
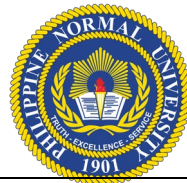



The Accommodation of Transients process facilitates short-term lodging for guests, visitors, and other stakeholders requiring temporary residence within the university's dormitory or designated facilities. This service ensures that transient occupants are provided with safe, comfortable, and well-managed accommodations during their stay.

<b>Office or Division:</b>	Auxiliary Services and Business Development Office (ASBDO)
<b>Type of Transaction:</b>	Accommodation of Transient/s
<b>Who may avail:</b>	Local and international Transients/Customers
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Valid ID/Passport	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>CHECK-IN</b>				
1. Place reservation through phone call or inquire directly	1. Handles queries of client/s Records messages		2 minutes/ client	Staff on duty
2. Register at the front desk	2. Verifies ID of the client		1 minute/ client	Staff on duty
3. Fill out Hostel Registration form (HRF)	3. Assists the client in filling out the form		3 minutes/client	Staff on duty
4. Get order of payment	4. Issues order of payment		1 minutes	Staff on duty
5. Pay lodging fee at Cashier's Office	5. Issues official Receipt	P1,800/night (Aircon) P1,200/night (Non-aircon) P3,000/room (VIP Room)	5 minutes	Staff on duty
6. Claim official receipt	6. Issues official receipt, records customer information in registry logbook		1 minute	Staff on duty
7. Claim the Key for the assigned room	Issues the Key for the assigned room		1 minute	Staff on duty
8. Proceed to the assigned room	Assists the client in bringing in his/her luggage		3 minutes	Staff on duty
9. Evaluate services	9. Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link: <a href="https://nnp.pnu.edu.ph/">https://nnp.pnu.edu.ph/</a>




<b>END OF TRANSACTION</b>		<b>Total Amount to be Paid</b> <b>P1,800/night (Aircon)</b> <b>P1,200/night (Non-aircon)</b> <b>P3,000/room (VIP Room)</b>	<b>Total Transaction Time</b> <b>19 Minutes</b>	
<b>CHECKOUT:</b>				
1. Inform the staff on duty of check out time	Inspects the vacated room Assists the client in checking out		1 minute	Staff on duty
2. Surrender the key and claim gate pass	Issues gate pass		1 minute	Staff on duty
3. Evaluate services	Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link: <a href="https://nnp.pnu.edu.ph/">https://nnp.pnu.edu.ph/</a>
<b>END OF TRANSACTION</b>		<b>Total Amount to be Paid</b> <b>None</b>	<b>Total Transaction Time</b> <b>4 Minutes</b>	



The Admission of Student Dormers process facilitates the application, evaluation, and acceptance of undergraduate students seeking accommodation in the university dormitory. This process ensures fair and transparent selection based on eligibility criteria, availability of slots, and adherence to dormitory policies.

<b>Office or Division:</b>	Auxiliary Services and Business Development Office (ASBDO)	
<b>Type of Transaction:</b>	<b>Admission of Student Dormers (Undergraduate)</b>	
<b>Description</b>		
<b>Who may avail:</b>	Regular Students of the Philippine Normal University	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Current Registration Form		
Two recent copies of 1x1 pictures		
Current Official Receipt		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present current registration form for verification	Verifies the registration form presented by student		1 minute	Staff on duty
Take the interview	Conducts interview		10 minutes	Staff on duty
Sign contract together with parent/guardian	Issues contract to the qualified student after passing the interview Checks the signed contract		3 minutes	Staff on duty
Get order of payment	Issues order of payment for 2 months' advance & 1 month deposit		1 minute	Staff on duty
Pay dorm rental fee at Cashier's Office	Issues official Receipt	P 1,300.00 / month	5 minutes	Cashier
Present Official Receipt	Records the official receipt on the individual ledger card		1 minute	Staff on duty
Claim Dormitory ID cards	Issues Dormitory ID cards		1 minute	Staff on duty
Get official room assignment	Gives official room assignment		1 minute	Staff on duty
Proceed to assigned room/bed	Assists the dormers to the assigned room		3 minutes	Staff on duty
Evaluate services	Encourage client to accomplish NNP Survey Form	None	2 minutes	<p>Ngiting Normal Client Satisfaction Survey</p>  <p>Link: <a href="https://nnp.pnu.edu.ph/">https://nnp.pnu.edu.ph/</a></p>
<b>END OF TRANSACTION</b>		<b>Total Amount to be Paid P 1,300.00 / month</b>	<b>Total Transaction Time 28 Minutes</b>	