


VERSION NO. 1	MANUAL TITLE STUDENT SERVICES MANUAL	DOCUMENT NO. SSM 5.2
	DOCUMENT NAME RESIDENCE HALL ACCOMMODATION	REVISION NO. 0
		EFFECTIVITY DATE APRIL 17, 2017
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1.0 OBJECTIVES

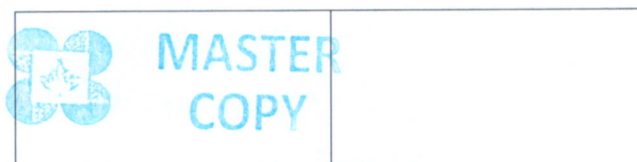
- 1.1 To accommodate qualified scholars in the residence hall.
- 1.2 To provide a home away from home.
- 1.3 To provide conducive place for learning and living.


2.0 SCOPE

The Philippine Science High School Residence Halls are intended to provide growing-up adolescents with a home away from home, among a community of scholars. It is in this environment that group living should be made delightful, educational and a wholesome experience. In such a community, each has a role to play and a commitment to uphold. Everyone is therefore enjoined to be responsible and concerned, and to participate actively in various activities, projects and programs of the residence halls.

3.0 POLICIES

- 3.1 The Philippine Science High School runs residence halls for boys and for girls.
- 3.2 Residents shall pay a minimal monthly fee for lodging. They take care of their own beddings and personal belongings.
- 3.3 The Residence Halls (RH) Head shall look after the physical upkeep of the dormitory facilities and maintain order, discipline and security. RH Attendants shall assist the RH Head in providing a wholesome life for the interns.
- 3.4 Services
 - 3.4.1 Provides lodging service to students coming from the province(s) and to parents, faculty and alumni, depending on space availability.



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3.4.2 Provides guidance and basic medical assistance to interns. Sick interns are referred to the school nurse or school physician for check-up.

3.4.3 Supervises study period of Interns, during specified time decided by the campus.

3.4.4 Conducts residence hall activities that promote the holistic well-being of the interns such as but not limited to talks, demos, festival, film showing, game tournament, Christmas Party, Acquaintance party and Prayer/Interfaith Service.

3.5 Schedules

3.5.1 The Residence Hall Head shall determine the schedule of the interns such as but not limited to waking up time, sleeping time, curfew hours, visiting hours, meal time and study period. Interns must follow said schedules.

3.6 Guidelines


3.6.1 The interns shall follow the guidelines set in the Residence Hall Handbook of the campus.

4.0 PROCEDURES

4.1 Implementation of Rules & Regulations

Responsibility	Activity
Residence Hall Head/ Residence Hall Attendants	<ol style="list-style-type: none"> 1. Ensures implementation of the daily routine schedule of interns. 2. Determines the violation, as reflected in Residence Hall Handbook set for the school year and PSHS Code of Conduct. 3. Applies appropriate interventions to said violation.



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4. Files an incident report to the Discipline Officer if necessary.
5. Creates/Updates the list of Residence Hall interns who failed to meet the minimum good housekeeping standards and committed violations against the Residence Hall's rules and regulations.
6. Applies appropriate interventions to violations committed as reflected in the Residence Hall Discipline Procedure.
7. Analyzes trend in violations committed by Residence Hall interns and creates ways on how to minimize them (meetings, activities, etc.).
8. Reviews and revises the residence hall rules and regulations as necessary.
9. Gives summary of Residence Hall interns' violations to the Discipline Officer and SSD Chief.
10. Attends to concerns raised by the RH Head in terms of implementation of rules & regulations.
11. Acts to the Anecdotal Report filed.
12. Updates the RH Head of the result of the case.

Residence Hall
Head/ Residence
Hall Attendants
SSD Chief


Discipline Officer

4.2 Monitoring the Overall Health and Safety of the Residence Hall Interns

4.2.1. Student Leave Pass Procedure

Responsibility	Activity
Residence Hall Head/ Residence Hall Attendants	1. Receives and checks student leave pass submitted by interns.



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2. Refers to the parents' instruction guide with regard to when their child can go out of the campus.
3. Approves/Rejects the request accordingly.
4. Monitors the intern's compliance with details of the student leave pass.
5. Applies appropriate interventions to violations.

4.2.2. Attending to Interns' Basic Medical Concerns


Responsibility	Activity
Residence Hall Head/ Residence Hall Attendants	<ol style="list-style-type: none"> 1. Assesses the case and gives initial basic medical intervention. 2. Informs the school nurse, homeroom adviser, SSD chief and parent/s guardian/s of the intern's health conditions. 3. Monitors and reports Residence Hall interns with special health needs or requirements to school nurse, homeroom adviser and SSD Chief.

4.2.3. Attending to Intern's Overall Concerns

Responsibility	Activity
Residence Hall Head/ Residence Hall Attendants	<ol style="list-style-type: none"> 1. Monitors and reports Residence Hall interns who have erratic and unusual behavior, or those needing psychological guidance to the SSD Chief and Guidance Counselor. 2. Conducts monthly meeting to Residence Hall



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interns to address concerns and keeps them updated of certain announcements.

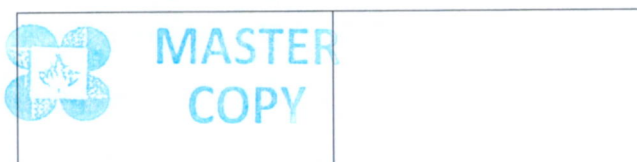
3. Proposes policies, guidelines, programs, and activities to ensure the overall welfare and safety of Residence Hall interns.
4. Manages and coordinates residence hall-related activities in consultation with school officials.
5. Evaluates the results of the activity.
6. Records the activities conducted and submits reports to the SSD Chief.


Residence Hall
Head/ Residence
Hall Attendants

4.3 Maintenance of The Residence Hall's Properties

4.3.1. Room Upkeep

Responsibility	Activity
Residence Hall Head/ Residence Hall Attendants	<ol style="list-style-type: none"> 1. Inspects each room using the good housekeeping checklist keeping in mind the safety and security precautions. 2. Ensures that rooms are in good and functional condition. 3. Prepares necessary requests for repair of equipment, facilities, fixtures and supplies (e.g. health, cleaning, office, repair and recreational supplies).



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4.3.2. Inventory of Residence Hall Facilities and Equipment

Responsibility	Activity
Residence Hall Head/ Residence Hall Attendants	<ol style="list-style-type: none"> 1. Conducts an inventory of the items in custody. 2. Evaluates necessary procuring needs before the start of the school year. 3. Submits Residence Hall budgetary requirements for the coming school year to the SSD Chief.



5.0 LIST OF FORMS AND REPORTS

5.1 Forms

- 5.1.1 Residence Hall Contract
- 5.1.2 Student Leave Pass
- 5.1.3 List of Appliances/Electrical Devices Form
- 5.1.4 Student Activity Slip
- 5.1.5 Good Housekeeping Checklist

5.2 Reports

- 5.2.1 Anecdotal Report
- 5.2.2 Monthly Report

PREPARED BY: 	APPROVED BY: 	 MASTER COPY	
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