



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
+63 49 536 2238 / +63 999 221 1483 | osh.uplb@up.edu.ph | <http://ovcsa.uplb.edu.ph/>

Office of Student Housing

PROTOCOLS AND GUIDELINES FOR TRANSIENTS

As of 25 March 2022

Google Form Link for Reservation: <https://bit.ly/OSHTransientReservation>

1. Prioritization for transient accommodation applications¹
 - a. Students approved by their colleges for limited face-to-face activities within the campus
 - b. Students approved for Bridge Program
 - c. Students that shall conduct general, comprehensive, qualifying, and or final exams
 - d. Students or UP Constituents that will attend trainings or seminars or other UP-related activities within the campus
2. Health protocol requirements on the day of check-in:
 - a. Government issued ID/Passport
 - b. COVID-19 Vaccination Card or VaxCard generated in DOH website
 - c. UPLB OHMS building pass valid within the check-in date if UPLB employee or student
 - i. For UP students without OHMS account, fill out the triage questionnaire to be provided by the staff in charge
 - ii. For general guests (categorized under 1.d), fill out the triage questionnaire to be provided by the staff in charge
3. Modes of payment:
 - a. Over-the-counter payment to any Land Bank branch
 - b. Online payment through Link.BizPortal
(<https://www.lbp-eservices.com/egps/portal/index.jsp>)
 - c. Office to office transaction through Disbursement Voucher (applicable only for UPLB offices)
4. For the reservation of facility/room, an advance payment of at least 50% should be made prior to the date of accommodation; and the remaining balance will be paid on the day of check-in or until the check-out date.
5. Check-in time is 9:00 AM and check-out is 12:00 NN.
6. Beddings (1 pillow, pillowcase, and blanket) can be provided for an additional fee. No towels or toiletries are available in the dorm.
7. Dorm staff are only available from Monday – Sunday from 8:00 AM – 5:00 PM. All requests should be made within the staff duty.

¹ For those not qualified under the following categories, you may send a request letter addressed to the OSH Director and send to our email: osh.uplb@up.edu.ph. Approval is subject to evaluation of reason for application.



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ROOM POLICIES

1. **Occupancy** - Due to the pandemic, only one occupant will be allowed in a room except for family bookings. Upon booking, guests will be assigned to a specific room and entrusted with its room key. Transferring of rooms is not allowed without notification to the management.
2. **Confirmed Booking.** A **tentative booking** must be confirmed within 7 days with a 50% deposit to consider the reservation *Confirmed and Guaranteed*.
3. **Delayed Deposit.** A Promissory or Letter of Guarantee must be accomplished to keep the Booking.
4. **Early Check-in** - ECI will only be allowed if the room is available or prior advice has been given. Rooms are subject to availability.
5. **Late Check-out** - LCO will only be allowed if there are no blockings and prior advice has been given. Rooms are subject to availability. Otherwise, another day's rate will be charged.
6. **Damages and Lost key** - Damages to any dormitory facility or a lost key will be charged.
7. **Children** - Children are not allowed to be left alone in the room.
8. **PWD** - A PWD is not allowed to be left alone in the room. At least one able adult must accompany the PWD.
9. **Married couples** - Only married couples with presented Marriage Certificate or valid IDs with the same last name are allowed to stay in one room. However, since comfort rooms are communal, male and female bathrooms are separated per floor.
10. **Male and Female** - Single male and female occupants are lodged in separate areas due to the communal comfort room.
11. **Visitors** - Visitors are only allowed in the receiving area of the dorm.
12. **Confidentiality** - Names and other details of in-house guests are kept confidential. Guests are advised to inform the front desk of expected calls or visitors to whom their names may be disclosed.
13. **Valuables** - Please secure your valuables (cellphones, laptops, chargers, flash drive, jewelry, cash, expensive bags, clothing and shoes, etc.). As much as possible, please refrain from bringing these unless necessary. In case you suspect any of your belongings have been taken, room search may be conducted only with consent.
14. **Cleanliness** - Please observe cleanliness and orderliness within and outside of your room.
15. **Lost and Found** - Items left behind will be considered L&F items and the dorm management will advise the occupant or coordinator immediately. Food, shampoo, lotion, perfume, etc. are considered L&F items. However, after the occupant/coordinator is advised, items will be disposed within 24 to 48 hours for safety and hygienic purposes. The dormitory has no facility to store such items.
16. **Eating** - Bringing in and eating of food and drinks are allowed inside the rooms. Access to the dorm's microwave can be requested from the dorm management. However, drinking of alcoholic beverages within the premises is prohibited.
17. **Smoking** - Smoking is prohibited in any part of the premises.
18. **Appliances** - Any heating appliances are prohibited to be brought inside the dorm.
19. **Biodiversity** - Common wildlife is found near the dorm. "Tuko" or Gecco, Monitor Lizards or "bayawak", insects, and other wildlife may occasionally be heard and or spotted around. Please inform the staff immediately should you find one within the dorm so we can help with their relocation.



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PROCEDURE FOR THE PAYMENT OF TRANSIENT FEES

1. FOR OVER-THE-COUNTER PAYMENT

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

2. FOR ONLINE PAYMENT (via Land Bank ePayment Portal)

- a. Get Statement of Account (SOA) from the dorm management.
- b. Go to www.landbank.com
- c. Click LOG IN HERE under Link.BizPortal
(<https://www.lbp-eservices.com/egps/portal/index.jsp>) then PAY NOW
- d. Enter Merchant Name – University of the Philippines Los Banos then click CONTINUE.
- e. Select transaction type - Student Housing
- f. Enter other information needed
- g. Click Submit and wait for the payment confirmation.
- h. 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 transaction fee