

ACKNOWLEDGEMENT AND ACCOUNTABILITY:

ROOM #: _____ BED #: _____

Check in

Check out

Study Table : _____ :
 Chairs/s : _____ :
 D/d Bed : _____ :
 Pillow/s : _____ :
 Cabinet & Keys : _____ :
 Mattress : _____ :

Remarks: _____

Remarks: _____

Applicant's Signature: _____

Applicant's Signature: _____

FOR OFFICE USE ONLY

Check in

Check out

Date : _____ :
 Time : _____ :

(Signature of Authorized Representative)_____
(Signature of Authorized Representative)**Requirements:**

1. 2x2 present ID picture with name written at the back
2. Form 5
3. Income Tax Return (ITR)
 - a. ITR (Father or Mother);
 - b. Father and Mother (*if both are working*);
 - c. Bureau of Internal Revenue (BIR) Certificate of Tax Exemption
(*if both parents are not working or one parent is not working*)

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