



OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Room 15, 2/F Student Union Building, UP Los Baños, College, Laguna 4031 Philippines
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Office of Student Housing

GUIDELINES FOR OSH DORM APPLICATIONS

**(For Midyear 2022)
As of 28 April 2022**

Google Form Link for Applications: <https://bit.ly/OSHDormMidyear2022Applications>

1. Prioritization for dorm applications
 - 1.1. For the application period between **16 to 27 May 2022**
 - 1.1.1. Students approved by their colleges for limited face-to-face activities within the campus
 - 1.1.2. Students under distress (e.g., victims of calamities and or disasters)
 - 1.1.3. Student victims of domestic violence
 - 1.2. For the application period **28 May 2022 onwards**
 - 1.2.1. Open for all students subject to availability of rooms
2. Requirements for application (forms are available in the application form)
 - 2.1. Photo-ID of the applicant (any size - 1x1/ 2x2/ passport-size)
 - 2.2. Proof of vaccination (or Certificate of Exemption for Vaccination)
 - 2.3. Student Commitment to Disclose Health Status of Public Concern
 - 2.4. Medical Insurance with COVID19 coverage or Philhealth¹
 - 2.5. For undergraduate students:
 - 2.5.1. Residence Hall Agreement (signed by the student and parent)
 - 2.5.2. Waiver and Quitclaim (signed by the student and parent)
 - 2.5.3. Parent's government-issued ID with visible signature of parent who signed in 2.6.1 and 2.6.2
 - 2.6. For graduate students:
 - 2.6.1. Residence Hall Agreement (signed by the student)

¹ For students with no Philhealth account, the Office of Scholarships and Grants (OSG) can assist in processing their application.



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3. Other requirements to be provided on or before check-in to the Dormitory Head:
 - 3.1. Must have a UPLB Online Health Monitoring System (OHMS) account with a record of the past 14-days entries with no symptoms (for those with no OHMS account, please use the Daily Health Monitoring System found in the application form).
 - 3.2. Payment of 1st-month dormitory fees
 - 3.3. A copy of Form5 or screenshot of SAIS-enrolled subjects for Midyear
4. Once checked in, reservation is considered final, and no refund shall be given for checking-out early.
5. The dorm office staff are only available from Monday – Friday, 8:00 AM – 5:00 PM. All requests and messages should be made within office hours.
6. Dorm accommodations for this Midyear are only from **27 June** until **17 August 2022**. A new set of applications will open for the other academic terms.
7. Please refer to the Residence Hall Agreement for the comprehensive dorm policies.

PROCEDURE FOR THE PAYMENT OF DORM FEES

FOR OVER-THE-COUNTER PAYMENT

1. Get a Statement of Account (SOA) from the dorm management.
2. Proceed to any Land Bank branch.
3. Pay the total amount using the following details:
 - 3.1. Account Name: UPLB Trust Project Fund Housing Office
 - 3.2. Account Number: 1891116760
4. Submit a copy of the deposit slip together with a copy of SOA to the dorm management

FOR ONLINE PAYMENT² (through Link.BizPortal)

1. Get a Statement of Account (SOA) from the dorm management.
2. Go to www.landbank.com
3. Click CLICK HERE under Link.BizPortal (<https://www.lbp-eservices.com/egps/portal/index.jsp>) then PAY NOW
4. Enter Merchant Name – University of the Philippines Los Baños then click CONTINUE.
5. Select transaction type - Student Housing
6. Enter other information needed
7. Click Submit and wait for the payment confirmation.
8. Submit a printed copy or email screenshot of the payment confirmation together with a copy of SOA to the dorm management

Note: Land Bank of the Philippines will charge a transaction fee

² Please note that payments through GCash are not accepted