weekend shown in the permit, and something untoward happened, the UPLB is freed from liability.
6. Guardian: Being a guardian is a technical term. A guardian must be appointed by the Court as the role of a guardian is to exercise substitute parental authority. Thus, the space for guardian is removed.
7. Signature of both spouses: Both father & mother must sign the AWG, unless the students can show a final court order of legal separation, or nullity of marriage of her parents. If the student is illegitimate as shown in her birth certificate where the mother is not married and the name of the father is not written, or if the parents are not married and the student merely acknowledged by the father, the mother alone can sign the AWG.
8. Validity: The validity of the AWG must be co-terminus with the stay of the student in the dorm.
9. Related Activities: The underlined phrase: "and all other activities related to, or in connection with the above." is convenient to the students and parents but will be difficult for DMs. It will be the DM who will decide if the activity is related to those allowed by parents. Liability to UPLB will attach if the activity allowed by the DM is not related to those allowed by parents.