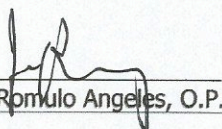


Procedure No:	ADM-PROC-FNR-0019
Procedure Title:	Transfer of Rooms Procedure
Related Policy:	ADM-POL-FNR-0020 Policy on Transfer of Rooms for Guests and Residents
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Finance and Resources Office
"Supersedes" Notification:	
Procedure Description:	This details the procedure in the transfer of rooms initiated by the guest or resident.
Areas of Responsibility:	Finance and Resources Office
Procedure Details:	<p>Step 1. The guest or resident informs the Dorm Administrator of his intention to transfer to another room by accomplishing the Bed Transfer Form.</p> <p>Step 2. The Dorm Administrator evaluates the request of the guest or resident and verifies if there are other available rooms.</p> <p>Step 3. The Dorm Administrator informs the guest or resident of his decision.</p> <p>Step 4. In case the Dorm Administrator approves the request, the guest or resident can already transfer to another room.</p>
Procedure Approval Authority:	Director of the Finance and Resources Department
References:	Bed Transfer Form
Definition:	
Help Page:	Finance and Resources Office
Prepared by:	Planning, Funding and Development Office
Approved by:	 Bro. Romulo Angeles, O.P.
Date of Approval:	

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