



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph

Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28

Sdg

FREE HOUSING CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

This Agreement of Free Housing entered into between the **MINDORO STATE UNIVERSITY**, the "**OWNER**," a government institution of higher learning with principal address at Alcate, Victoria, Oriental Mindoro, represented by its President **DR. LEVY B. ARAGO, JR.**,

-and-

ELSIE Y. GUIBONE, the "**Awardee**," an **Instructor I** under permanent status with work assignment based at the MinSU-Bongabong Campus, Labasan, Bongabong, Oriental Mindoro, of legal age, Filipino, married and residing at Barcenaga, Naujan, Oriental Mindoro;

states:

That the **OWNER** grants the **Awardee** the privilege to use **Employee Cottage** located at the MinSU Bongabong Campus under the following terms and conditions.

1. The housing unit shall be used solely for dwelling purposes by the **Awardee** and the immediate members of his or her family as listed in the attached Statement of Occupancy.
2. The **Awardee** shall pay the electricity bills of the housing unit she is using.
3. Repairs on housing unit because of damage caused by calamities such as floods, typhoons, and earthquakes shall be shouldered by the University with the assistance of the **Awardee**.
4. The **Awardee** is not allowed to undertake repairs, renovations, or expansion on a housing unit or lodging room without the prior approval of the University President.
5. The **Awardee** agrees to abide by the following rules:
 - 5.1 Backyard raising of livestock (e.g. pigs, chickens, goats, etc.) are not allowed except in identified places and upon written approval of the University President.
 - 5.2 Raising of large animals (e.g. cows, carabao, etc.) within the University compound is strictly not allowed.
 - 5.3 Putting up of stores within the leased housing units or lodging rooms is not allowed.
 - 5.4 Other rules and regulations pertaining to staff housing services that the University may promulgate.
6. Any violation of the terms and conditions of the contract by the **Awardee** and occupants of the housing unit shall serve as basis for the University President to terminate this CONTRACT.
7. This CONTRACT shall be for duration of (10) ten years (October 1, 2022 to September 30, 2032) which may be renewed at the option of the University President.

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To attest to agreement, the parties have affixed their respective signatures this 30th day of September 2022 at MinSU, Victoria, Oriental Mindoro.

MINDORO STATE UNIVERSITY

(Owner)

Represented by:

Sdg

LEVY B. ARAGO, JR., Ph.D.
University President

Sdg

ELSIE Y. GUIBONE
Awardee

Signed in the presence of:

Sdg

CIEDELLE P. SALAZAR, Ph.D.
Campus Executive Director

Sdg

JOLENE C. LEYNES
VP for Administration and Finance

ACKNOWLEDGMENT

Republic of the Philippines)
Province of Oriental Mindoro)) s. s.
Municipality of **CALAPAN CITY**

BEFORE ME, Notary Public for and in the above jurisdiction, personally appeared the following:

NAME	Government Issued ID and Number	Date & Place Issued
DR. LEVY B. ARAGO JR.	PRC ID No. 0088938	07/28/1997 - PRC Manila
ELSIE Y. GUIBONE	PRC ID No. 0000994	01/21/2009 O PRC Lucena.

known to me as the persons who executed this instrument and acknowledge that it was voluntarily agreed upon.

This instrument consisting of two pages including the page in which this Acknowledgment is written has been signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL, this
Oriental Mindoro.

Sdg

ATTY. TYRON KIM D. BACULO
Notary Public

Until December 31, 2022

Roll of Attorneys No. 65809

IBP No. 014875 / Lifetime / Oriental Mindoro

PTR No. 0842260 / 12-03-21 (for 2022) / Calapan City

MCLE Compliance No. VI-0022615 / 04-02-19

Doc. No. 456
Page No. 93
Book No. 24
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STATEMENT OF OCCUPANCY

NAME OF AWARDEE : ELSIE Y. GUIBONE

CAMPUS : BONGABONG

CONTRACT DURATION : OCTOBER 1 2022 to SEPTEMBER 30, 2032

LIST OF OCCUPANTS

	<u>NAME</u>	<u>SEX</u>	<u>AGE</u>	<u>RELATIONSHIP</u>
1.	Glenn L. Guibone	Male	22	Husband
2.	Amara Gebrielle Y. Guibone	Female		
3.	Gabriel Alexis Y. Guibone	Male		
4.	Alexa Sophia Y. Guibone	Female		
5.	Erlinda A. Yumo	Female		
6.	Modesta Allocod (PWD)	Female		
7.				
8.				
9.				
10.				

Sdg

Signature of Awardee

Sept. 29, 2022

Date



RECOMMENDATION

Vacancy of one (1) staff housing unit, previously occupied by Mr. Marco M. Rico, Instructor I of MinSU Bongabong Campus who retired effective January 1, 2022, was announced on August 17, 2022. The deadline of submission of application was on August 19, 2022.

Two (2) interested personnel applied for the staff housing unit. They were assessed by the members of the housing committee pursuant to the Implementing Rules and Regulations of the Policy on Staff Housing.

The first applicant is Ms. Elsie Y. Guibone, Instructor I/Coordinator for Research, 5 years of government service in MinSU and resides in Naujan, Oriental Mindoro.

The second applicant is Mr. Enrique T. Magalay, Jr., Assistant Professor I, 8 years of government service in MinSU and resides in Bulalacao, Oriental Mindoro.

The results of the assessment are as follows:

1. Guibone, Elsie Y. – 71 points
2. Magalay, Enrique Jr. T. – 62 points

The housing committee recommends the awarding of the staff housing unit to **Ms. Elsie Y. Guibone**, Instructor I/Coordinator for Research.

Prepared by:

Sdg
MARYJANE R. ALMAREZ
Administrative Officer IV (HRMO II)

Attested:

Sdg
ROLAND D. URATE
Coordinator for Auxiliary Services

Sdg
CIEDELLE P. SALAZAR
Campus Executive Director

Sdg
JOELENE C. LEONES
VP for Administration and Finance
Chairperson, Housing Committee

Approved/Disapproved:

Sdg
LEVY B. ARAGO, Jr., Ph.D.
University President

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August 24, 2022

RECEIVED

Sdg

DATE	8/25/22
TIME	11:49
CONTROL #	221

DR. LEVY B. ARAGO, Jr.
University President

Sir:

Warm greetings!

The MinSU Staff Housing Committee respectfully submit the comparative summary of scores of the staff housing applicants in MinSU Bongabong Campus ranked as follows:

1. GUIBONE, ELSIE Y. – 71 points
2. MAGALAY, ENRIQUE JR. T. – 62 points

Attached is the Comparative Assessment and Recommendation of the MinSU Housing Committee for your perusal.

Thank you and God bless!

Very truly yours,

Sdg

JOELENE C. LEYNES
VP for Administration & Finance
Chairperson, MinSU Staff
Housing Committee



MINDORO STATE UNIVERSITY
Victoria, Oriental Mindoro

STAFF HOUSING APPLICATION COMPARATIVE ASSESSMENT

No.	Name of Applicant	Nature of Work/Designation	Distance of Home Residence	Status of Appointment	Academic Rank/Position	Length of Service	TOTAL SCORE	RANK	REMARKS
1	GUIBONE, ELSIE Y.	30	25	20	15	10	100	1	
2	MAGALAY, ENRIQUE JR. T.								

Prepared by:

Reviewed by:

Attested:

MARY JANE K. ALMIRANTE
Administrative Officer IV (HRMO II)

ROLAND D. URATE
Coordinator, Auxiliary Services

CIEDELLE P. SALAZAR, Ph.D.
Campus Executive Director

JOELENE C. LEYONES
VPAF, Chairperson MinSU Housing Committee