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|---------------------------|
| HOUSING UNIT APPLIED FOR: |
| Type: |
| Location: |
| Announcement No.: |

APPLICATION FOR STAFF HOUSING

Name: _____

Civil Status: _____

Complete Address of Present Residence: _____

Owned Rented: P _____ Others: Specify _____

PERSONAL DATA

A. Employment of the Applicant

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

Department/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

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.

Annual Gross Income: _____

Dependent Children:

| Name | Date of Birth |
|------|---------------|
| | |
| | |
| | |
| | |

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

Date

Signature

*Please submit copy of diploma for the highest degree earned

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

Very truly yours,

Signature over printed name