

NORMAL HALL DORMITORY

- Title of Frontline Services**
Schedule of Availability of Service
Key Person
Who may avail of the service?
What are the Requirements?
- : **Admission of Student Dormers (Undergraduate)**
: Mondays – Saturday, 8:00 AM to 5:00 PM
: Dormitory Manager, Office of the Auxiliary Services
: Regular Students of the Philippine Normal University
Current Registration Form
Two recent copies of 1x1 pictures
Current Official Receipt
- Duration**
Fees/Charges
How to avail of the service?
- : 55 minutes
: P 1,300.00 / month

Step	Please Follow the Steps	Service Provider	Duration	Person/s In charge	Fee	Form / document
1	Get and fill out application form for admission at the dormitory	Issues application form and checks information entries of applicant	5 minutes	Staff on duty	None	Student Dormer's application form
2	Present current registration form for verification	Verifies the registration form presented by student	5 minutes	Staff on duty	None	Current registration form
3	Take the interview	Conducts interview	10 minutes	Staff on duty	None	Interview form
4	Sign contract together with parent/guardian	Issues contract to the qualified student after passing the interview Checks the signed contract	5 minutes	Staff on duty	None	Contract for Normal Hall Dormer
5	Get order of payment	Issues order of payment for 2 months' advance & 1 month's deposit	5 minutes	Staff on duty	None	Order of payment form
6	Pay dorm rental fee at Cashier's Office	Issues official Receipt	10 minutes	Cashier	P 1,300.00 / month	Official Receipt
7	Present Official Receipt	Records the official receipt on the individual ledger card	5 minutes	Staff on duty	None	Official Receipt issued by the cashier's office
8	Present current ID pictures	Prepares Dormitory ID card	5 minutes	Staff on duty	None	Students' record
9	Claim Dormitory ID cards	Issues Dormitory ID cards	5 minutes	Staff on duty	None	Dorm ID card
10	Get official room assignment	Gives official room assignment	5 minutes	Staff on duty	None	Students' registry logbook
11	Proceed to assigned room/bed	Assists the dormers to the assigned room	5 minutes	Staff on duty	None	

END OF TRANSACTION

Submitted by:  **JENNY G. MALITAO**
Director, Auxiliary Services