PRELIMINARY SURVEY VISIT

UNIVERSITY OF SOUTHERN MINDANAO
Institute of Sports Physical Education and Recreation
Kabacan, Cotabato

BSESS

Bachelor of Science in Exercise and Sports Sciences

- Fitness and Sports Coaching
- Fitness and Sports Management

July 14-15, 2025

AREA IX:
LABORATORIES

PRELIMINARY SURVEY VISIT

AREA IX

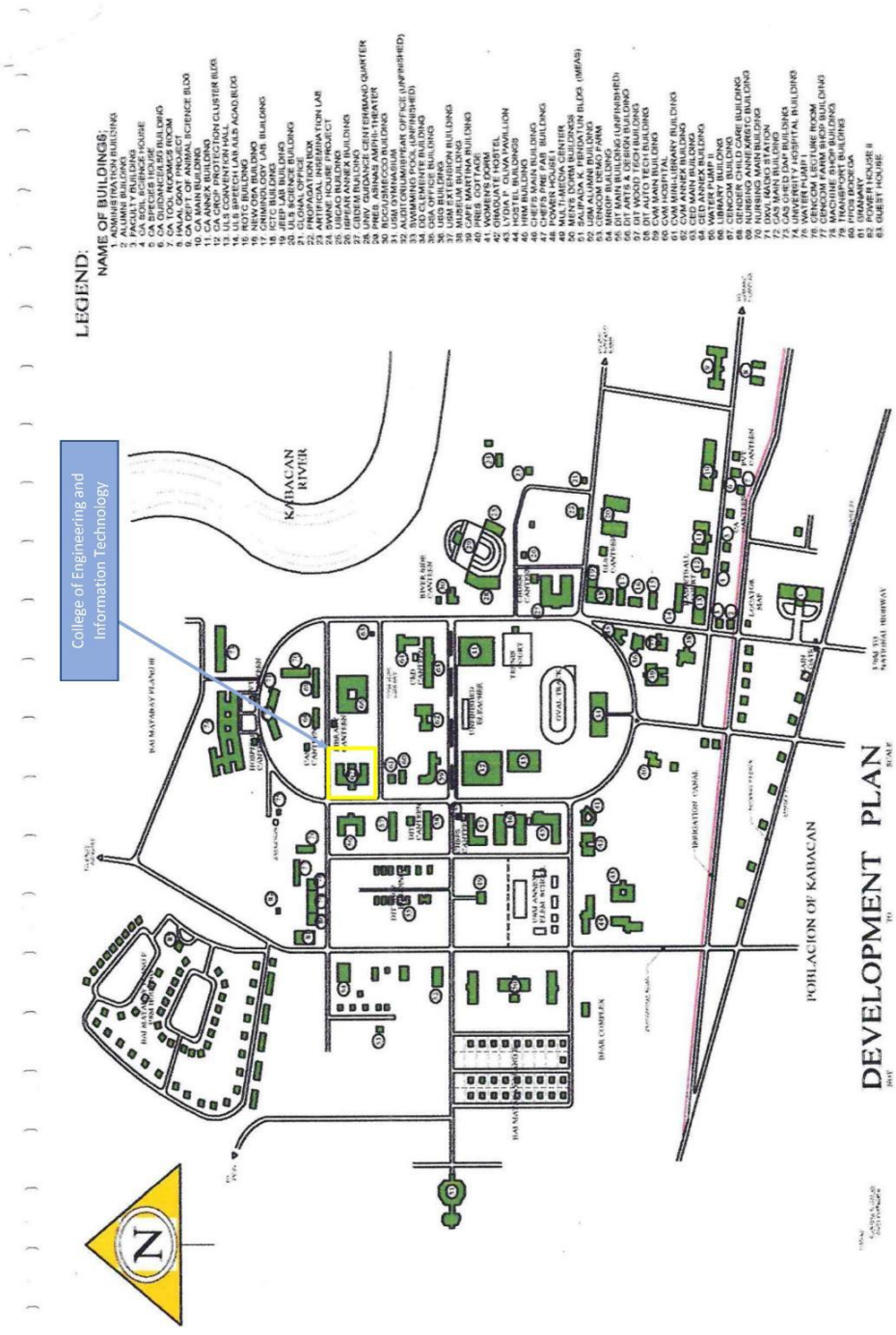
LABORATORIES

A. LABORATORIES / SHOPS / FACILITIES

A. Laboratories/Shops/Facilities

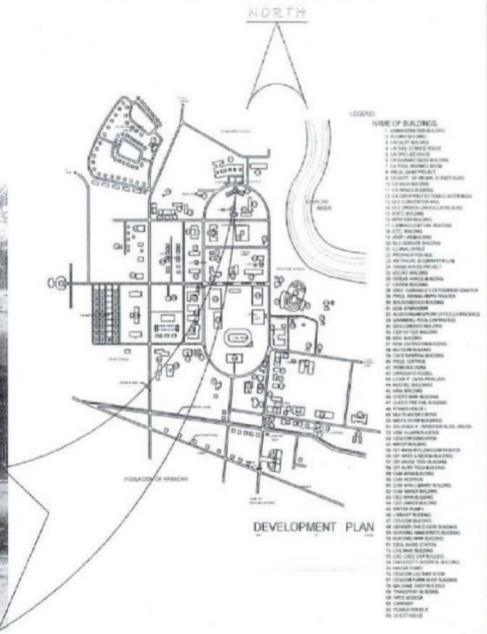
General (for all laboratories)

A.1. Building plan showing the location of laboratory rooms/shops used by the program under survey



CAS Main Building Plan

PERSPECTIVE

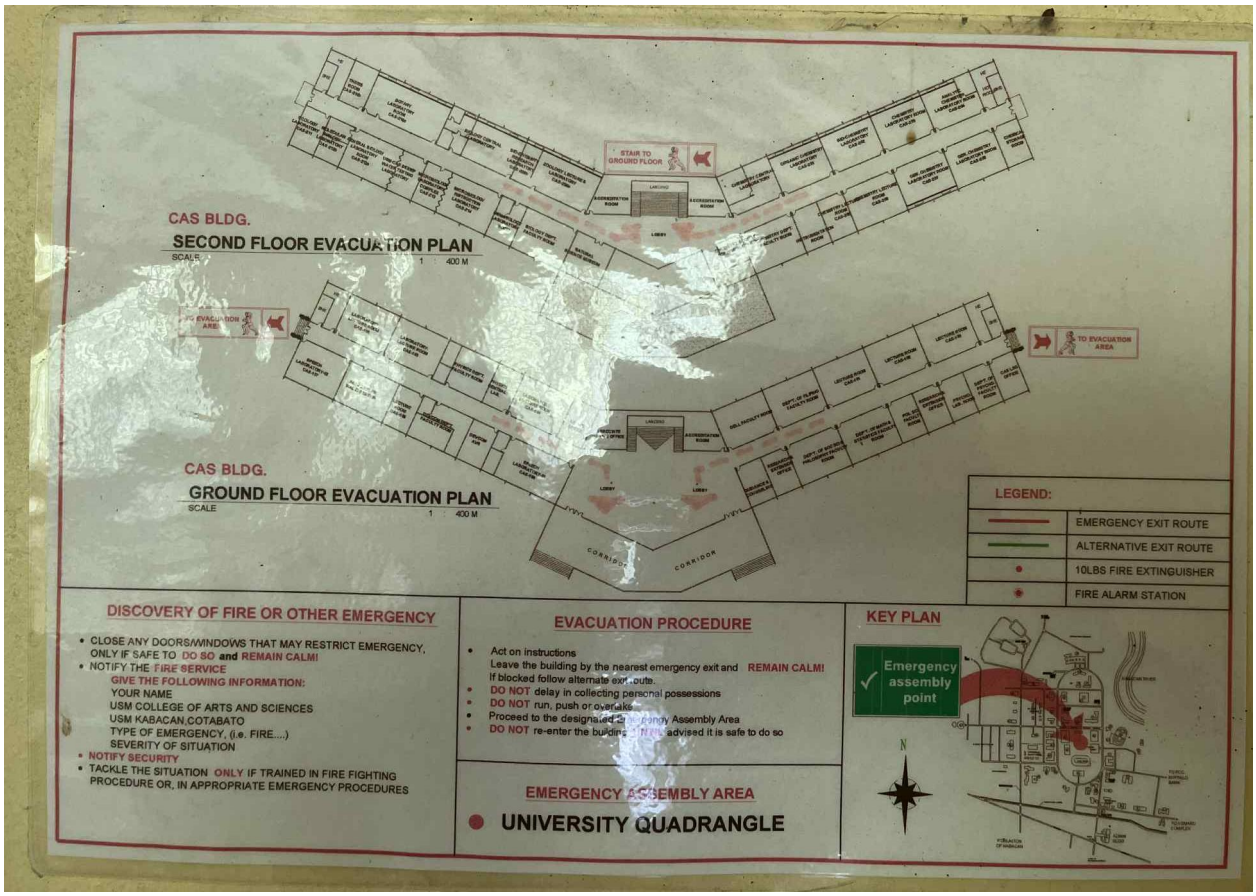


REPUBLIC OF THE PHILIPPINES UNIVERSITY OF SOUTHERN MINDANAO PPDS-PLANNING & DESIGNING OFFICE KABACAN, COTABATO	PROJECT TITLE/LOCATION: EXISTING CAS MAIN BUILDING USM CAMPUS, KABACAN COTABATO	CHECKED: BENJAMIN E. FORTINEZ, JR. DIRECTOR, PPDO	APPROVED: FRANCISCO GIL N. GARCIA SUC PRESIDENT IV

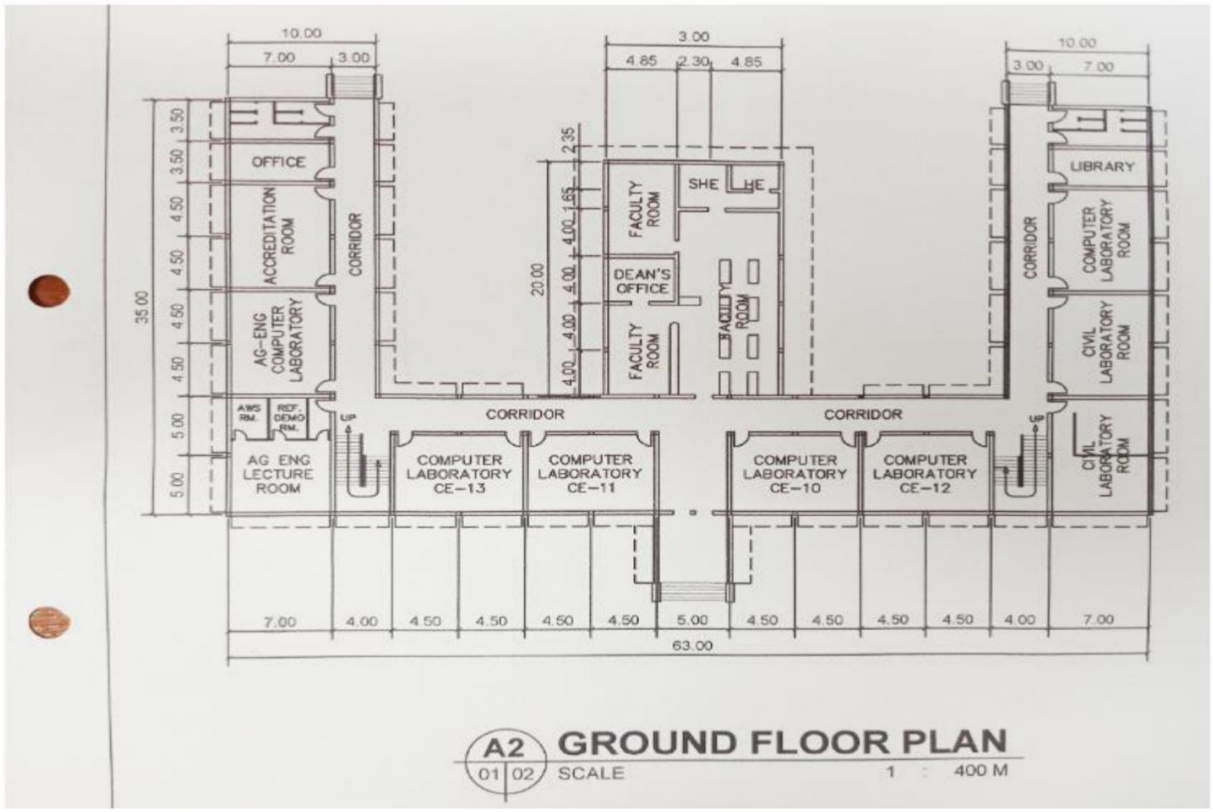
DRAWING STATUS: AS BUILT PLAN
DATE: SEPTEMBER 2016

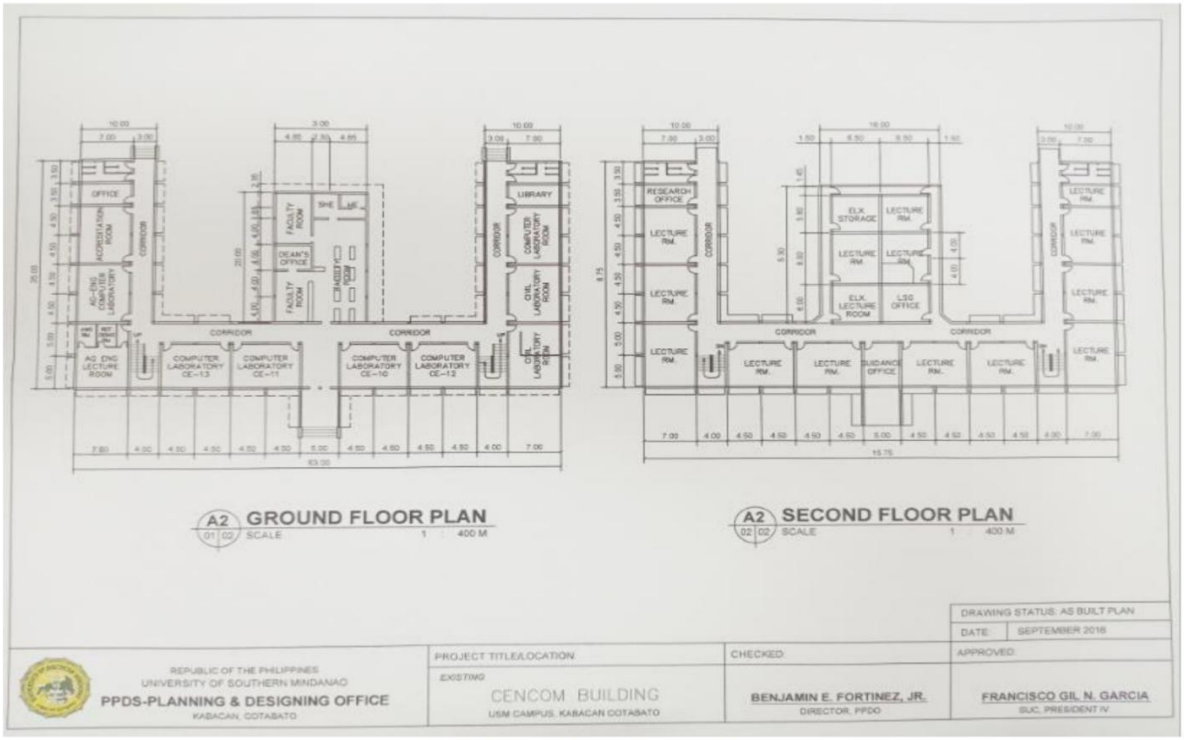
FRANCISCO GIL N. GARCIA | BENJAMIN E. FORTINEZ, JR. | PPDS-PLANNING & DESIGNING OFFICE

DRAWING STATUS: AS BUILT PLAN
DATE: SEPTEMBER 2016

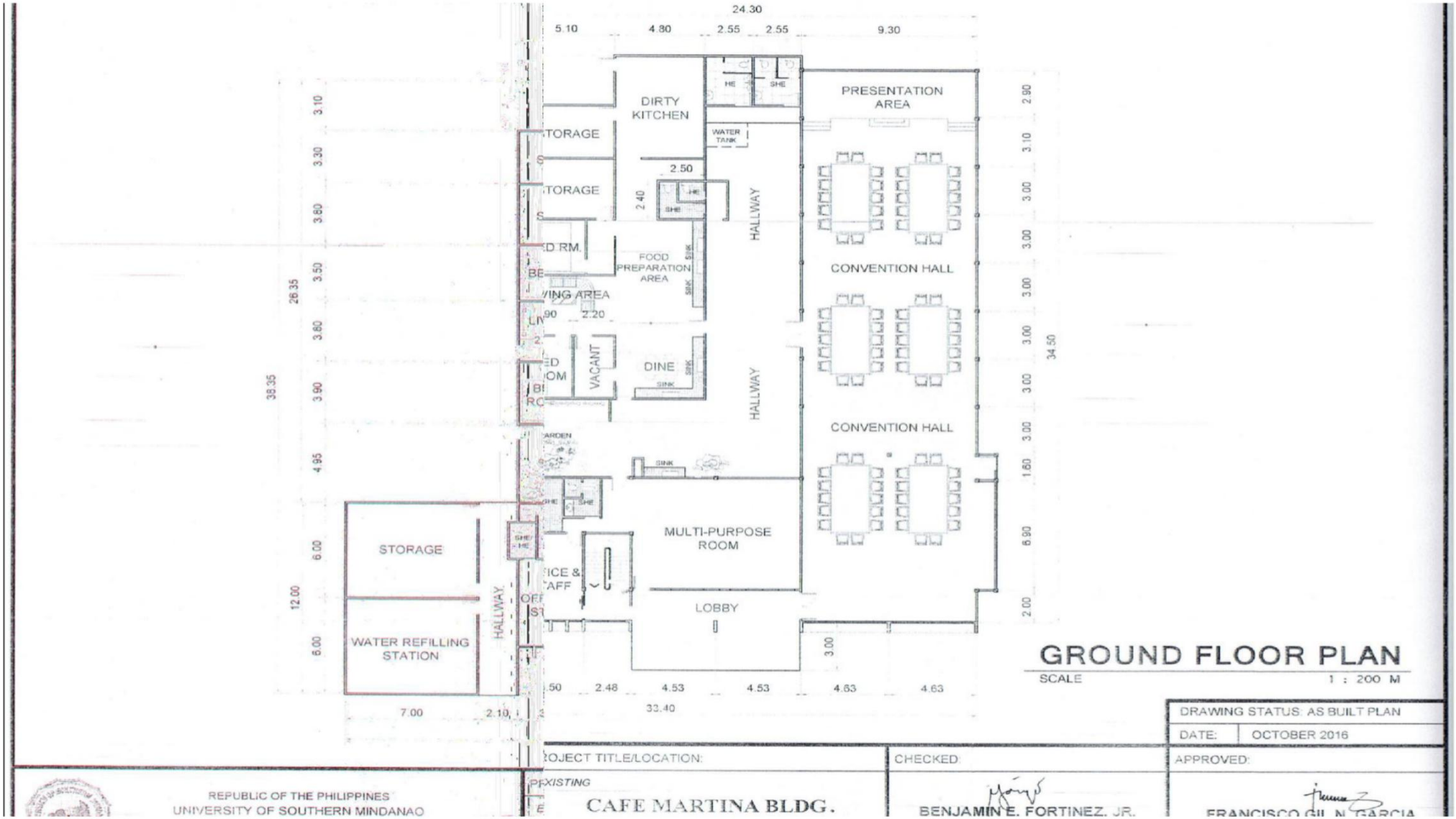

CAS BLDG.
SECOND FLOOR EVACUATION PLAN
SCALE 1 400 M
STAIR TO GROUND FLOOR
TO EVACUATION AREA
CAS BLDG.
GROUND FLOOR EVACUATION PLAN
SCALE 1 400 M
CORRIDOR
CORRIDOR
LEGEND:
EMERGENCY EXIT ROUTE
ALTERNATIVE EXIT ROUTE
10LBS FIRE EXTINGUISHER
FIRE ALARM STATION
DISCOVERY OF FIRE OR OTHER EMERGENCY
CLOSE ANY DOORS/WINDOWS THAT MAY RESTRICT EMERGENCY, ONLY IF SAFE TO DO SO and REMAIN CALM!
NOTIFY THE FIRE SERVICE
GIVE THE FOLLOWING INFORMATION:
YOUR NAME
USM COLLEGE OF ARTS AND SCIENCES
USM KABACAN,COTABATO
TYPE OF EMERGENCY, (i.e. FIRE....)
SEVERITY OF SITUATION
NOTIFY SECURITY
TACKLE THE SITUATION ONLY IF TRAINED IN FIRE FIGHTING PROCEDURE OR, IN APPROPRIATE EMERGENCY PROCEDURES
EVACUATION PROCEDURE
Act on instructions
Leave the building by the nearest emergency exit and REMAIN CALM!
If blocked follow alternate exit route.
DO NOT delay in collecting personal possessions
DO NOT run, push or overtake
Proceed to the designated Emergency Assembly Area
DO NOT re-enter the building until advised it is safe to do so
EMERGENCY ASSEMBLY AREA
UNIVERSITY QUADRANGLE
KEY PLAN
Emergency assembly point
N

USM LABORATORY BUILDING PLANS



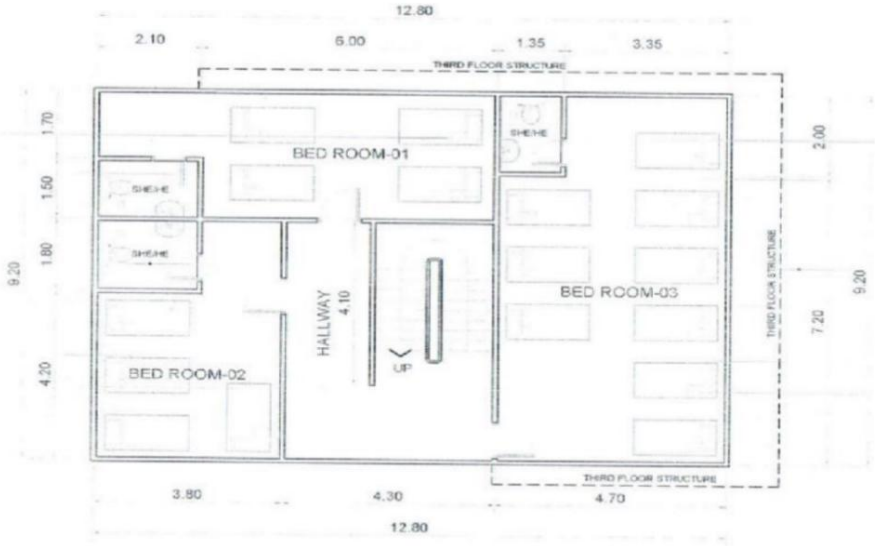


CEIT Building Floor Plan



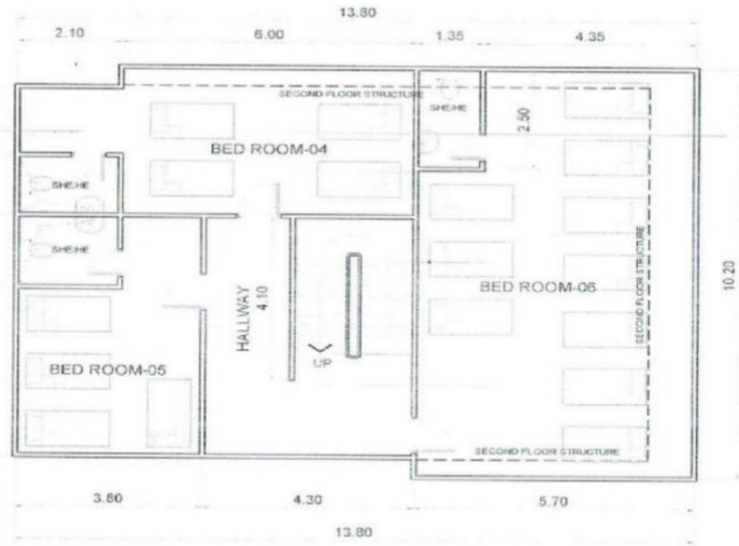
USM LIBRARY Building Floor Plan

CAFÉ MARTINA Building Floor Plan



SECOND FLOOR PLAN

SCALE 1 : 100 M



THIRD FLOOR PLAN

SCALE 1 : 100 M

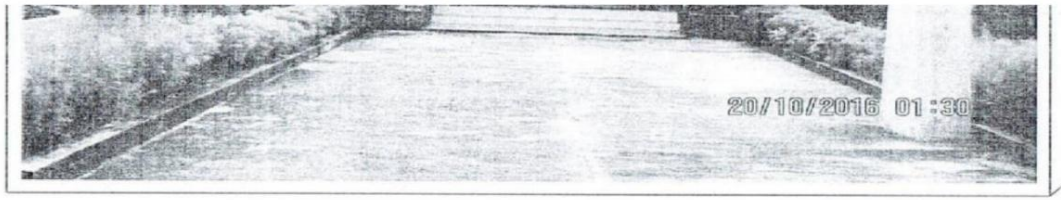
REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO
PPDS-PLANNING & DESIGNING OFFICE

PROJECT TITLE/LOCATION:
EXISTING
CAFE MARTINA BLDG.

CHECKED:
BENJAMIN E. FORTINEZ, JR.

DRAWING STATUS: AS BUILT PLAN
DATE: OCTOBER 2016
APPROVED:
FRANCISCO GIL N. GARCIA

GRADUATE HOSTEL Building Floor Plan

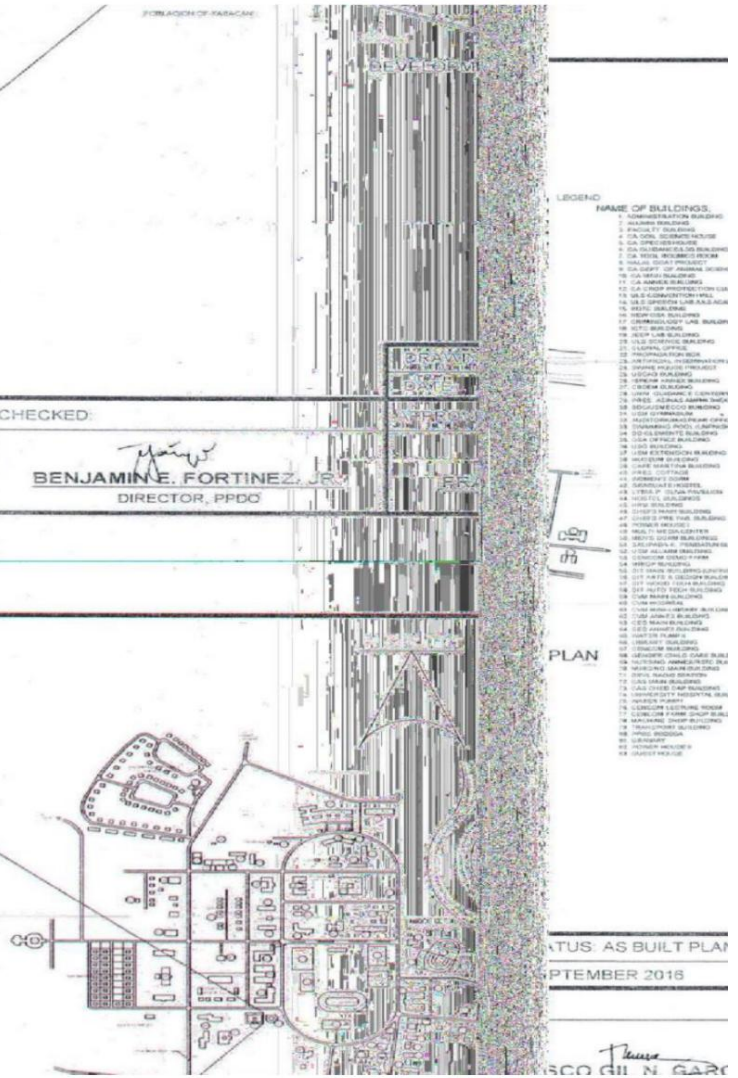


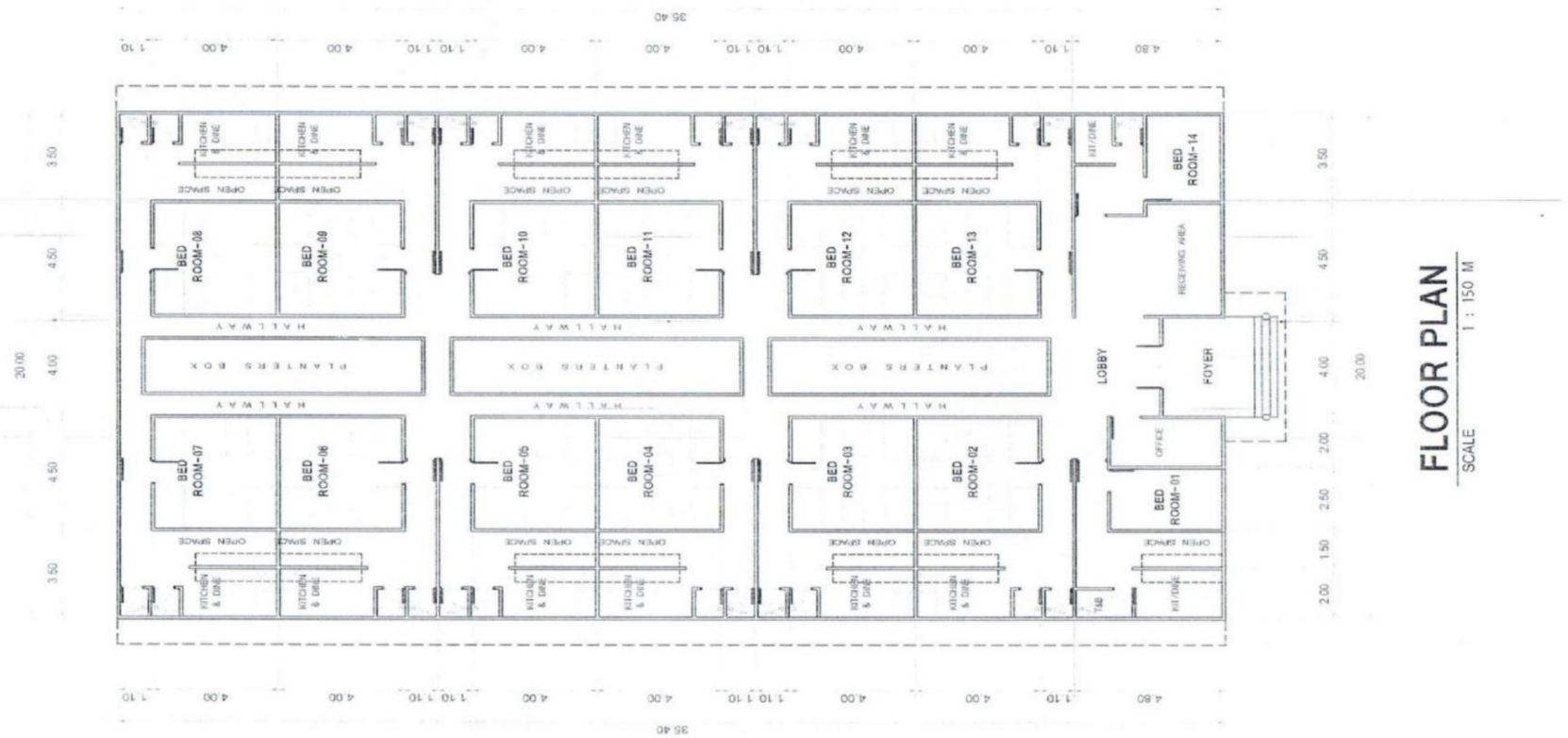
PERSPECTIVE

REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO
PPDS-PLANNING & DESIGNING OFFICE
KABACAN, COTABATO

PROJECT TITLE/LOCATION:
EXISTING
GRADUATE HOSTEL BLDG.
USM CAMPUS, KABACAN COTABATO

CHECKED:
BENJAMIN E. FORTINEZ, JR.
DIRECTOR, PPDO





FLOOR PLAN

SCALE 1 : 150 M

DRAWING STATUS: AS BUILT PLAN	
DATE:	OCTOBER 2016

REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO
PPDS-PLANNING & DESIGNING OFFICE
KABACAN, COTABATO

PROJECT TITLE/LOCATION:
EXISTING
GRADUATE HOSTEL
USM CAMPUS, KABACAN, COTABATO

CHECKED:
BENJAMIN E. FORTINEZ, JR.
DIRECTOR, PPDO

APPROVED:
FRANCISCO GIL N. GARCIA
SUC. PRESIDENT IV

A.2. Copy of the laboratory lay-out

The laboratory layout conforms to acceptable standards (RA 6541-National Building Code of the Philippines/PD 856- "Code of Sanitation of the Philippines) and to particular needs of the program under survey.

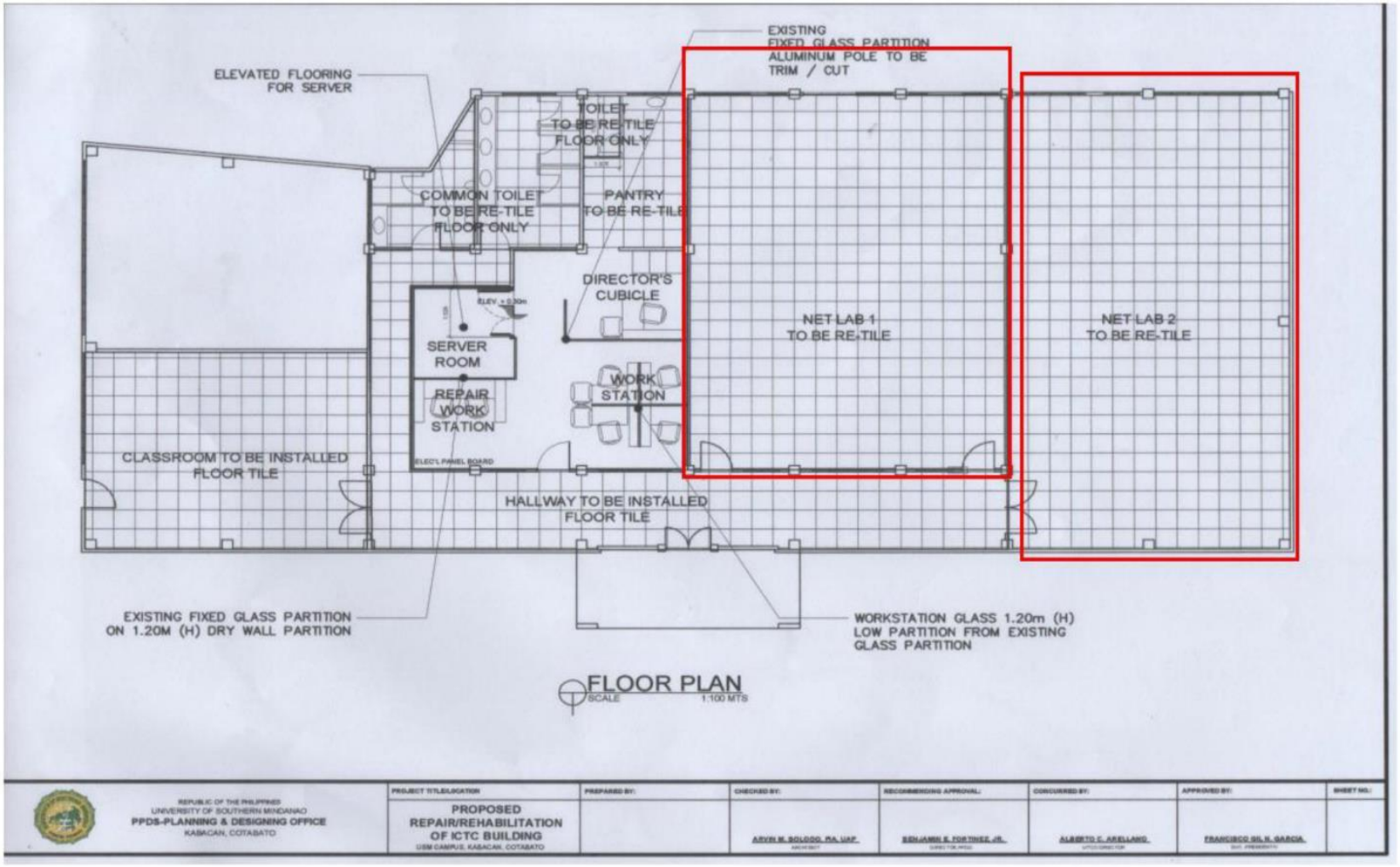
Stated below is an Act to ordain and Institution a National Building Code of the Philippines

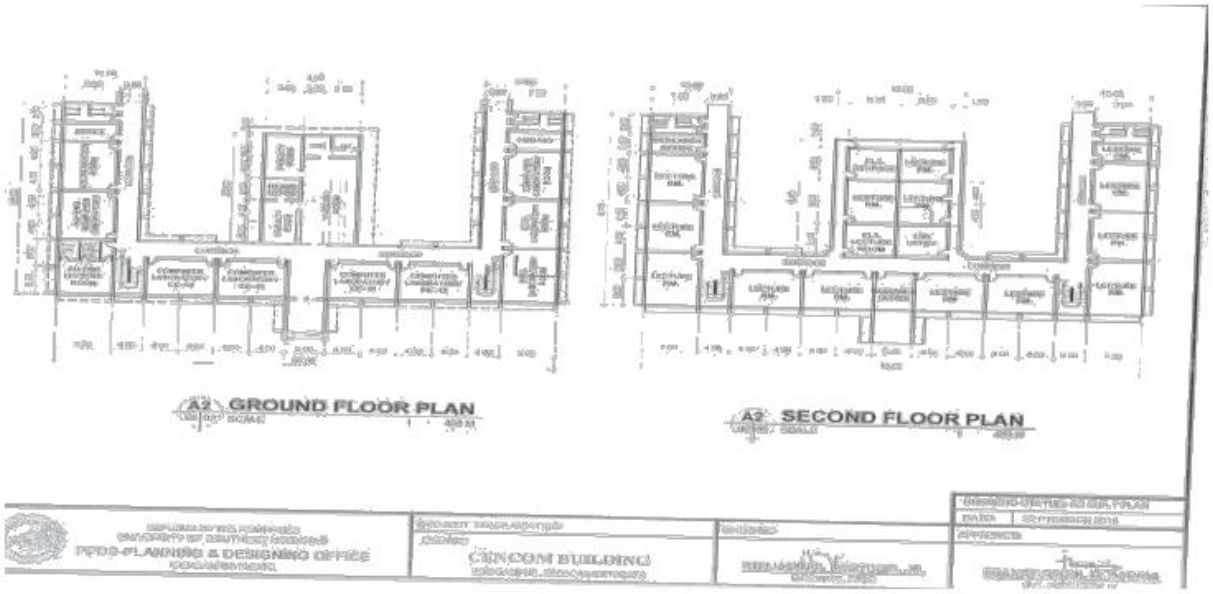
The laboratory layout conforms with acceptable standards and to particular needs RA 6541 National Building Code of the Philippines stated in SECTION 1.01.04: *Application* (c) that this code shall likewise apply to any area proposed for or being developed into a new town site, residential subdivision, commercial or residential site, **school site**, housing project, and similar construction projects where five or more buildings not covered by paragraph (d) of this Section will be constructed even if the poblacion or barrio population is less than two thousand (2,000) or the density of population is less than fifty (50) families per hectare.

The design and construction requirements of this Code shall not apply to any traditional indigenous family dwelling costing not more than five thousand pesos (P5,000.00) and intended for use and occupancy of the family of the owner only. The traditional type of family dwellings are those that are constructed of native materials such as bamboo, nipa, logs, or lumber, wherein the distance between vertical supports or suportales does not exceed 3.00 meters (10 feet); and if masonry walls or socalos are used, such shall not be more than 1.00 meter (3 feet, 3 inches) from the ground: Provided, however, That such traditional indigenous family dwelling will not constitute a danger to life or limb of its occupants or of the public; will not be fire hazard or an eyesore to the community; and does not contravene any fire zoning regulation of the city or municipality in which it is located.

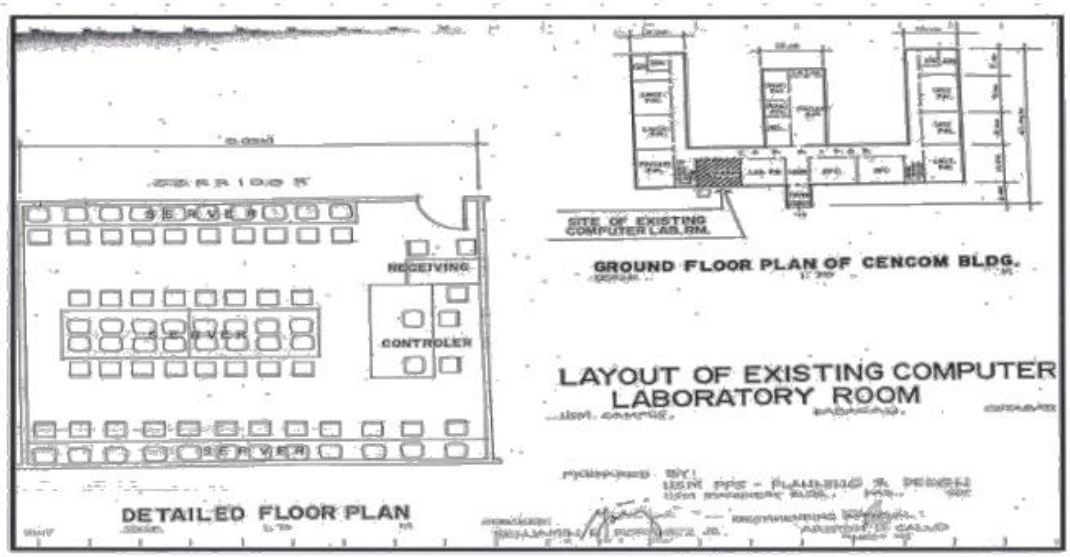
SECTION 1.01.05 *Building Use Affecting Public Health and Safety* (a) Any building or structure, or any ancillary or accessory facility thereto, and any alteration or addition to any building or structure already existing, shall conform in all respects to the principles of safe construction, shall be suited to the purpose for which the building is designed, and shall, in no case contribute to making the community in which it is located at eyesore, a slum, or a blighted area. Adequate environmental safeguards shall be observed in the design, construction, and use of any building or structure for the manufacture and production of any kind of article or product which constitutes a hazard or nuisance affecting public health and safety, such as explosives, gas, noxious chemicals, inflammable compounds, or the like.

University Information Communications and Technology Center Proposed Internet Laboratory





COLLEGE OF ENGINEERING AND COMPUTING BUILDING PLAN



COMPUTER LABORATORY ROOM LAYOUT

A.3. Inventory of available equipment, gadgets, fixtures in every laboratory

PHYSICS LABORATORY

There are two Physics Laboratory Rooms which are located at the right side of the CAS building. These are well-lighted and well ventilated. These rooms are equipped with two long tables and demonstration table. Faucets, sinks and electrical outlets are appropriately positioned.

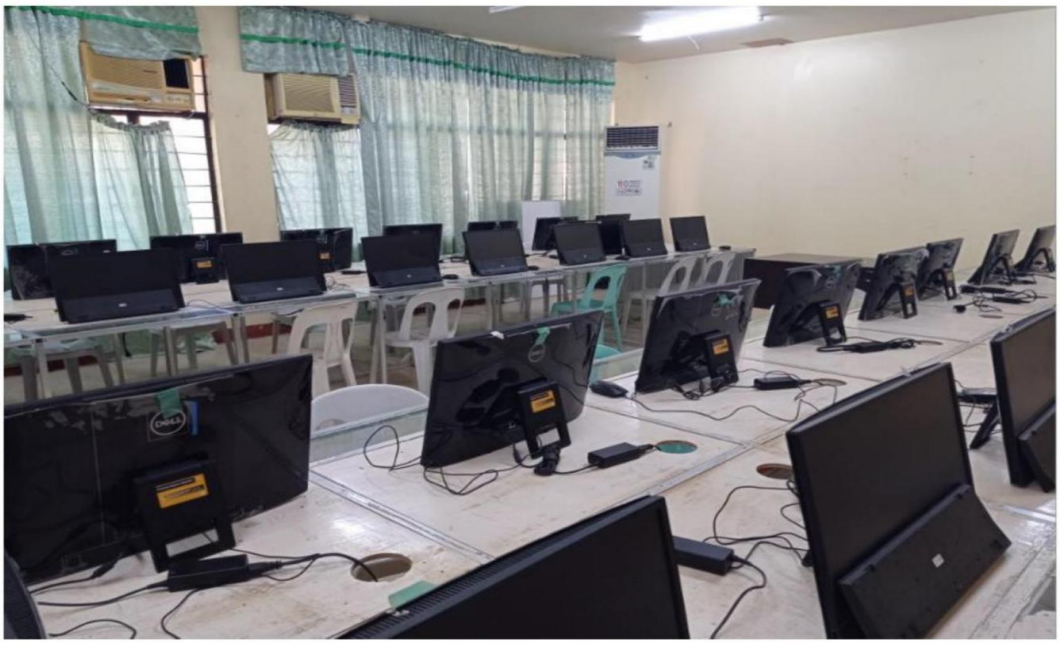
CHEMISTRY LABORATORY

There are 3 laboratory rooms for Chemistry subjects. These rooms are well-lighted and well-ventilated and are equipped with tools and emergency tool kit (fire extinguisher and first aid kit).

COMPUTER LABORATORY

CE 10 Computer Laboratory

CE 11 Computer Laboratory



CE 16 Computer Laboratory

The Department of Computing and Library Information Science has four computer laboratories for Computer Subjects. Each laboratory room has a capacity of 30 to 35

PHYSICAL EDUCATION LABORATORY

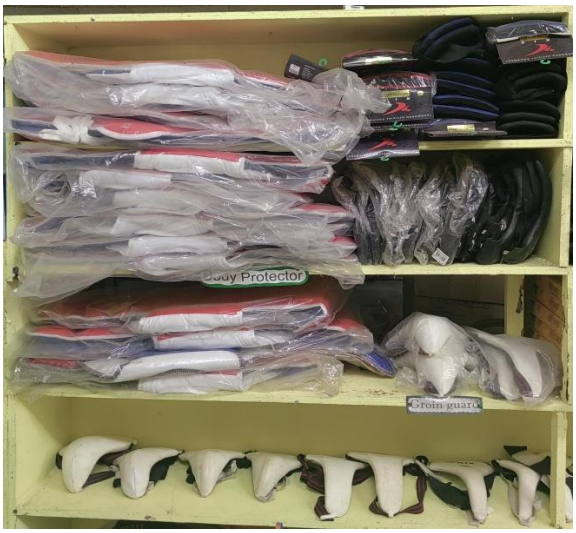



Table Tennis Racket
Volleyball Net
Ring/Net


Goggles
Stop Watch
Chess Board
Sepak Takraw Ball/Net
Pickleball Racket
Jumping Rope


Table Tennis Ball
Table Tennis Net


Table Tennis Ball
Table Tennis Net
Table Tennis Racket


TENNIS NET


Baseball Gloves
Softball Bat
Baseball Bat

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

LABORATORY EQUIPMENT INVENTORY AS OF JANUARY 24,2025

BIOLOGY CENTRAL LABORATORY

QTY	NAME OF EQUIPMENT	SPECIFICATIONS					DATE OF PURCHASE	UNIT COST	SOURCE OF FUND	LOCATION	STATUS (FUNCTIONAL, FOR REPAIR/ CALIBRATION / CLEANING)
		Brand	Model	Serial Number	Capacity	Property Number					
1	Aircon (2HP)	PANASONIC	N/A	N/A		LCL-221-0318		25,000.00	Lab. Fee 164	Water Lab.	Functional
1	Aircondition 1.5HP	NATIONAL	N/A	N/A		LCL-221-0318	N/A	N/A	Lab. Fee 164	Faculty Office	Functional
1	Aircondition,2.5HP	PANASONIC	CW-XC244EPH	850600615		LU-221-0318	1/10/2008	30,383.00	Lab. Fee 164	Bio. Central lab.	Functional
1	Aircondition/Floor Mounted Split type	KOPPEL	KM36EOA	GL248650			09/01/2018	63,000	USM Admin	Bio. Central lab.	Functional
1	Aircondition Floor mounted, split type	KOPPEL	KFM-36EOA	GL248626			09/20/2018	63,000	USM Admin	BioFaculty Office	Functional
1	Aircondition/wall ttpe	DAIKEN	RN50AGXV L9	K000895			09/20/2018		USM Admin	Micro Lab. 212	Functional
1	Aircondition/wall	DAIKEN	FTN50AGX	K000902			09/20/2018		USM Admin	Micro Lab.	functional

USM-EDL-Fo8-Rev.1.2021.01.08

Prepared by: Samuel A. Caluyan
Lab. Aide

Checked by: Cromwel M. Jumao-As
Bio.Lab. In-charge

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

LABORATORY EQUIPMENT INVENTORY AS OF JANUARY 24,2025

BIOLOGY CENTRAL LABORATORY

	type		VL9							212	
1	Aircondition/Wall type	DAIKEN	FTN50AGX VL9	K000450			09/20/2018		USM Admin	Ecology. Lab 216.	functional
1	Analytical balance	CHYO	AA-200 & JL-180	69467		RSTC-233-022	1/18/1995	61,875.00	DOST Funded	Bio.Central lab.	Functional
1	Analytical balance	Biobase	BA2004C	17T-0291		PCA-233-120	05/29/2017	70,800	PCAARRD	Bio. Central lab.	Functional
1	Autoclave, Digital	Hnoteck	YXQ	250A,125		PCA-233-21	05/29/2017	83,020	PCAARRD	Micro-comlex	Functional
1	Bacti- Cinerator	Biobase					12/15/2022	28,525	Lab fee 164	Bio.Central lab	Functional
4	Beam Balance		310-311	9544		RSTC-25015	1/31/1996	DOST Funded	22,000.00	Bio. Central lab.	Functional
20	CeilinSg fan	PANASONIC	3D	EF11208699		LCL-233-13012	7/7/2012	1,500.00	Lab. Fee 164	Bio.Central lab.	Functional
1	Centrifuge	CLAY ADAMS	420225	3.5003E+10		MAEP-233-002	5/12/1998	28,520.00	MAEP Funded	Bio. Central lab.	Functional
1	Centrifuge Micro Refrigerated	Thermo Fisher	LEGEND MICRO 17R	41791736		O15-05-11-0052	05/19/2015	240,000	Bio.Lab Fee	Bio. Central Lab	Functional

USM-EDL-Fo8-Rev.1.2021.01.08

Prepared by: Samuel A. Caluyan
Lab. Aide

Checked by: Cromwel M. Jumao-As
Bio.Lab. In-charge

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan Cotabato
Philippines
INSTITUTE OF SPORTS PHYSICAL EDUCATION AND RECREATION

INVENTORY FORM

(Sports Equipment)
2nd SEMESTER (2024-2025)

List of Equipment		Condition/Status						
Qty.	Description/ Specification	Function	For Repair	Calibration	Cleaning	Condemnable	In	Out
19	Agility Ladder 6 meters w/ 12 Rungs	/					7	5
6	Badminton Net	/					4	2
6	Badminton Racket	/					5	1
15	Basketball Ball	/					9	6
15	Bosu Ball	/						15
6	Kettlebell 2Kgs	/						6
6	Kettlebell 4Kgs	/						6
6	Kettlebell 6Kgs	/						6
3	Kettlebell 8Kgs	/						6
3	Kettlebell 10Kgs	/						7
6	Kettlebell 5Kgs (10lb 4.5kgs)	/						6
3	Kettlebell 15Kgs (30lb-13.5-6 Kgs)	/						3
20	Lawn Tennis Ball	/					10	5
3	Lawn Tennis Net	/						3
120	Lawn Tennis Racket	/					120	
29	Pickleball Ball	/						29
3	Pickleball Net	/						3
2	Pickleball Net	/						2
59	Pickleball Paddle	/					50	9
3	Portable Speaker (JBL)	/						3
	Plyo Jump Box	/						
15	Frisbee Disc	/					10	5
5	30LX20WX24H Inch	/						5
5	24LX16WX20H Inch	/						5
5	16L12WX14H Inch	/						5
	Resistance Rubber Band	/						
15	-Red Band 2-16Kgs	/						15
15	-Red Band 2-16Kgs	/						15
15	-Purple Band 10-35Kgs	/						15
15	-Green Band 20-55Kgs	/						15
60 tubes	Shuttlecock (Plastic)	/					50	10
45	Skipping Rope	/						45
	Slam Ball (Weights: Kg)	/						
2	-1 kg	/						2
2	-2 kg	/						2
2	-3 kg	/						2
2	-4 kg	/						2
2	-5 kg	/						2
1	-6 kg	/						1
1	-7 kg	/						1
1	-8 kg	/						1

1	-9 kg	/						1
1	-10 kg	/						1
45	Skipping Rope	/						45
6	Softball Ball	/					1	5
3	Softball Ball	/						3
60	Table Tennis Ball	/					60	
120	Table Tennis Racket	/					120	
9	Table Tennis Net	/					9	
6	Table Tennis Table (Standard)	/					6	
30	Training Cone	/						30
20	Volleyball Ball	/						20
6	Volleyball Net	/					2	4
	Yoga Ball	/						4
6	- 45cm	/						6
3	- 55cm	/						3
3	- 65cm	/						3
3	- 75cm	/						3
60	Yoga Mat (6mm)	/						

Prepared By:

JERUM B. ELUMBARING, MAED- PE
College Laboratory In-Charge

Noted By:

NORGE D. MARTINEZ, EdD-PE
Dean, ISPEAR

A.4. Laboratory Manuals

	UNIVERSITY OF SOUTHERN MINDANAO			
	PROCEDURE FOR THE CONDUCT OF LABORATORY ACTIVITIES			
Document No.	USM-EDL-002-Rev.2.2021.02.03	Rev. No.	2	Page 1 of 3

EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
February 3, 2021	2	Partial	Revised document code and paragraphs 2.0, 3.1, 3.2, 3.3, 3.4, 3.5, 4.4, 5.0. Major revision in the procedure details. Deleted paragraphs 6.1.4, 6.2, 6.2.1, 6.2.2, 6.2.3, 6.3, 6.4, 8.1, 8.2, 8.3. Added paragraphs 6.4.2.2 to 6.4.2.6 and section 6.4.3	ALL	LILIAN A. LUMBAO CARLO JASON S. DELA CRUZ QUEENNIE L. RUFINO MELCHIE G. PALAPAR
November 4, 2016	1	Partial	Reviewed and amended in accordance with the QMS requirements	ALL	JELLY GRACE B. NONESA
July 04, 2016	0	New	Newly established in accordance with the Quality Management System Requirements	ALL	JELLY GRACE B. NONESA

Prepared by:	Reviewed by:	Approved by:	DOC USE ONLY
LILIAN A. LUMBAO, DVM, MSAS CARLO JASON S. DELA CRUZ, MAN, R.N, R.M, BSM QUEENNIE L. RUFINO, MST MELCHIE G. PALAPAR, DMgt Name and Signature	ANITA C. SONNITO, EdD Name & Signature	LAWRENCE ANTHONY U. DOLLENTE, PhD Name & Signature	DOCUMENT CONTROL INDICATOR MASTER 07.09 COPY

1.0 PURPOSE

This procedure ensures safe and efficient means of conducting academic and non-academic related laboratory activities in the university.

2.0 SCOPE

The procedure pertains only to the laboratory activities in the colleges or research laboratories as needed for academic requirements.

3.0 DEFINITION OF TERMS

3.1 **Laboratory Activities** refer to all the activities such as experiments, analyses, or exercises conducted by the students or laboratory personnel.

3.2 **Laboratory Personnel** refers to the faculty in charge, Laboratory In-Charge and staff/laboratory aide responsible for the safe conduct of laboratory activities.

3.3 **Laboratory Manual** refers to the manual wherein the laboratory activities are listed including the materials and equipment needed in the activity and the procedures and other processes needed in the conduct of the laboratory activities.

3.4 **Borrower Slip** refers to the form where students write the information of the materials, chemicals, and equipment to be borrowed.

3.5 **Proof of Submission** is evidence in a form of document, photo, video and other kind of material upon which to ascertain that the laboratory activity was conducted.

4.0 REFERENCES

4.1 Operations Manual of the Equipment
4.2 Laboratory Manual
4.3 Laboratory Guide
4.4 Material Safety Data Sheet (MSDS)

5.0 RESPONSIBILITY AND AUTHORITY

The faculty in charge and laboratory personnel are responsible for the safe conduct of laboratory activities. The students are responsible in performing the laboratory activities safely with the supervision of the laboratory personnel.

6.0 PROCEDURE DETAILS

6.1. General Orientation on the Conduct of Laboratory Activities

6.1.1. The faculty in charge shall ensure that students are properly oriented with the procedures and laboratory safety including the use of appropriate Personal Protective Equipment (PPE).

6.2. Pre-Laboratory Discussion of the Laboratory Activities

6.2.1. The faculty in charge shall give directions to the students regarding the procedures and the desired outcome of the laboratory activity.

6.3. Preparation of Laboratory Materials, Chemicals, and Equipment

6.3.1 The faculty in charge or laboratory personnel shall facilitate the preparation of the materials, chemicals, and equipment to be used in the laboratory activity.

6.3.2 The faculty in charge or laboratory personnel shall facilitate the proper filling out of the Borrower's Slip (USM-EDL-Fo1-Rev.1.2021.02.03) upon borrowing of (items) materials.

6.3.3 The students shall borrow the materials, chemicals and equipment and shall leave their IDs to the staff/laboratory aide for safekeeping. They can get their IDs back as soon as they return the materials and equipment they have borrowed.

6.4. Conduct of Laboratory Activities

6.4.1. Face-to-Face

6.4.1.1. Students shall follow the procedures stipulated in the Laboratory Manual or Guide for the safe conduct of activities.

6.4.1.2. The conduct of activities shall be done by group but laboratory reports shall be submitted individually following the protocols and procedures of the laboratory concerned.

6.4.1.3. In cases when students break any glass materials or damage any equipment in the laboratory, they shall report it to the faculty in charge and the laboratory personnel. The

students shall be responsible to replace or repair whatever materials they have broken or equipment they have damaged.

6.4.2. Limited Face-to-Face

6.4.2.1. Students shall follow the procedures stipulated in the Laboratory Manual or Guide for the safe conduct of activities.

6.4.2.2. The conduct and submission of activities may be done individually or by group following minimum health standards, protocols and procedures of the laboratory concerned.

6.4.2.3. In cases when students break any glass materials or damage any equipment in the laboratory, they shall report it to the faculty in charge and the laboratory personnel. The students shall be responsible to replace or repair whatever materials they have broken or equipment they have damaged.

6.4.2.4. Student borrower or the leader of the group/class shall be the representative in making a request to the college for the materials, reagents and equipment to be borrowed following minimum health standards.

6.4.2.5. Non-Student Borrower shall be any able person authorized to make a request to the college for the materials, reagents and equipment to be borrowed following minimum health standards.

6.4.2.6. For limited face to face laboratory requirements, students may submit proof(s) of the submission of the assigned activity in a specified time.

6.4.3. Online

6.4.3.1. Students shall follow the procedures stipulated in the Laboratory Manual or Guide for the safe conduct of activities.

6.4.3.2. The faculty in charge shall demonstrate virtually or send videos to be watched by students.

6.4.3.3. Students may conduct laboratory activities utilizing materials available locally in accordance with the procedures.

6.4.3.4. For online laboratory requirements, students may submit proof(s) of the submission of the assigned activity in a specified time.

7.0 RECORDS RETENTION AND DISPOSAL

7.1. Records of this procedure shall be retained for a period of three (3) years for possible review and recall.

7.2. Disposal shall be done through shredding with the permission and authorization of the CMR.

8.0 FORMS AND RECORDS

8.1 Request Form (USM-EDL-F15-Rev.1.2021.02.03)

8.2 Borrower's Slip (USM-EDL-F01-Rev.1.2021.02.03)

LABORATORY MANUAL FOR PHYSICS 1

DEPARTMENT OF PHYSICS
College of Science and Mathematics
University of Southern Mindanao

Revised and Compiled by

JELLY GRACE B. NONESA
BENEDICT D. ENTERA
JEAN R. MAGANAKA
AMANCIO II S. MANCERAS
JUVY A. VALLESCAS
LOUIE BJAN B. ARELLANO

SY 2022-2023
SY 2023-2024

BIOLOGY LABORATORY		
	Laboratory Manual in General Biology	Operation Manual for ACER Projector

	Laboratory Manual in General Botany	OM for Blender
	Laboratory Manual in General Zoology	OM for Computer Printer
	Lab. Manual in Ecology	OM for Computer,EPSON
	Lab Manual in Microbiology	OM for Diameter Tape
		OM for digital light meter
		OM for Digital Rain Gauge

		OM for DLP
		OM for DO Meter
		OM for Electric Analytical Balance
		OM for Electrophoresis
		OM for Emergency Light
		OM for Furnace, Muffle
		OM for Homogenizer
		OM for Laser Jet Printer
		OM for Kymgraph
		OM for Laptop , ACER
		OM for Microtome, Rotary
		OM for OHP (ELMO)
		OM for Oven (Heraceus)
		OM for Oven (WTB Binder)
		OM for Oven, Microwave (GE)
		OM for pH for food tasting
		OM for Pilz Heating Mantle
		OM for pressure cooker
		OM for Printer, Laser Jett
		OM for Refrigerator, Kelvinator
		OM for Respirometer
		OM for Spectrophotometer
		OM for Stereoscope with zoom lens
		OM for Thermostatic Water bath
		OM for TV (JVC colored)
		OM for TV, Flat (JVC Colored)
		OM for Windscope model 3105z

CHEMISTRY LABORATORY		
	Laboratory Manual in General Chemistry	Operation Manual for Centrifuge Damon/IEC
	Laboratory Manual in General Chemistry II	OM for Distilling Apparatus (Distinction Water Still)
	Laboratory Manual in Organic Chemistry I	OM for Eco Ph
	Laboratory Manual in Organic Chemistry II	OM for Electronic Balance (Sartorious)
	Laboratory Manual in Biochemistry	OM for Flame Photometer
		OM for Furnace , Hot Pack, Electron Muffle
		OM for Furnace ,Thermolyne (Barnstead)
		OM for High Temp-Bath
		OM for Hot Stirrer, High Magmix
		OM for Melting Point Apparatus
		OM for Microscope
		OM for Moisture Meter
		OM for Oven(Heraeus)
		OM for Pilz Heating Mantle
		OM for Polarimeter
		OM for Portable Electronic Balance (Ohaus)
		OM for Portable Pyrometer,Thermolyne
		OM for Pressure Cooker
		OM for Refractometer,Abbe-3L (Bausch& Lomb)
		OM for Sauter Balance
		OM for Spectrophotometer(Spectronic 23)
		OM for Thin Layer Chromatograph
PHYSICS LABORATORY		
	Laboratory Guide in Physics 212	1. OM for Electronic Circuit
	Laboratory Guide in Physics 214	2. OM for Hand Drill
	Laboratory Guide in Physics 222	3. OM for Multi Tester
	Laboratory Guide in Physics 224	4. Om for Press Drill
		5. OM for Refrigerator (Kelvinator)
		6. OM for Respirometer
		7. Om for Spectrophotometer
		8. OM for Stereoscope with zoom lens
		9. OM for Thermostatic water bath
		10. OM for TV (JVC colored)
		11. OM for TV, Flat (JVC colored)
		12. OM for UPS
		13. OM for Windscope model 3105c

PHYSICAL EDUCATION LABORATORY		
	PE 111- Foundation of Physical Education	Policies and guidelines on the use of Physical Education units are posted on the wall of lab rooms
	PE 211 – Table Tennis	
	PE 211 – Lawn Tennis	
	PE 211 – Team Sports (Recreation)	

A.5. First-aid Kit and antidote charts displayed conspicuously

(COMPUTER LABORATORY)

(BIOLOGY LABORATORY)

(CHEMISTRY LABORATORY)

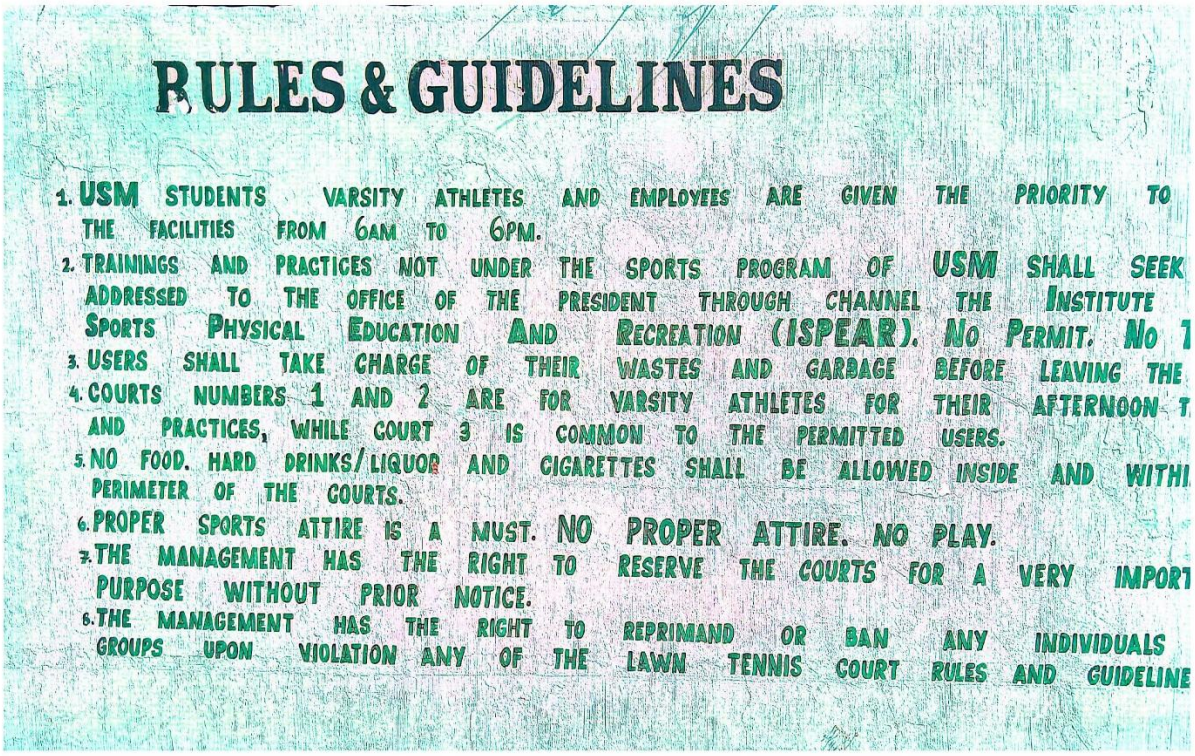
A.6. List of safety and precautionary measures being implemented

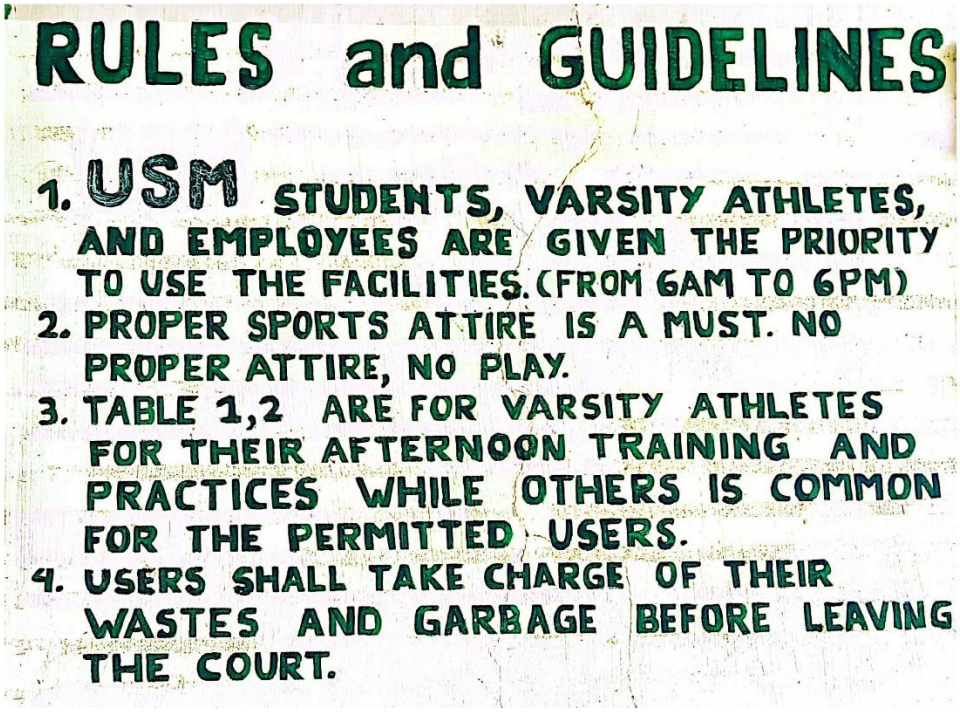
Pictures of house rules and safety reminders inside the laboratory


Safety in the Laboratory
MERCK
LABORATORY SAFETY


LABORATORY SAFETY
LABORATORY TECHNIQUES / SAFETY RULES and REGULATIONS

USM TENNIS COURTS ARE MAINTAINED AND MANAGED BY THE ISPEAR.
PRIMARY PURPOSE IS TO CATER THE NEEDS OF THE P.E. STUDENTS IN THEIR
ORATORY ACTIVITIES. ITS FUNCTION IS TO PROVIDE VENUE FOR THE SKILL
ELOPMENT AND ENHANCEMENT OF THEIR KNOWLEDGE OF THE GAME OF TENNIS.
VIDE BETTER FACILITIES TO DEVELOP COMPETENCIES, PRODUCE QUALIFIED AND COMPETEN
DUATES. IT ALSO PROVIDES VENUE FOR PHYSICAL DEVELOPMENT AND WELLNESS AMONG
M CONSTITUENT AS WELL AS TO STRENGTHEN RELATIONSHIP AMONG STUDENTS AND
LOYEES.


RULES & GUIDELINES
1. USM STUDENTS VARSITY ATHLETES AND EMPLOYEES ARE GIVEN THE PRIORITY TO
THE FACILITIES FROM 6AM TO 6PM.
2. TRAININGS AND PRACTICES NOT UNDER THE SPORTS PROGRAM OF USM SHALL SEEK
ADDRESSED TO THE OFFICE OF THE PRESIDENT THROUGH CHANNEL THE INSTITUTE
SPORTS PHYSICAL EDUCATION AND RECREATION (ISPEAR). NO PERMIT. NO
3. USERS SHALL TAKE CHARGE OF THEIR WASTES AND GARBAGE BEFORE LEAVING THE
4. COURTS NUMBERS 1 AND 2 ARE FOR VARSITY ATHLETES FOR THEIR AFTERNOON T
AND PRACTICES, WHILE COURT 3 IS COMMON TO THE PERMITTED USERS.
5. NO FOOD. HARD DRINKS/LIQUOR AND CIGARETTES SHALL BE ALLOWED INSIDE AND WITHI
PERIMETER OF THE COURTS.
6. PROPER SPORTS ATTIRE IS A MUST. NO PROPER ATTIRE. NO PLAY.
7. THE MANAGEMENT HAS THE RIGHT TO RESERVE THE COURTS FOR A VERY IMPORT
PURPOSE WITHOUT PRIOR NOTICE.
8. THE MANAGEMENT HAS THE RIGHT TO REPRIMAND OR BAN ANY INDIVIDUALS
GROUPS UPON VIOLATION ANY OF THE LAWN TENNIS COURT RULES AND GUIDELINE


RULES and GUIDELINES
1. USM STUDENTS, VARSITY ATHLETES, AND EMPLOYEES ARE GIVEN THE PRIORITY TO USE THE FACILITIES. (FROM 6AM TO 6PM)
2. PROPER SPORTS ATTIRE IS A MUST. NO PROPER ATTIRE, NO PLAY.
3. TABLE 1,2 ARE FOR VARSITY ATHLETES FOR THEIR AFTERNOON TRAINING AND PRACTICES WHILE OTHERS IS COMMON FOR THE PERMITTED USERS.
4. USERS SHALL TAKE CHARGE OF THEIR WASTES AND GARBAGE BEFORE LEAVING THE COURT.

Pictures of dry sand, sink and shower in Biology and Chemistry laboratory rooms

Pictures of fire extinguisher in different laboratory rooms

Pictures of Emergency Exit Plan and emergency signs in buildings/colleges


EMERGENCY EXIT PLAN
(SECOND FLOOR)
YOU
ARE


Panasonic
Panasonic


PUSH


CAS BLDG.
SECOND FLOOR EVACUATION PLAN
CAS BLDG.
GROUND FLOOR EVACUATION PLAN
KEY PLAN
EMERGENCY ASSEMBLY AREA
UNIVERSITY QUADRANGLE

Fire alarm in CENCOM Building

Fire alarm and fire hose located at the CAS Building

Control panels and circuit breakers in the different buildings and laboratory rooms

UNIVERSITY OF SOUTHERN MINDANAO

PROCEDURE FOR SAFETY OF STUDENTS AND LABORATORY STAFF

Document No.	USM-EDL-005-Rev.1.2021.02.03	Rev. No.	1	Page 1 of 2

EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
February 03, 2021	1	Partial	Revised document code and paragraphs 5.4, 5.2, 6.4.1, and 8.3	ALL	LILIAN A. LUMBAO CARLO JASON S. DELA CRUZ QUEENNIE L. RUFINO MELCHIE G. PALAPAR
July 4, 2016	0	New	Newly stablished in accordance with the Quality Management System Requirements	ALL	JELLY GRACE B. NONESA

Prepared by:	Reviewed by:	Approved by:	DCC USE ONLY			
LILIAN A. LUMBAO, DVM, MSAS CARLO JASON S. DELA CRUZ, MAN, R.N, R.M, BSM QUEENNIE L. RUFINO, MST MELCHIE G. PALAPAR, PhD Name and Signature	ANITA L. SORNITO, EdD Name & Signature	LAWRENCE ANTHONY U. DOLLENTE, PhD Name & Signature	DOCUMENT CONTROL INDICATOR			
			MASTER	2021.02.03	COPY	

1.0 PURPOSE

This procedure ensures safe laboratory operations.

2.0 SCOPE

The procedure pertains to all students and laboratory staff performing laboratory activities.

3.0 DEFINITION OF TERMS

3.1 **Lab Safety** refers to processes and discipline to prevent injuries and diseases from happening during laboratory activities.

3.2 **Hazards** refer to any agent that will render injury and disease during the conduct of laboratory activities.

4.0 REFERENCES

4.1 Laboratory Manual

4.2 Laboratory Quality Manual

4.3 Material Safety Data Sheet (MSDS)

5.0 RESPONSIBILITY & AUTHORITY

5.1 The Laboratory personnel shall be responsible for the dissemination of the guidelines stipulated in the Quality Manual to the faculty in charge.

5.2 The faculty in charge shall be responsible for informing and demonstrating the proper laboratory safety procedures to the students.

6.0 PROCEDURE DETAILS

6.1 Wearing of Personal Protective Equipment (PPE)

6.1.1 Before the conduct of any activity, exercise, or experiments all students and faculty involved in the activity shall wear the proper PPE (i.e., laboratory gowns, goggles, gloves, etc.).

6.1.2 Unauthorized persons are not allowed to enter the laboratory room.

6.2 Proper Disposal of Used Chemicals and Toxic Materials

6.2.1 Used chemicals and toxic materials shall be disposed of properly according to the MSDS protocols.

6.2.2 Proper disposal of used chemicals shall be facilitated by the staff and the instructor.

6.3 Proper Disposal of Biological Wastes

6.3.1 Microbiological and microbial waste shall be neutralized first by decontamination before disposal.

6.3.2 Biological wastes such as animal and plant tissues and specimen shall be disposed by burying.

6.4 Safety Measures in the Laboratory

6.4.1 The laboratory personnel shall ensure that safety precaution signages are properly posted in conspicuous areas.

6.4.2 Fire extinguishers shall be placed in strategic places.

6.4.3 Medicine Cabinet shall be placed in an easily accessible area in case of emergency.

6.4.4 Emergency shower and eye wash area must be available in the laboratory.

6.4.5 Microbial Specimen shall always be considered pathogenic and shall be handled properly.

7.0 RECORDS RETENTION AND DISPOSAL

7.1 Records of this procedure shall be retained for a period of five (5) years for possible review and recall.

7.2 Disposal shall be done through shredding with the permission and authorization of the MR.

8.0 FORMS & RECORDS

8.1 List of PPE

8.2 Material Safety Data Sheet (MSDS)

8.3 Pathogen Safety Data Sheet (PSDS)

A.7. Evidence of training conducted on the proper use of laboratories

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

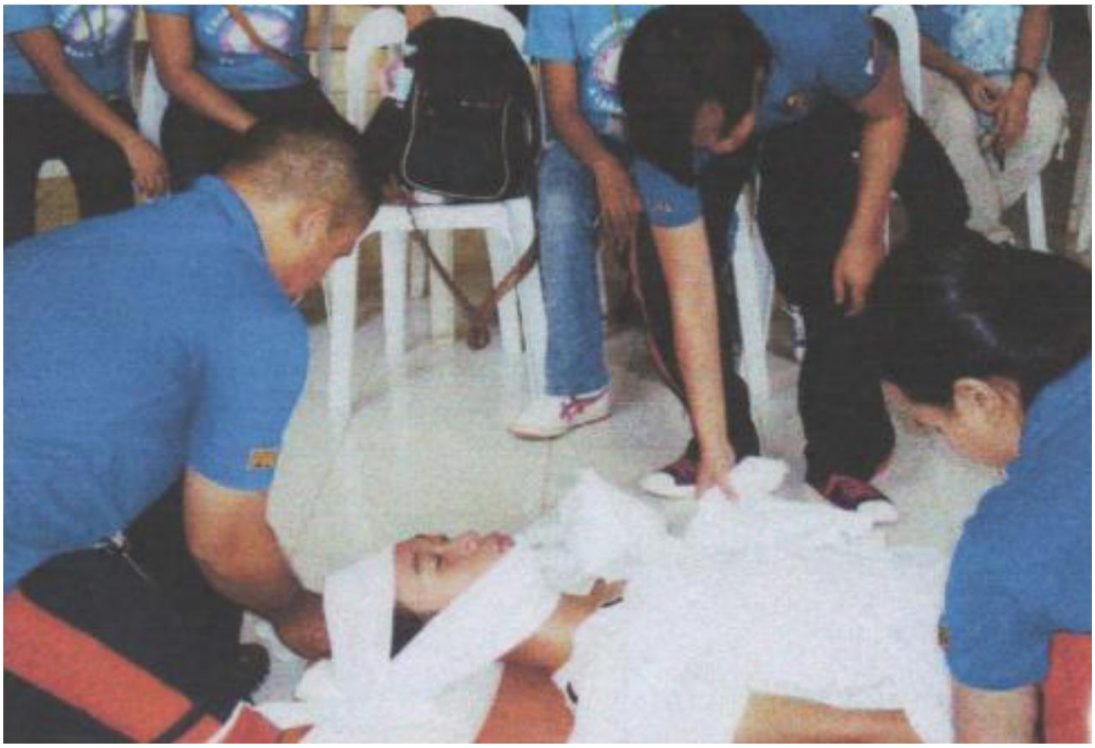
NATIONAL SERVICE TRAINING PROGRAM

ocumentation:




We were taught on how to put out a fire using a fire extinguisher, a hose from the fire truck and water from a faucet.


UNIVERSITY OF SOUTHERN MINDANAO
HEALTH SCIENCES
BASIC LIFE SUPPORT &
FIRE
SEMINAR
WOR
OP



Fire Drill Activities

Computer Laboratory, Multimedia Center

A.8. Inventory of usable computer units and other equipment

UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato

Philippines

LABORATORY EQUIPMENT

COMPUTER LABORATORIES

QUANTITY	NAME OF EQUIPMENT	SPECIFICATIONS					DATE OF PURCHASE	UNIT COST	SOURCE OF FUND	LOCATION	STATUS (FUNCTIONAL, FOR REPAIR/ CALIBRATION/ CLEANING)
		Brand	Model	Serial Number	Capacity	Property Number					
1	Monitor	NVISION	V190H	V190HVL658822092179						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822092651						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822092769						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822091050						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822091068						CEIT-CE16	WORKING

1	Monitor	NVISION	V190H	V190HVL658822091048						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822090216						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822090143						CEIT-CE16	WORKING
1	Monitor	NVISION	N190HD	N190SG81A230717113						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822090009						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822090256						CEIT-CE16	Dead Pixels
1	Monitor	NVISION	V190H	V190HVL658822093332						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822091083						CEIT-CE16	Dead Pixels
1	Monitor	NVISION	V190H	V190HVL658822091340						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822091043						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822091777						CEIT-CE16	Dead Pixels
1	Monitor	NVISION	V190H	V190HVL658822091051						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822091035						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822092770						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822093543						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822091813						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822090647						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822091344						CEIT-CE16	WORKING
1	Monitor	NVISION	V190H	V190HVL658822091712						CEIT-CE16	WORKING
1	Monitor	AOC	22B1HS/71	GUVNCHA000426						CEIT-CE16	WORKING
1	Monitor	AOC	22B1HS/71	GUVNCHA000431						CEIT-CE16	WORKING

1	Monitor	AOC	22B1HS/71	GUVNCHA000130						CEIT-CE16	WORKING
1	Monitor	ACER	V226HQL	MMTYBSP00140500FA13S11						CEIT-CE16	WORKING
1	Monitor	ACER	V226HQL	MMTYBSP00140500FAE3S11						CEIT-CE16	WORKING
1	Monitor	ACER	V226HQL	MMTYBSP00140500FC03S11						CEIT-CE16	WORKING
1	Monitor	ACER	V226HQL	MMTYBSP00140500FAF3S11						CEIT-CE16	WORKING
1	Monitor	ACER	V226HQL	MMTYBSP0014050109E3S11						CEIT-CE16	WORKING
1	Monitor	ACER	V226HQL	MMTYBSP00140500F43S11						CEIT-CE16	WORKING
1	Monitor	ACER	V226HQL	MMTYBSP00140500F693S11						CEIT-CE16	WORKING
1	Monitor	ACER	V226HQL	MMTYBSP00140500FD23S11						CEIT-CE16	WORKING
1	Monitor	AOC	22B1HS/71	GUVNCHA000058						CEIT-CE16	WORKING
1	Monitor	AOC	22B1HS/71	GUVNCHA000141						CEIT-CE16	WORKING
1	Monitor	AOC	22B1HS/71	GUVNCHA000050						CEIT-CE16	WORKING
1	Monitor	AOC	22B1HS/71	GUVNCHA000399						CEIT-CE16	WORKING
1	Monitor	AOC	22B1HS/71	GUVNCHA000400						CEIT-CE16	WORKING
25	System Unit	Neutron I-ON	-	-						CEIT-CE16	WORKING
7	System unit	INPLAY	-	-						CEIT-CE16	WORKING
8	System unit	Tower case	-	-						CEIT-CE16	WORKING
1	System unit	INPLAY	-	-						CEIT-CE16	MOTHERBOARD DAMAGE
25	Keyboard	Nexion	-	-						CEIT-CE16	WORKING
25	Mouse	Nexion	-	-						CEIT-CE16	WORKING
8	Keyboard	A4Tech	KK-3	22ser00						CEIT-CE16	WORKING
8	Mouse	A4Tech	OP-330	22SER01						CEIT-CE16	WORKING

8	UPS	Secure	-	-						CEIT-CE16	WORKING
32	AVR	Secure	-	-						CEIT-CE16	WORKING
8	Mouse	A4Tech	OP-330	24XSI01						CEIT-CE16	WORKING
8	Keyboard	A4Tech	KRS-3	24XSI00						CEIT-CE16	WORKING
8	All in one computer	Dell	W19B	-						CEIT-CE10	WORKING
2	All in one computer	Dell	W19B	-						HR	WORKING
9	Keyboard	Genius	-	-						CEIT-CE10	WORKING
18	Mouse	A4Tech	OP-720	23XER01						CEIT-CE10	WORKING
5	Mouse	Lenovo	-	-						CEIT-CE10	WORKING
14	Keyboard	Dell	-	-						CEIT-CE10	WORKING
10	All in one computer	Dell	W19B	-						CEIT STOCK ROOM	HARD DISK CORRUPTED
1	Monitor	acer	V226hql	MMTYBSP00140500FBE3S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500F543S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500F643S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500F5B3S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140501083S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500FBC3S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500F653S11						ICT OFFICE	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500FA53S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500FAD3S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500FA33S11						CEIT-CE10	WORKING

1	Monitor	acer	V226hql	MMTYBSP00140500F663S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP001405010AB3S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500GB23S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500DSE3S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500F9C3S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500FB93S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500F6B3S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500FB13S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP001405010AA3S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP001405010AC3S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500FA43S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP001405010853S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500FA03S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500FBB3S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500F4A3S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500F523S11						CEIT-CE10	WORKING
1	Monitor	acer	V226hql	MMTYBSP00140500FB23S11						ICT OFFICE	WORKING
1	Monitor	acer	V226hql							ICT OFFICE	WORKING
1	Monitor	nvision	Eg24s1 pro	EG240BHKCJHP240930868						CEIT-CE10	WORKING
1	Monitor	nvision	EG24S1pro	EG240BHKCJHP240930887						CEIT-CE10	WORKING
1	Monitor	Nvision	EG24S1pro	EG24OBHKCJHP240930252						CEIT-CE10	WORKING
1	Monitor	Nvision	EG24S1pro	EG24OBHKCJHP240961427						CEIT-CE10	WORKING

1	Monitor	Nvision	EG24S1pro	EG24OBHKCJHP249854323						CEIT-CE10	WORKING
1	Monitor	Nvision	EG24S1pro	EG24OBHKCJHP240930703						CEIT-CE10	WORKING
1	Monitor	Nvision	EG24S1pro	EG24OBHKCJHP240961424						CEIT-CE10	WORKING
1	Monitor	Nvision	EG24S1pro	EG24OBHKCJHP240961434						CEIT-CE10	WORKING
1	Monitor	Nvision	EG24S1pro	EG24OBHKCJHP240961455						CEIT-CE10	WORKING
1	Monitor	Nvision	EG24S1pro	EG24OBHKCJHP240961497						CEIT-CE10	WORKING
1	Monitor	Nvision	EG24S1pro	EG24OBHKCJHP240930914						CEIT-CE10	WORKING
1	Monitor	Nvision	EG24S1pro	EG24OBHKCJHP240930897						CEIT-CE10	WORKING
1	Monitor	Nvision	EG24S1pro	EG24OBHKCJHP240961413						CEIT-CE10	WORKING
1	Monitor	Nvision	EG24S1pro	EG24OBHKCJHP240930391						CEIT-CE10	WORKING
1	SYSTEM UNIT	AuraGC2	Mid Tower	041724501309						CEIT-CE10	WORKING
1	SYSTEM UNIT	AuraGC2	Mid Tower	041724501150						CEIT-CE10	WORKING
1	SYSTEM UNIT	AuraGC2	Mid Tower	041724509321						CEIT-CE10	WORKING
1	SYSTEM UNIT	AuraGC2	Mid Tower	041724501313						CEIT-CE10	WORKING
1	SYSTEM UNIT	AuraGC2	Mid Tower	041724501138						CEIT-CE10	WORKING
1	SYSTEM UNIT	AuraGC2	Mid Tower	041724501291						CEIT-CE10	WORKING
1	SYSTEM UNIT	AuraGC2	Mid Tower	041724500828						CEIT-CE10	WORKING
1	SYSTEM UNIT	AuraGC2	Mid Tower	041724501293						CEIT-CE10	WORKING
1	SYSTEM UNIT	AuraGC2	Mid Tower	041724700073						CEIT-CE10	WORKING
1	SYSTEM UNIT	AuraGC2	Mid Tower	041724501311						CEIT-CE10	WORKING
1	SYSTEM UNIT	AuraGC2	Mid Tower	041724500808						CEIT-CE10	WORKING
1	SYSTEM UNIT	AuraGC2	Mid Tower	04172470072						CEIT-CE10	WORKING

1	SYSTEM UNIT	AuraGC2	Mid Tower	041724500324						CEIT-CE10	WORKING
1	SYSTEM UNIT	AuraGC2	Mid Tower	0417247500432						CEIT-CE10	WORKING
14	keyboard	A4Tech	KRS-8372	24XSI43						CEIT-CE10	WORKING
14	Mouse	A4Tech	KRS-8372	24XSI43						CEIT-CE10	WORKING
24	Mouse	A4Tech	OP-330	24XSI01						CEIT-CE10	WORKING
3	Mouse	A4Tech	OP-330	24XSI01						ICT OFFICE	WORKING
24	Keyboard	A4Tech	KRS-3	24XSI00						CEIT-CE10	WORKING
3	Keyboard	A4Tech	KRS-3	24XSI00						ICT OFFICE	WORKING
24	AVR	Secure	-	-						CEIT-CE10	WORKING
3	AVR	Secure	-	-						ICT OFFICE	WORKING
24	SYSTEM UNIT	Tower case	-	-						CEIT-CE10	WORKING
3	SYSTEM UNIT	Tower case	-	-						ICT OFFICE	WORKING

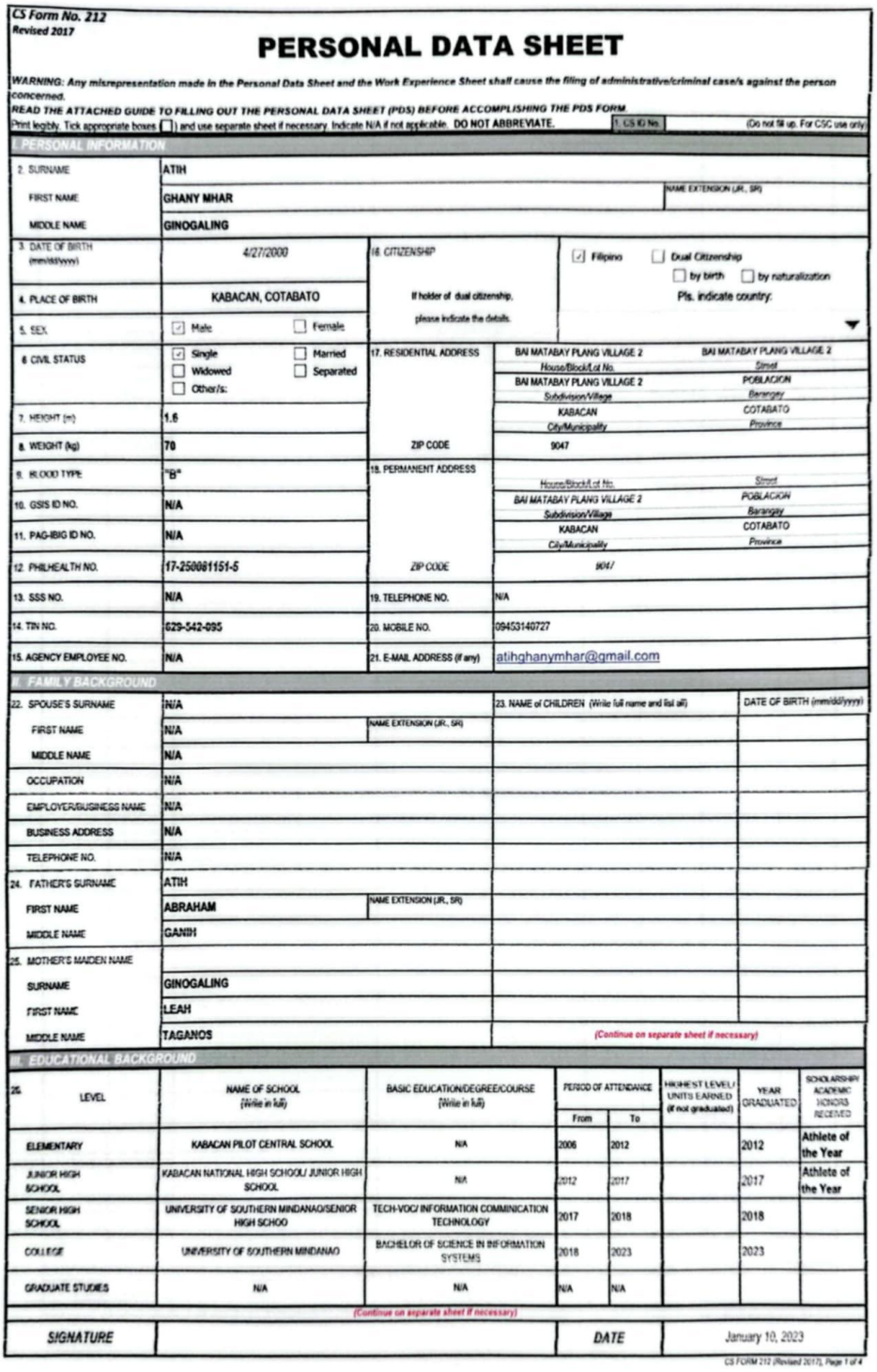
A.9. Guidelines in the use of computer laboratories

Rules for the Computer Laboratory

1. **No Food or Drinks**: Eating or drinking is not allowed to prevent damage to equipment.
2. **Authorized Use Only**: Access is restricted to students, faculty, and staff with proper permission.
3. **Handle Equipment with Care**: Avoid rough handling of computers, keyboards, mice, and other devices.
4. **Save Your Work**: Use personal storage devices or cloud services for saving files. Files on lab computers may be erased regularly.
5. **Internet Use**: The internet is strictly for academic or research purposes. Inappropriate website access is prohibited.
6. **No Installation of Software**: Do not install, uninstall, or modify any software or settings without permission.
7. **Log In with Your Credentials**: Use your assigned account and keep your login details secure.
8. **Maintain Silence**: Speak softly and keep noise levels low to respect others.
9. **No Gaming or Streaming**: The lab is for academic purposes only. Gaming and non-academic video streaming are not allowed.
10. **Report Issues**: Notify the lab supervisor immediately of any damaged or malfunctioning equipment.
11. **Keep the Lab Clean**: Dispose of waste properly and leave your workspace tidy.
12. **Switch Off When Done**: Log out, shut down the computer, and push your chair in after use.
13. **No Unauthorized Devices**: Connecting personal devices to lab equipment is not permitted unless authorized.
14. **Respect Others**: Be courteous and considerate of others working in the lab.

Violations of these rules may result in restricted access to the laboratory or other disciplinary actions.

A.10. PDF of the designated computer technicians



CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ATIH
FIRST NAME	GHANY MHAR
NAME EXTENSION (JR., SR)	
MIDDLE NAME	GINOGALING
3. DATE OF BIRTH (mm/dd/yyyy)	4/27/2000
4. PLACE OF BIRTH	KABACAN, COTABATO
5. SEX	☑ Male ☐ Female
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.6
8. WEIGHT (kg)	70
9. BLOOD TYPE	"B"
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	N/A
12. PHILHEALTH NO.	17-250081151-5
13. SSS NO.	N/A
14. TIN NO.	629-542-095
15. AGENCY EMPLOYEE NO.	N/A
16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details.	Pls. indicate country:
17. RESIDENTIAL ADDRESS	BAI MATABAY PLANG VILLAGE 2 (House/Block/Lot No.) BAI MATABAY PLANG VILLAGE 2 (Street) BAI MATABAY PLANG VILLAGE 2 (Subdivision/Village) POBLACION (Barangay) KABACAN (City/Municipality) COTABATO (Province) 9047 (ZIP CODE)
18. PERMANENT ADDRESS	(House/Block/Lot No.) (Street) BAI MATABAY PLANG VILLAGE 2 (Subdivision/Village) POBLACION (Barangay) KABACAN (City/Municipality) COTABATO (Province) 9047 (ZIP CODE)
19. TELEPHONE NO.	N/A
20. MOBILE NO.	09453140727
21. E-MAIL ADDRESS (if any)	atihghanymhar@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)		
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ATIH			
FIRST NAME	ABRAHAM	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GANIH			
25. MOTHER'S MAIDEN NAME				
SURNAME	GINOGALING			
FIRST NAME	LEAH			
MIDDLE NAME	TAGANOS		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE From	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	KABACAN PILOT CENTRAL SCHOOL	N/A	2006	2012		2012	Athlete of the Year
JUNIOR HIGH SCHOOL	KABACAN NATIONAL HIGH SCHOOL/ JUNIOR HIGH SCHOOL	N/A	2012	2017		2017	Athlete of the Year
SENIOR HIGH SCHOOL	UNIVERSITY OF SOUTHERN MINDANAO/SENIOR HIGH SCHOO	TECH-VOC/ INFORMATION COMMINICATION TECHNOLOGY	2017	2018		2018	
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO	BACHELOR OF SCIENCE IN INFORMATION SYSTEMS	2018	2023		2023	
GRADUATE STUDIES	N/A	N/A	N/A	N/A			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 10, 2023

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
N/A					

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
7/10/2023	2/10/2025	Computer Laboratory aide	university of sourthern mindanao deparment of computing library information sciece	7700.00		cos	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/10/2023

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
N/A				

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED & SPONSORED BY
	From	To			
FIRST AID AND BLS-CPR WITH AED TRAINING COURSE	11/25/2023	11/26/2023	16.0	N/A	PHILIPPINE RED CROSS NORTH COTABATO KIDAPAWAN CHAPTER
Hardening SQL: Cybersecurity Strategies for Safer Databases	2/26/2025	2/26/2025	4.0	N/A	DICT Region 2 Nueva Vizcaya

(Continue on separate sheet if necessary)

VIII

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ ORGANIZATION
Driving	N/A	BETA SIGMA FRATERNITY 1946
NETWORKING		
COMPUTER TECHNICAN		
SYSTEM DEVELOPER/ BACK END		
CCTV INTALATION		
DESIGNER ARTIS		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/10/2023

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be apppointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ YES ☑ NO ☐ YES ☑ NO If YES, give details:
35. a. Have you ever been found guilty of any administrative offense?	☐ YES ☑ NO If YES, give details:
b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☑ NO If YES, give details:
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	☐ YES ☑ NO If YES, give details: FINISHED CONTRACT IN THE PRIVATE SECTOR
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	☐ YES ☑ NO If YES, give details: ☐ YES ☑ NO If YES, give details:
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☑ NO If YES, give details (country):
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	☐ YES ☑ NO If YES, please specify: ☐ YES ☑ NO If YES, please specify ID No: ☐ YES ☑ NO If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
EIZABETH R. GENOTVA	BRGY. POBLACION, KABACAN, COTABATO	N/A
RYAN Z. GONZAGA	BRGY. POBLACION, KABACAN, COTABATO	N/A
DANILYN A. FLORES	BRGY. POBLACION, CARMEN, COTABATO	N/A

PHOTO

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	DRIVER'S LICENSE
ID/License/Passport No.:	M08-24-500064
Date/Place of Issuance:	9-07-2029/ POBLACION, KABACAN, COT.

Signature (Sign inside the box)

01/10/ 2023

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____ , affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ELUMBARING				
FIRST NAME	JERUM			NAME EXTENSION (JR., SR)	
MIDDLE NAME	BARCELONA				
3. DATE OF BIRTH (mm/dd/yyyy)	8/22/1974	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization		
4. PLACE OF BIRTH	BANSALAN, DAVAO DEL SUR	If holder of dual citizenship, please indicate the details.	Pls. indicate country:		
5. SEX	☑ Male ☐ Female				
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	PUROK NATIONAL (House/Block/Lot No.)	2nd Block (Street)	
			USM Plang Village 3 (Subdivision/Village)	POBLACION (Barangay)	
7. HEIGHT (m)	1.65 meters		KABACAN (City/Municipality)	NORTH COTABATO (Province)	
8. WEIGHT (kg)	80 kilos	ZIP CODE			
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	PUROK NATIONAL (House/Block/Lot No.)	Street	
10. GSIS ID NO.	CRN-020-1581-2232-1		USM Plang Village 3 (Subdivision/Village)	POBLACION (Barangay)	
11. PAG-IBIG ID NO.	NONE		KABACAN (City/Municipality)	NORTH COTABATO (Province)	
12. PHILHEALTH NO.	17-025302266-6	ZIP CODE	9407		
13. SSS NO.	NONE	19. TELEPHONE NO.	N/A		
14. TIN NO.	280-028-922-000	20. MOBILE NO.	09464045589		
15. AGENCY EMPLOYEE NO.	09-02213	21. E-MAIL ADDRESS (if any)	jbelumbaring@usm.edu.ph		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ELUMBARING			
FIRST NAME	VALENTIN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MENIZA			
25. MOTHER'S MAIDEN NAME				
SURNAME	BARCELONA			
FIRST NAME	ANITA			
MIDDLE NAME	VILLAMOR		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE From	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	UNIVERSITY OF SOUTHERN MINDANAO ANNEX ELEMENTARY	Primary Education	1981	1986	Graduated	1986	with honors
SECONDARY	UNIVERSITY LABORATORY SCHOOL	High School	1987	1992	Graduated	1992	N/A
VOCATIONAL / TRADE COURSE	UNIVERSITY OF SOUTHERN MINDANAO KABACAN COTABATO(STC)	Special Trade Course (electricity)			Graduated	1992	N/A
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO KABACAN COTABATO(STC)	BS Agriculture (Plant Breeding and Genetics)	1993	1997	Graduated	1997	N/A
GRADUATE STUDIES	UNIVERSITY OF SOUTHERN MINDANAO KABACAN COTABATO	Diploma in Physical Education	2005	2007	Graduated	2007	N/A
	UNIVERSITY OF IMMACULATE CONCEPTION	Master of Arts in Science Major in Physical Education	2008	2015	Graduated	2015	N/A

SIGNATURE		DATE	Jan. 31, 2025

V. CIVIL SERVICE ELIGIBILITY

27 CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
LET	76.20%	3/20/2016	DAVAO CITY	1469973	8/22/2022

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28 INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
1/1/2025	PRESENT	Assistant Professor 2	University of Southern Mindanao	43,000.00	16-1	Permanent	Y
1/01/2024	12/31/2024	Assistant Professor 1	University of Southern Mindanao	38, 900.00	15-1	Permanent	Y
01/01/2023	12/31/2023	Assistant Professor 1	University of Southern Mindanao	38, 900.00	15-1	Permanent	Y
01/01/2022	12/31/2022	Assistant Professor 1	University of Southern Mindanao	38, 900.00	15-1	Permanent	Y
1/1/2021	12/31/2021	Assistant Professor	University of Southern Mindanao	38, 900.00	15-1	Permanent	Y
1/1/2020	12/31/2020	Assistant Professor 1	University of Southern Mindanao	36, 520.00	15-1	Permanent	Y
1/1/2019	12/31/2019	Assistant Professor 1	University of Southern Mindanao	36, 520.00	15-1	Permanent	Y
1/1/2018	12/31/2018	Assistant Professor 1	University of Southern Mindanao	36, 520.00	15-1	Permanent	Y
1/3/2017	1/3/2017	Assistant Professor 1	University of Southern Mindanao	36, 520.00	15-1	Permanent	Y
1/31/2016	12/31/2016	Instructor 1	University of Southern Mindanao	21651.00	09-2	Permanent	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE		Jan. 31, 2025

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy) From	To	NUMBER OF HOURS	POSITION / NATURE OF WORK
International Federation of Physical Education, Fitness and Sports Science Commission	Lifetime Member			
International Organization for Sports and Kinesiology	Lifetime Member			
Asian Association of Interdisciplinary Research	3/4/2019	3/4/2020		
International Association of Research Ethics Across Disciplines	2/18/2022	2/18/2023		
Asian Association of Academic Integrity	2/22/2019	2/22/2020		
International Association of Multidisciplary Research Inc.	5/30/2019	5/30/2020		

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Supervisory/Managerial positions

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From	To	NUMBER OF HOURS	Type of L.D (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
MINDANAO- WIDE FOLK DANCE WORKSHOP	1/27/2024	1/28/2024	16	PARTICIPANT	NATIONAL COMMISSION FOR CULTURE AND THE ARTS
TOS and Test Development Refresher Course	9/ 13/ 2022	9/ 14/ 2022	16	Participant	University of Southern Mindanao
MASTS UDRRMC Organizational Meeting and Planning Workshop	8/ 30/ 2022	8/ 31/ 2022	16	Participant	Mindanao Association of State Tertiary Schools Inc.
3rd Int'l Conference of Arts and Sciences	9/22/2021	9/23/2021	16.0	Research Presenter	Cebu Normal University
P	4/24/2021	4/24/2021	8.0	Participant	POCARI Sweat, SNAP Philippines
National Conference on Qualitatve Researches in Social Science, Human Resource, Education and Marist Pedagogy	4/25/2021	4/252021	8.0	Participant	Notre Dame of DadSangas University

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer Related Skills		University of Southern Mindanao Faculty Association
Dancing, Sport Related		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Jan. 31, 2025

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed. a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	[ ] YES [✓] NO [ ] YES [✓] NO If YES, give details:
35. a. Have you ever been found guilty of any administrative offense?	[ ] YES [✓] NO If YES, give details:
b. Have you been criminally charged before any court?	[ ] YES [✓] NO If YES, give details: Date Filed: Status of Case/s:
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	[ ] YES [✓] NO If YES, give details:
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	[ ] YES [✓] NO If YES, give details:
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?	[ ] YES [✓] NO If YES, give details:
b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	[ ] YES [✓] NO If YES, give details:
39. Have you acquired the status of an immigrant or permanent resident of another country?	[ ] YES [✓] NO If YES, give details (country):
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	[ ] YES [✓] NO If YES, please specify: [ ] YES [✓] NO If YES, please specify ID No: [ ] YES [✓] NO If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Flora Garcia	**USM Avenue, Poblacion, Kabacan**	**9464045589**
Judy Garcia	**Villanueva Subd. Phase 1, Pob., Kaba**	**9282168612**
Anita Sornito	**Plang 3, Pob., Kabacan**	**9109513566**

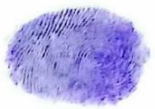
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) *PLEASE INDICATE ID Number and Date of Issuance*	
Government Issued ID:	**Drivers License**
ID/License/Passport No.	**M-06-12-004596**
Date/Place of Issuance:	**8/22/2019 Kabacan**

Signature (Sign inside the box)

Jan 31, 2025

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

NERISSA S. DELA VIÑA, PhD

HRMPSB Director

Person Administering Oath

CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

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Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	JUGAS
FIRST NAME	RAY JOHN
NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	MAGBANUA
3. DATE OF BIRTH (mm/dd/yyyy)	11/27/1996
4. PLACE OF BIRTH	UPPER BAGUER, PIGCAWAYAN, COTABATO
5. SEX	☑ Male ☐ Female
6 CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.70
8. WEIGHT (kg)	98
9. BLOOD TYPE	B+
10. GSIS ID NO.	2006574523
11. PAG-IBIG ID NO.	1212-7931-6237
12. PHILHEALTH NO.	17-025648625-6
13. SSS NO.	35-1091608-9
14. TIN NO.	767-216-213
15. AGENCY EMPLOYEE NO.	24-10009
16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details.	Pls. indicate country:
17. RESIDENTIAL ADDRESS	Purok 3 (House/Block/Lot No.) Street; CAPAYURAN (Subdivision/Village) Barangay; PIGCAWAYAN (City/Municipality) COTABATO (Province)
ZIP CODE	
18. PERMANENT ADDRESS	Purok 3 (House/Block/Lot No.) Street; CAPAYURAN (Subdivision/Village) Barangay; PIGCAWAYAN (City/Municipality) COTABATO (Province)
ZIP CODE	9412
19. TELEPHONE NO.	N/A
20. MOBILE NO.	09464398346
21. E-MAIL ADDRESS (if any)	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME			
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	JUGAS		
FIRST NAME	JELITO (NAME EXTENSION (JR., SR) N/A)		
MIDDLE NAME	GARCIA		
25. MOTHER'S MAIDEN NAME	POLARON		
SURNAME	JUGAS		
FIRST NAME	FE		
MIDDLE NAME	MAGBANUA	(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE From	PERIOD OF ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	CAPAYURAN ELEMENTARY SCHOOL	ELEMENTARY	2003	2009		2009	
SECONDARY	PRESBITERO NATIONAL HIGHSCHOOL	HIGHSCHOOL	2009	2013		2013	
VOCATIONAL / TRADE COURSE	PTC-PIGCAWAYAN	ELECTRICAL INSTALLATION MAINTENANCE II	2020	2020		2020	
COLLEGE	UNIVERSITY OF SOUTHEASTERN PHILIPPINES UNIVERSITY OF SOUTHERN MINDANAO	ELECTRONICS ENGINEERING	2013	2020		2020	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 20, 2025

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
Career Service Professional Eligibility	84.8	8/4/2019	Kidapawan		
Electronics Technician Licensure Exam		4/20/2022	Koronadal		
Driver's License		7/9/2023	Kabacan	M01-20-001321	11/27/2034

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0"/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
10/8/2024	Present	Computer Maintenance Technologist I	UICTO-USM	30024.00	SG 11	Regular	Y
4/8/2024	10/7/2024	IT Audit Specialist	Cooperative Bank of Cotabato	21132.00	N/A	Regular	N
6/16/2023	4/7/2024	IT-Staff	Cooperative Bank of Cotabato	19824.00	N/A	Regular	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 20, 2025

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
N/A				

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
Distance Learning Program	6/12/2020	8/12/2020	40.0		Civil Service Commission

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Autocad Design	N/A	N/A
Guitar Playing		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 20, 2025

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be apppointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ YES ☑ NO ☐ YES ☑ NO If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense?	☐ YES ☑ NO If YES, give details: _____
b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: _____ Status of Case/s: _____
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☑ NO If YES, give details: _____
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	☐ YES ☑ NO If YES, give details: _____
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?	☐ YES ☑ NO If YES, give details: _____
b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	☐ YES ☑ NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☑ NO If YES, give details (country): _____
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:	
a. Are you a member of any indigenous group?	☐ YES ☑ NO If YES, please specify: _____
b. Are you a person with disability?	☐ YES ☑ NO If YES, please specify ID No: _____
c. Are you a solo parent?	☐ YES ☑ NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
NESTOR AYSON	**PRESBITERO,PIGCAWAYAN,COTABATO**	**9096957755**
JERRY T. PIAMONTE	**KABACAN, COTABATO**	**9686073488**
MARICEL G. DAYADAY, EdD	**KIDAPAWAN, COTABATO**	**9333322263**

JUGAS, RAY JOHN MAGBANUA

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) *PLEASE INDICATE ID Number and Date of Issuance*	
Government Issued ID:	**National ID**
ID/License/Passport No.:	**2845-0346-2132-7143**
Date/Place of Issuance:	**07-31-2023/PIGCAWAYAN**

Signature (Sign inside the box)

FEBRUARY 20, 2025

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____ , affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

WARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	OCAMPO
FIRST NAME	JOEFRANIE
NAME EXTENSION (JR., SR)	
MIDDLE NAME	GALVEZ
3. DATE OF BIRTH (mm/dd/yyyy)	1/10/1981
4. PLACE OF BIRTH	MANILA
5. SEX	☑ Male ☐ Female
6 CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	5'7 1/2
8. WEIGHT (kg)	170 lbs
9. BLOOD TYPE	AB
10. GSIS ID NO.	011-1328-7994-6
11. PAG-IBIG ID NO.	1010-0345-7103
12. PHILHEALTH NO.	160504815231
13. SSS NO.	33-51900-966
14. TIN NO.	282811818
15. AGENCY EMPLOYEE NO.	
16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details.	Pls. indicate country:
17. RESIDENTIAL ADDRESS	OSMEÑA ST. (Street) / POBLACION (Barangay) / KIDAPAWAN CITY (City/Municipality) / NORTH COTABATO (Province)
ZIP CODE	9400
18. PERMANENT ADDRESS	Blk 4 Lot 8 (House/Block/Lot No.) / Lola Dilang. (Street) / Arellano Village (Subdivision/Village) / POBLACION (Barangay) / Kidapawan City (City/Municipality) / NORTH COTABATO (Province)
ZIP CODE	9400
19. TELEPHONE NO.	
20. MOBILE NO.	09124430884
21. E-MAIL ADDRESS (if any)	joeocampo@usm.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	OCAMPO	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	HAZEL ANN	MAUIME HALENETTE P. OCAMPO	8/28/2010
NAME EXTENSION (JR., SR)		IORI JERIC P. OCAMPO	10/16/2012
MIDDLE NAME	PORTILLO	VICTOR ANGELO P. OCAMPO	10/16/2016
OCCUPATION	PHARMACIST ASST.		
EMPLOYER/BUSINESS NAME	MERCURY DRUG CORPORATION		
BUSINESS ADDRESS	QUEZON. KIDAPAWAN CITY		
TELEPHONE NO.	577-5733		
24. FATHER'S SURNAME	OCAMPO		
FIRST NAME	FRANCISCO		
NAME EXTENSION (JR., SR)			
MIDDLE NAME	MERCADO		
25. MOTHER'S MAIDEN NAME	GALVEZ		
SURNAME			
FIRST NAME	JOCELYN		
MIDDLE NAME	TAHUM	*(Continue on separate sheet if necessary)*	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE From	PERIOD OF ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	Epifanio Delos Santos Elem School	ELEMENTARY EDUCATION	6/10/1988	3/16/1994		1994	
SECONDARY	Arellano Univ A. Mabini High School	SECONDARY EDUCATION	6/3/1994	3/20/1905		1998	
VOCATIONAL / TRADE COURSE	PHOENIX ONE KNOWLEDGE INSTITUTE	ADVANCE DIPLOMA IN INFORMATION TECHNOLOGY	6/25/2003	6/28/2006		2006	
COLLEGE	TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES	BS IN COMPUTER ENGINEERING	6/22/2000	4/24/2001	1st year collge		
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Feb. 14, 2025

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
CSE-PR		MARCH 03, 2024	GENERAL SANTOS CITY	CSE-PR-2411-166	
NC 2 - COMPUTER HARDWARE SERVICING			KIDAPAWAN CITY	131202020011 13	1/11/2013
NC 4 - COMPUTER PROGRAMMING			ALABANG MUNTINLUPA, METRO MANILA		

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
11/10/2016	PRESENT	SCIENCE AIDE	UNIVERSITY OF SOUTHERN MINDANAO	17700.00		REGULAR	YES
12/15/2011	10/31/2016	IT OFFICER	UNIVERSITY OF SOUTHERN MINDANAO	8000.00		COS	YES
7/11/2011	11/30/201	JR. DEVELOPER	LYANTHE INTERNATIONAL CORP.	15000.00		COS	NO
9/1/2008	3/16/2011	SOFTWARE SUPPORT ENGINEER	CALVELO ENGINEERED SYSTEMS	10000.00		REGULAR	NO

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Aug. 14, 2025	CS FORM 212 (Revised 2017), Page 2 of 4

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
N/A				N/A

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
ISSP	3/5/2025	3/5/2025	8.0	Technical	UP Information Development Center
CYBER SECURITY	8/14/2024	8/14/2024	8.0	Technical	DICT Region 12
MIKROTIK CERTIFIED NETWORK ASSOCIATE	8/26/2019	8/27/2019	16.0	Technical	Mikrotik (PSITE Region 12)
MIKROTIK CERTIFIED ROUTING ENGINEER	8/28/2019	8/29/2019	16.0	Technical	Mikrotik (PSITE Region 12)
MIKROTIK CERTIFIED USER MANAGEMENT ENGINEER	8/30/2019	9/1/2019	16.0	Technical	Mikrotik (PSITE Region 12)
VIRTUAL CISCO CONNECT	4/12/2018	4/12/2018	5.0	Technical	Cisco Corp, ARDEN Network, UniCenter
ONLINE ASSESSMENT SYSTEM TRAINING	12/11/2017	12/12/2017	16.0	Technical	CHED
FINANCIAL MANAGEMENT SYSTEM TRAINING	12/11/2017	12/11/2017	6.0	Technical	PRINCE TECHNOLOGIES CORP.
CERTIFICATE OF APPRECIATION	10/19/2016	10/19/2016	8.0	Technical	OFFICE OF RECORDS AND MANAGEMENT
INTERNATIONAL SYMPOSIUM ON BIODIVERSITY	09/21/2015	09/ 21/2015	8.0	Technical	UNIVERSITY OF SOUTHERN MINDANAO
GOOGLE EDUCATION	8/19/2014	8/21/2014	24.0	Technical	GOOGLE EDUCATOR ASIA
WINDOWS SERVER 2003	10/27/2003	10/27/2003	8.0	Technical	NIIT

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
ACCESS CONTROL SYSTEM	N/A	N/A
CCTV SYSTEM	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Feb. 14, 2025	CS FORM 212 (Revised 2017), Page 3 of 4

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be apppointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ YES ☑ NO ☐ YES ☑ NO If YES, give details:
35. a. Have you ever been found guilty of any administrative offense?	☐ YES ☑ NO If YES, give details:
b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☑ NO If YES, give details:
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	☐ YES ☑ NO If YES, give details:
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?	☐ YES ☑ NO If YES, give details:
b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	☐ YES ☑ NO If YES, give details:
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☑ NO If YES, give details (country):
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	☐ YES ☑ NO If YES, please specify: ☐ YES ☑ NO If YES, please specify ID No: ☐ YES ☑ NO If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
ALBERTO ARELLANO	**KABACAN, NORTH COTABATO**	**9485666950**
EUGENE RANJO	**KABACAN, NORTH COTABATO**	**9481712703**
MELECIO CORDERO JR.	**MLANG, NORTH COTABATO**	**9989863576**

PHOTO

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) *PLEASE INDICATE ID Number and Date of Issuance*	
Government Issued ID:	**USM EMPLOYEE ID**
ID/License/Passport No.:	**12-02453**
Date/Place of Issuance:	**12/15/2012/ Kabacan**

Signature (Sign inside the box)

February 14, 2025

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

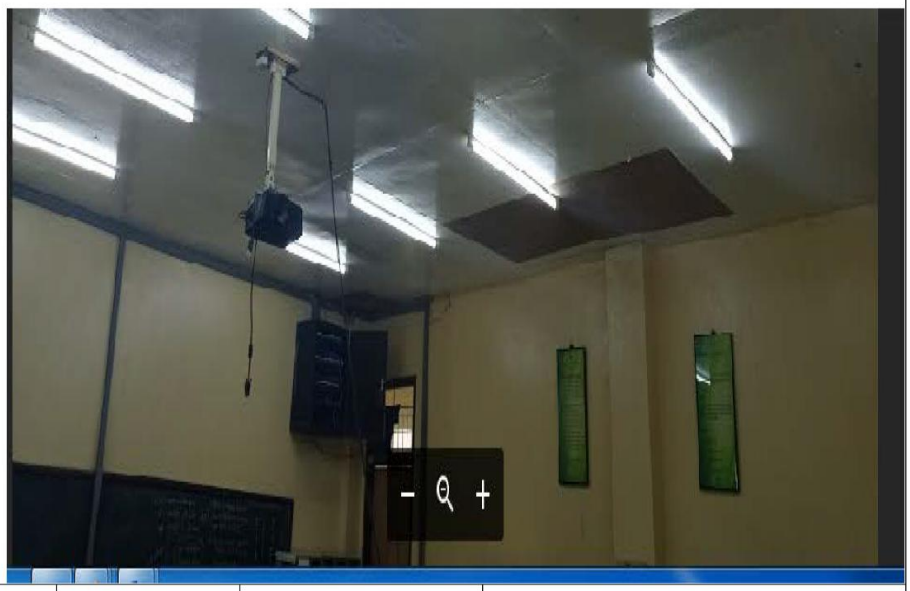
Republic of the philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

1	INFORMATION SYSTEMS ANALYST II	GARIDAN, RALPH BUTCH SARTE	M	P	main	UICTO
2	INFORMATION SYSTEMS ANALYST I	CATUBAY, REXUR LORD ESTAMPA	M	P	main	UICTO
3	COMPUTER MAINTENANCE TECHNOLOGIST I	JUGAS, RAY JOHN MAGBANUA	M	P	main	UICTO
4	SCIENCE AIDE	OCAMPO, JOEFRANIE GALVEZ	M	P	main	UICTO
5	LABORATORY TECHNICIAN I	ESMEJARDA, BELEN ENAGUAS	F	P	main	CSM
6	LABORATORY TECHNICIAN I	ANDUG, JOSEPH DUMPAO	M	P	main	USMARC
7	LABORATORY TECHNICIAN I	ABDULKADIL, JHELYN YAACOB	F	P	main	USMARC
8	LABORATORY TECHNICIAN I	KAMAMANG, JULIE SALASAL	F	P	main	CSM
9	LABORATORY AIDE II	EVANGELISTA, ANALIZA RUIZ	F	P	main	CVM
10	ADMINISTRATIVE AIDE II	SALLAPAO, LAO-ING ATMA	M	P	main	PPDO
11	ADMINISTRATIVE AIDE I	MOLINA, ARNOLD GASPAN	M	P	main	PPDO
12	ADMINISTRATIVE AIDE I	RONQUILLO, ALMA MARIANITO	F	P	main	OP
13	ADMINISTRATIVE AIDE I	RENTUAYA, SHERLITA MANLA	F	P	main	OP
14	ADMINISTRATIVE AIDE I	ABARAN, DATUCAN B	M	C	main	ADMIN
15	ADMINISTRATIVE AIDE I	GUIAMALUDIN, ALAMANSA S	M	C	main	EXTENSION
16	FARM FOREMAN	ORTEGA, JUVY AMAN	M	P	main	BDC
17	FARM WORKER II	SALINAS, EDWIN PARAS	M	P	main	BDC
18	ADMINISTRATIVE AIDE IV	BALIWAN, BUTCH MAGANAKA	M	P	main	ELECTRICAL
19	ADMINISTRATIVE ASSISTANT III	AFDAL, MOEM MANAMPAN	M	P	main	ELECTRICAL
20	ADMINISTRATIVE OFFICER I	VITALES, CESARIO III CABAEL	M	P	main	ELECTRICAL

Natural Science/Technology/PE Facilities

A.11. Inventory of equipment, fixtures, apparatuses, supplies and materials

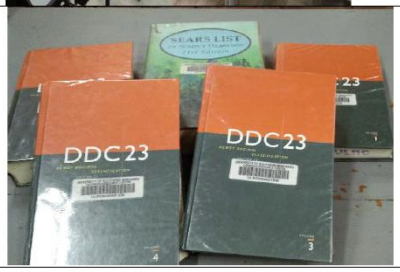
List of Laboratory Equipments



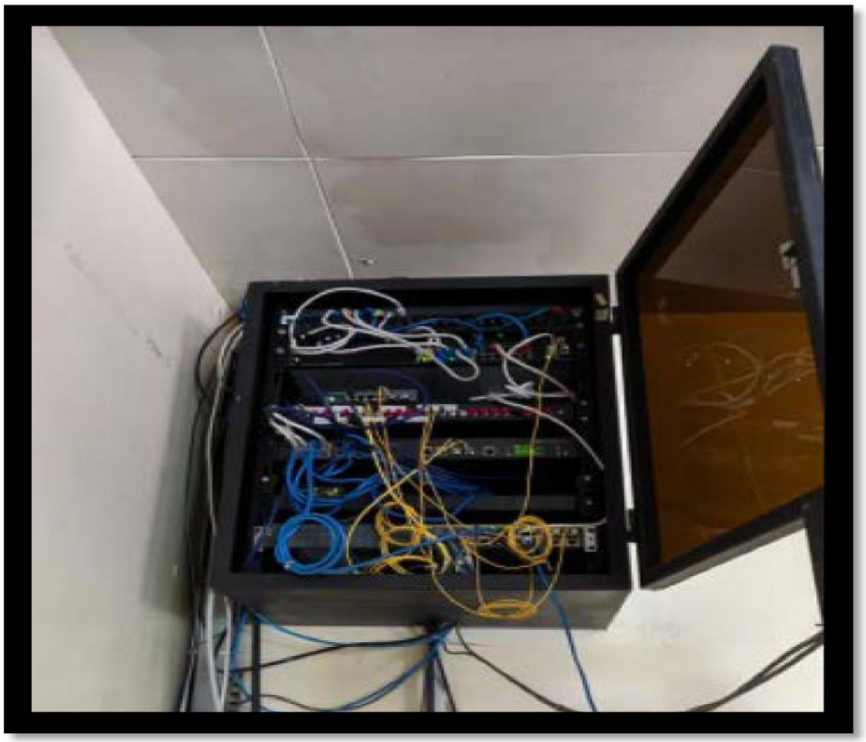
QUANTITY	EQUIPMENT	DESCRIPTION	PHOTO
150	Computer Unit	For use by instructors and students for lectures, demonstrations, laboratory activities and other related activities in laboratory rooms	
5	Projector	For use by instructors and students for lectures, demonstrations, and research purposes in laboratory rooms and lecture rooms	
4	Tablet	For use by instructors and students for lectures, demonstrations, and research purposes	

2	Switch	For use by instructor and students for activities that require such tools	
10	Crimping Tool	For use by instructor and students for activities that require such tools	
1	Smartboard	For use by instructors during lectures and demonstration purposes	
1	Internet Connection	For use by students and instructors for research, demonstrations, laboratory exercises, and other related activities	
2	Printer	For use by instructors to reproduce instructional materials such as quizzes, test papers, laboratory exercise sheets and other related documents	
1	Photocopier	For use by instructors to reproduce instructional materials such as quizzes, test papers, laboratory exercise sheets and other related documents	

1	KEPLRC Viewing Room	For use by instructors and students for viewing related activities	

4	Projector Screen	For use by classes that require the use of projectors	
1	Smart TV	For demonstration and use of classes that require Film Viewing and other related activities	
4	Computer Laboratory Room	For laboratory classes that require the use of computers, specifically for computer-related courses	
4	Whiteboard	For use by instructors and students for classes in computer laboratory rooms	
1	Virtual Library IT Room	For use by students and instructors of the BLIS Program for laboratory purposes	
1	DDC Cataloguing Classification Tools	For use by BLIS instructors and students for their laboratory and other related activities	
1	Follet Destiny Library Integrated System	For use by BLIS instructors and students for their laboratory and other related activities	

Pictures showing the server inside each computer laboratories



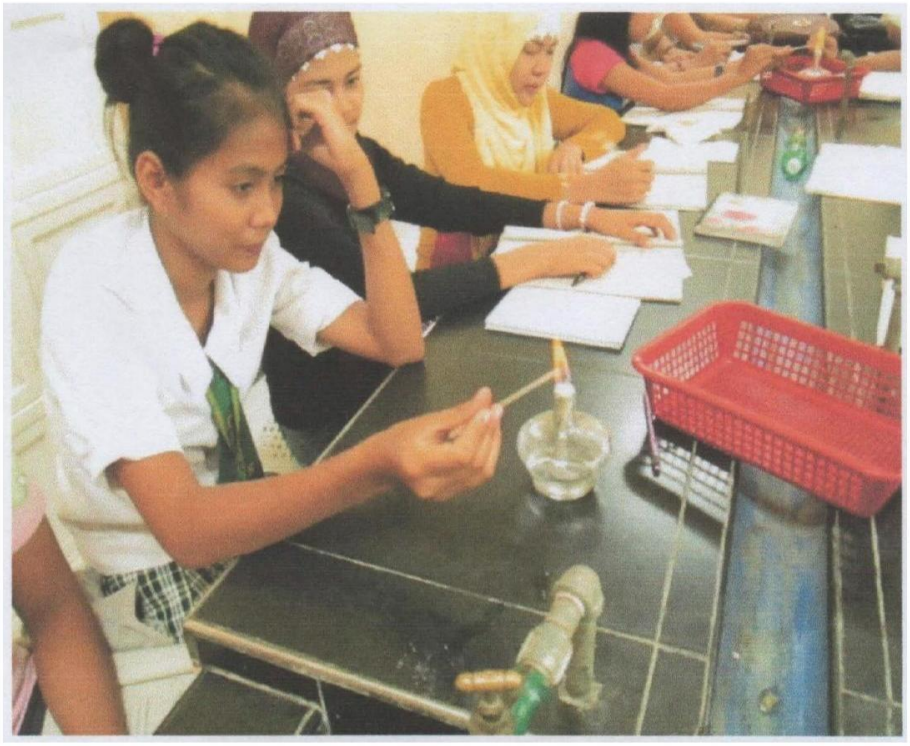
A.12. Availability of a stockroom

equipment and supplies are kept in stockroom/storage.


OFFICIAL RECORD BOOK
OFFICIAL RECORD

A.13. Evidence on the availability of gas, water and electricity for practicum purposes

Pictures showing students using gas, water and electricity for class practicum activities



A.14. Guidelines in the use of equipment and apparatuses

Rules for the Computer Laboratory

1. **No Food or Drinks**: Eating or drinking is not allowed to prevent damage to equipment.
2. **Authorized Use Only**: Access is restricted to students, faculty, and staff with proper permission.
3. **Handle Equipment with Care**: Avoid rough handling of computers, keyboards, mice, and other devices.
4. **Save Your Work**: Use personal storage devices or cloud services for saving files. Files on lab computers may be erased regularly.
5. **Internet Use**: The internet is strictly for academic or research purposes. Inappropriate website access is prohibited.
6. **No Installation of Software**: Do not install, uninstall, or modify any software or settings without permission.
7. **Log In with Your Credentials**: Use your assigned account and keep your login details secure.
8. **Maintain Silence**: Speak softly and keep noise levels low to respect others.
9. **No Gaming or Streaming**: The lab is for academic purposes only. Gaming and non-academic video streaming are not allowed.
10. **Report Issues**: Notify the lab supervisor immediately of any damaged or malfunctioning equipment.
11. **Keep the Lab Clean**: Dispose of waste properly and leave your workspace tidy.
12. **Switch Off When Done**: Log out, shut down the computer, and push your chair in after use.
13. **No Unauthorized Devices**: Connecting personal devices to lab equipment is not permitted unless authorized.
14. **Respect Others**: Be courteous and considerate of others working in the lab.

Violations of these rules may result in restricted access to the laboratory or other disciplinary actions.