



UPLB Housing Office
Office of the Vice-Chancellor for Community Affairs
University of the Philippines
Telefax: 536-4009

AVAILABILITY OF HOUSING UNITS FOR QUALIFIED UPLB
FAMILY ACADEMIC / ADMINISTRATIVE AND SINGLE PERSONNEL

Announcement No. 2017-02
August 11, 2017

Unit	Street	Description	House Rental (Php)	Remarks
Family Academic (Faculty/ REPS)				
House No. 16	Guijo	4 Bedroom, Bungalow	2,853.00	
Apartment No. 21B	Narra	3 Bedroom, Apartment	1,792.00	
Apartment No. 12A	Doña Aurora	3 Bedroom, Apartment	1,659.00	
House No. 6	Tindalo	3 Bedroom, Bungalow	1,578	
House No. 9	Dao	4 Bedroom, two storey	3,292.00	
House No. 27	Ipil-ibil	3 Bedroom, two storey	3,537.00	
House No. 19	Duhat	4 Bedroom, two storey	2,370.00	
Family Administrative				
Unit	Street	Description	House Rental (Php)	Remarks
House No. 1	Ilang-ilang	2 Bedroom, Bungalow	1,732.00	
Apartment No. 6A	Tindalo	3 Bedroom, Apartment	1,750.00	
Single – Male				
Unit	Street	Description	House Rental (Php)	Remarks
Apartment No. 22 C	Ipil-ibil	3 Bedroom, Apartment Bedroom 1	632.00	1 slot available
Apartment No. 5A	Kanluran	3 Bedroom, Apartment Bedroom 1 Bedroom 2	754.00 761.00	2 slots available
Single - Female				
Unit	Street	Description	House Rental (Php)	Remarks
Apartment No. 3D	Jasmin	3 Bedroom, Apartment Small Room		1 slot available
Apartment 10D	Doña Aurora	3 Bedroom, Apartment Masters Bedroom Small Room	756.00 626.00	2 slots available
House no. 12	Ipil-ibil	4 Bedroom Bungalow, Masters Bedroom	2,020.80	1 slot available

Qualifications of Applicants married personnel actually living with spouse and/or dependents, legally/actually separated personnel with accompanying children, single but head of the family with dependents either parents of senior citizens or with medical conditions and/ or other members with special conditions (subject verification) and single parents with accompanying children as dependents. UPLB personnel including current UPLB Housing beneficiaries may apply provided:

- a. He/She or his/her spouse does not own a housing unit within 15-kilometer radius from the main gate of UPLB;
- b. He/She is not on leave of absence or full time detail of assignment in another agency or UPS campus at the time of application;
- c. His/Her gross family income does not exceed P 1,188,000.00 per annum;
- d. He/She is willing to finance the repair of the unit on a 50:50 sharing basis;
- e. He/She is capable of paying house occupancy fees, utilities and garbage fee through payroll deduction; and
- f. For current beneficiary, certification from the Utilities Billing Unit that he/she has no outstanding balance (utilities and garbage).

How to Apply: all interested UPLB constituents may secure the application form from the UPLB Housing Office (ground floor, former Los Baños Rural Bank Building).

Applicants in previous years are requested to renew their application and to complete all requirements. **Only applications with complete requirements shall be evaluated. For current beneficiaries, all accomplishments shall be reckoned from the year when the housing agreement was originally awarded.** Please ensure that you have inspected/seen the unit you are applying for in order for you to estimate the cost of repair needed when you move in.

Deadline for Submission: The application form should be submitted with the following requirements not later than **August 25, 2017**. Please submit clear photocopies.

- a. 2016 certification of Compensation Payment/ Tax Withheld of applicant and spouse (if not filed jointly) as well as other members of the family who will be occupants of the unit, if applicable
- b. 2016 Statement of Assets and Liabilities
- c. Diploma or certification for degrees earned
- d. For non- Ph. D. holders, certificate(s) of completion of trainings attended and copy of transcript of records for units earned for advance degree, if any
- e. Up-to-date Service Record (s) of applicant and spouse (if UPLB personnel)
- f. Copy of current appointment to administrative assignments, if any
- g. Copies of award(s) received
- h. Latest payslip
- i. Marriage Contract
- j. medical Record of parents of senior citizenship with medical conditions and/or other members with special conditions (if you are single but head of the family)
- k. Accomplished promissory letter (UHO Form)

if the spouse is also a UPLB employee, please submit requirements c,d,e,f,g and h.

ZOILO D. BELANO JR.
Chief