

# UNIVERSITY OF SOUTHERN MINDANAO GRADUATE SCHOOL



## PhD in Applied Linguistics

### PARAMETER A

- A.1 Building Plan showing the location of laboratory rooms/shops used by the program under survey
- A.2. Copy of the Laboratory lay-outFolder
- A.3. Inventory of available equipment, gadgets, fixtures in every laboratory
- A.4. Laboratory Manuals
- A.5. First-aid Kit and Antidote Charts displayed conspicuously
- A.6. List of safety and precautionary measures being implemented
- A.7. Evidence of training conducted on the proper use of laboratories
- A.8. Inventory of usable computer units and other equipment
- A.9. Guidelines in the use of computer laboratories
- A.10. PDF of the designated computer technicians
- A.11. Inventory of equipment, fixtures, apparatuses, supplies and materials
- A.12. Availability of a stockroom
- A.13. Evidence on the availability of gas, water and electricity for practicum purposes
- A.14. Guidelines in the use of equipment and apparatuses

AREAS

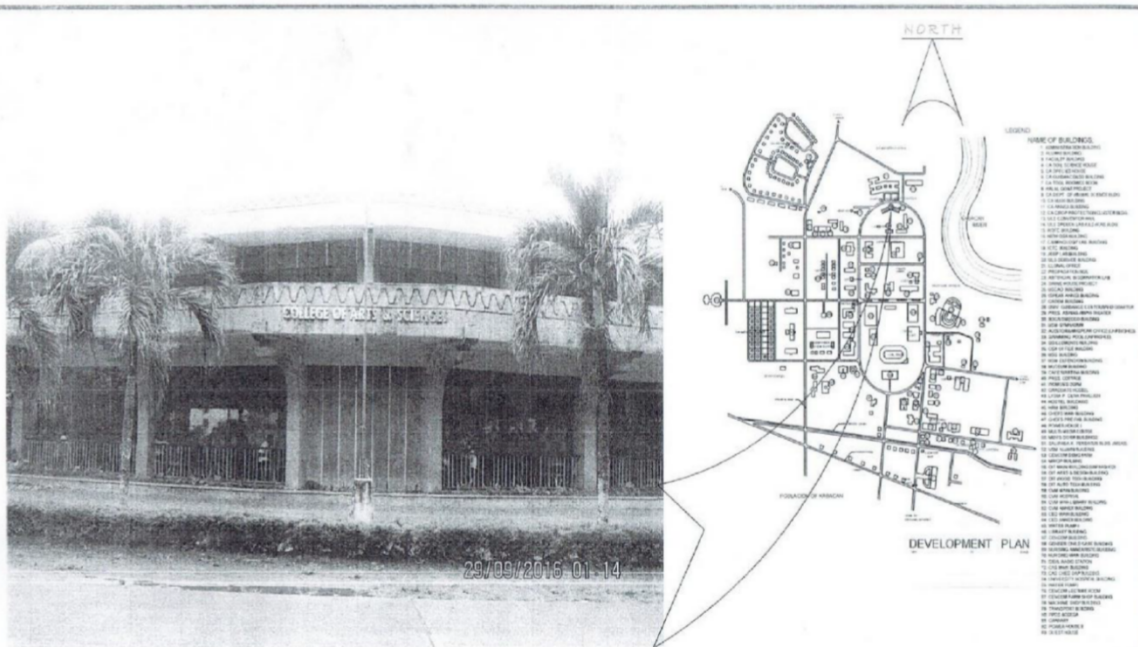
..AREA IX: LABORATORIES

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

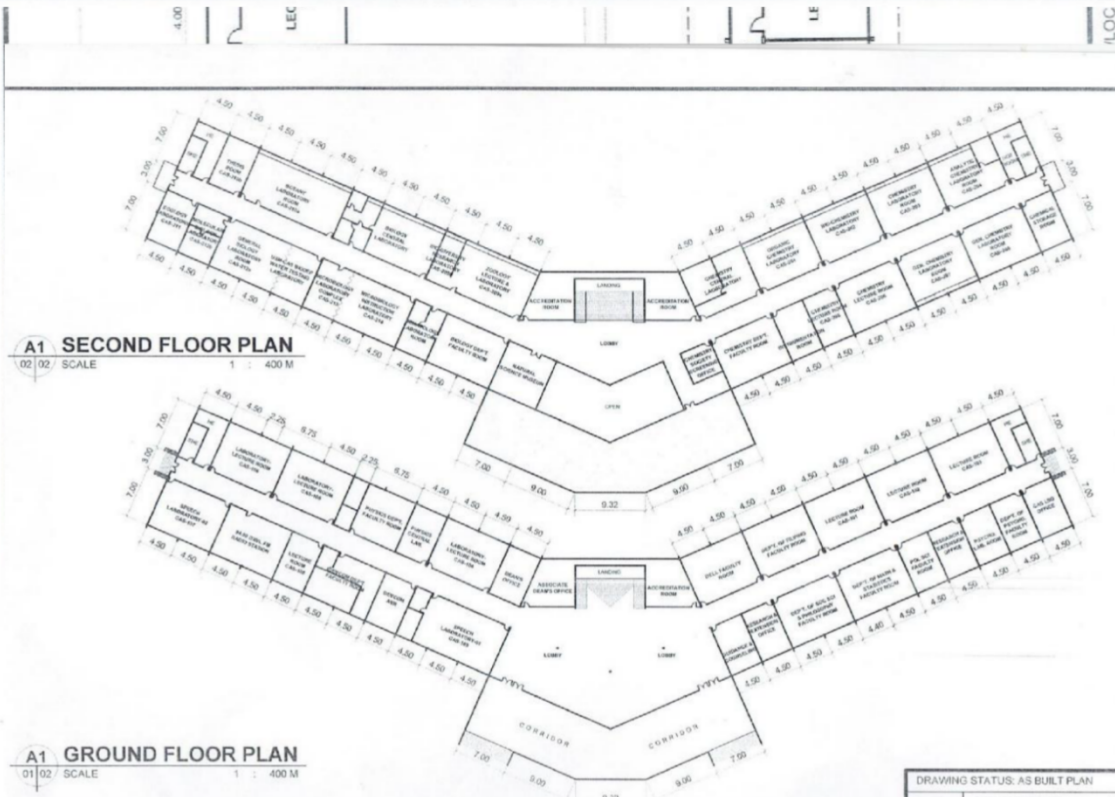



# CAS Main Building Plan



PERSPECTIVE

 REPUBLIC OF THE PHILIPPINES UNIVERSITY OF SOUTHERN MINDANAO <b>PPDS-PLANNING &amp; DESIGNING OFFICE</b> KABACAN, COTABATO	PROJECT TITLE/LOCATION: EXISTING <b>CAS MAIN BUILDING</b> USM CAMPUS, KABACAN, COTABATO	CHECKED:  <b>BENJAMINE FORTINEZ, JR.</b> DIRECTOR, PPDO	DRAWING STATUS: AS BUILT PLAN DATE: SEPTEMBER 2016 APPROVED:  <b>FRANCISCO GIL N. GARCIA</b> SUC, PRESIDENT IV
	4.00   LEC   LE   LOC		

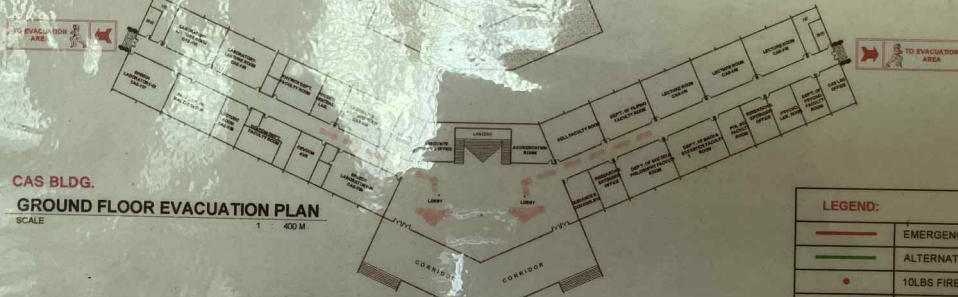


 REPUBLIC OF THE PHILIPPINES	PROJECT TITLE/LOCATION: EXISTING	CHECKED:	DRAWING STATUS: AS BUILT PLAN DATE: SEPTEMBER 2016 APPROVED:
	4.00   LEC   LE   LOC		

FRANCISCO GIL N. GARCIA  
 BENJAMINE FORTINEZ, JR.  
 PPDS-PLANNING & DESIGNING OFFICE

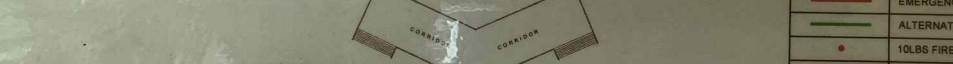
**CAS BLDG.  
SECOND FLOOR EVACUATION PLAN**

SCALE 1 : 400 M



**CAS BLDG.  
GROUND FLOOR EVACUATION PLAN**

SCALE 1 : 400 M



**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

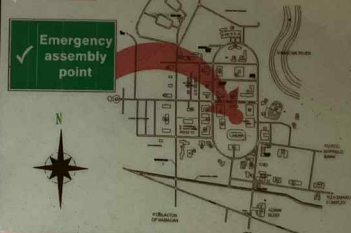
**EVACUATION PROCEDURE**

- 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 unless advised it is safe to do so

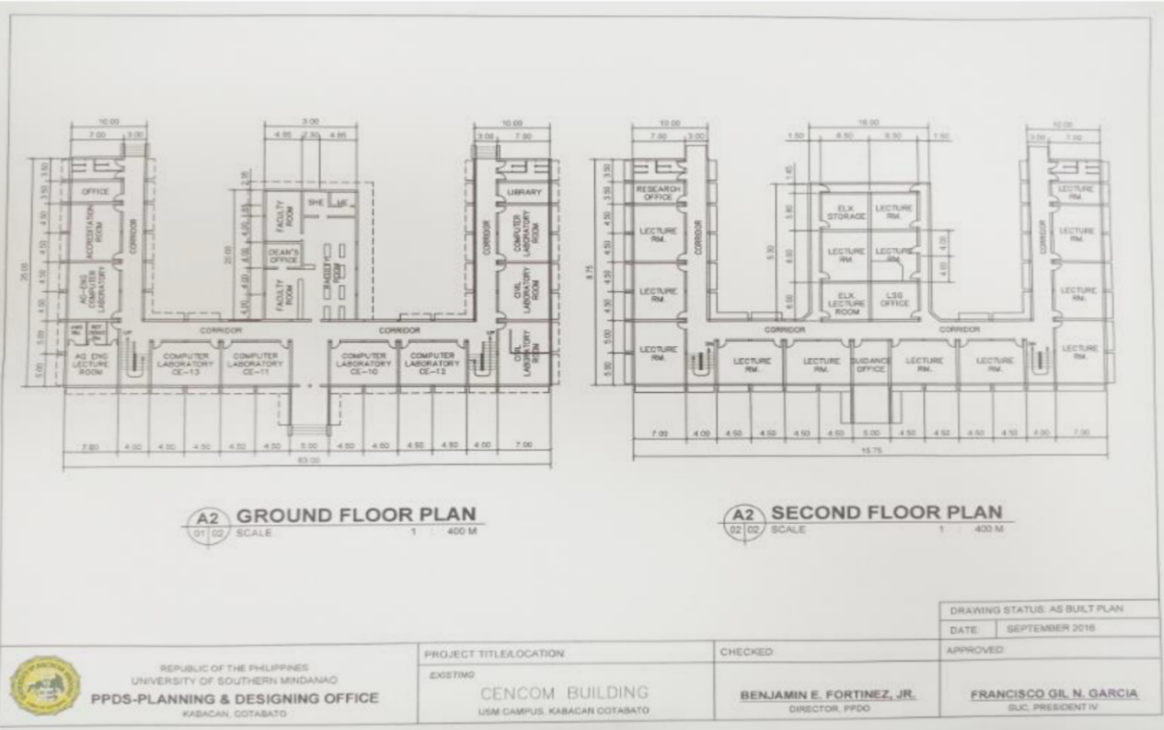
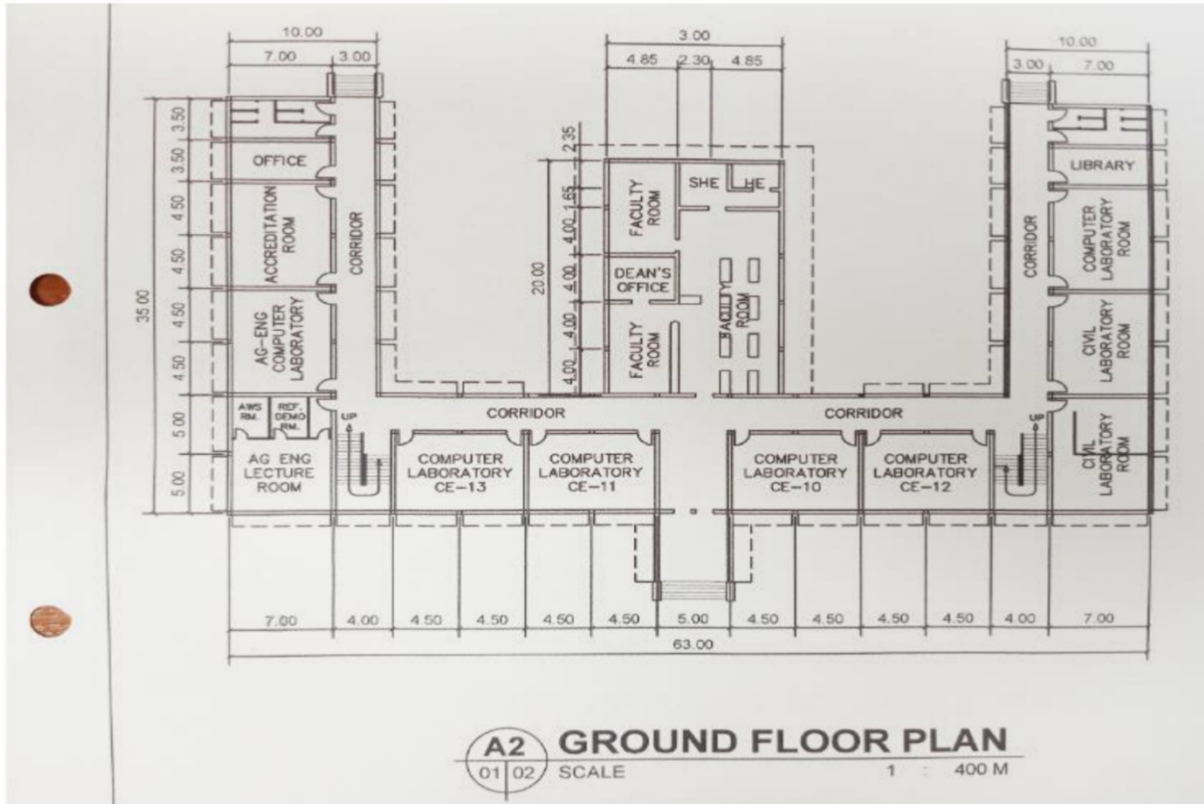
**EMERGENCY ASSEMBLY AREA**

- UNIVERSITY QUADRANGLE

**KEY PLAN**



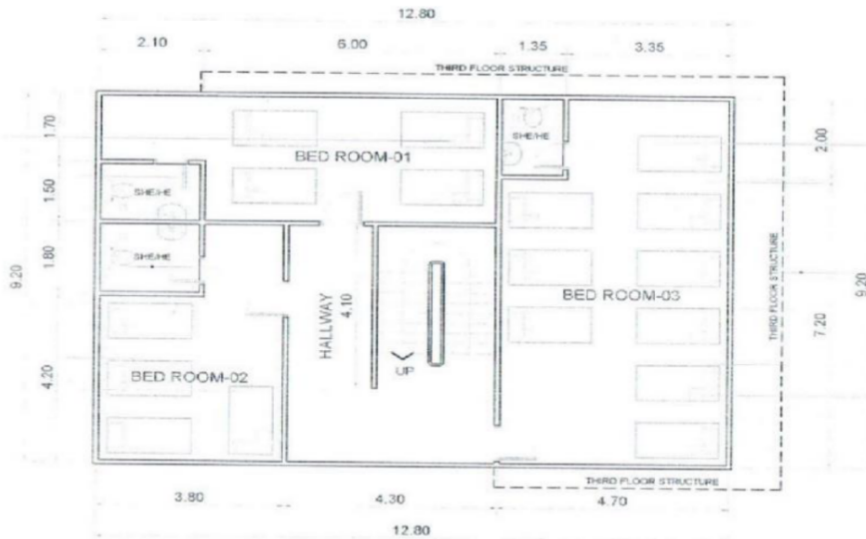
# USM LABORATORY BUILDING PLANS



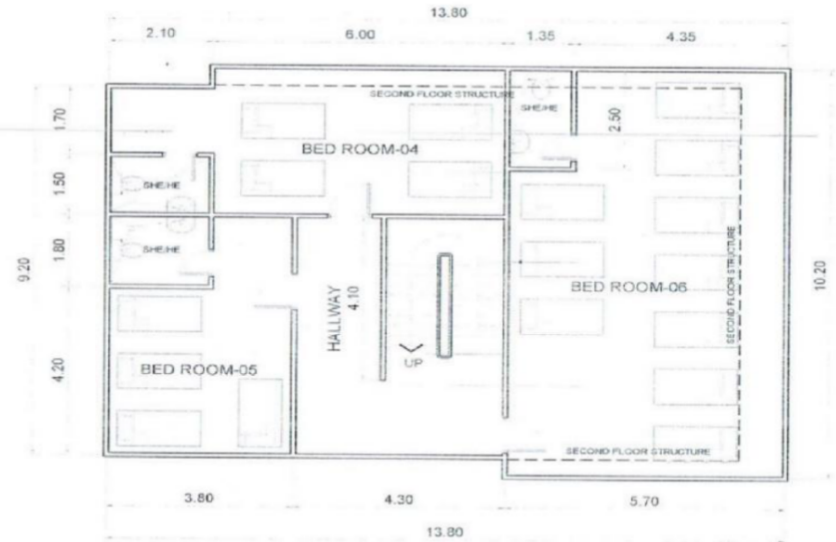
CEIT Building Floor Plan



# 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  
CAFÉ MARTINA BLDG.

CHECKED:  
BENJAMIN E. FORTINEZ, JR.

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

# GRADUATE HOSTEL Building Floor Plan



**PERSPECTIVE**



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

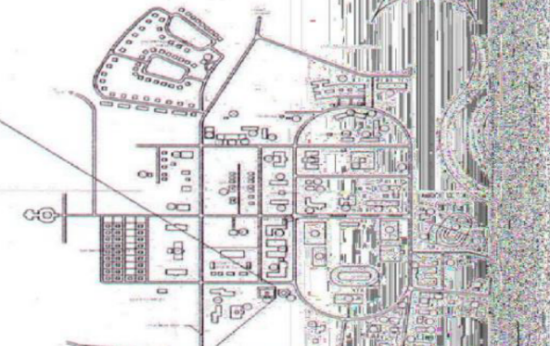
PROJECT TITLE/LOCATION:

EXISTING

**GRADUATE HOSTEL BLDG.**  
USM CAMPUS, KABACAN COTABATO

CHECKED:

*Benjamin E. Fortinez, Jr.*  
**BENJAMIN E. FORTINEZ, JR.**  
DIRECTOR, PPDO



- LEGEND**
- NAME OF BUILDINGS**
1. ADMINISTRATION BUILDING
  2. FACULTY BUILDING
  3. CA. CIVIL ENGINEERING
  4. CA. ELECTRICAL
  5. CA. MECHANICAL
  6. CA. CHEMICAL
  7. CA. ENVIRONMENTAL
  8. CA. INDUSTRIAL
  9. CA. METALLURGY
  10. CA. MINING
  11. CA. AGRICULTURE
  12. CA. ARCHITECTURE
  13. CA. COMMERCE
  14. CA. EDUCATION
  15. CA. ENGINEERING
  16. CA. HEALTH
  17. CA. LIBRARY
  18. CA. LAW
  19. CA. LIFE SCIENCES
  20. CA. MATHEMATICS
  21. CA. PHYSICS
  22. CA. SOCIAL SCIENCES
  23. CA. THEOLOGY
  24. CA. VISUAL ARTS
  25. CA. MUSIC
  26. CA. DANCE
  27. CA. DEPARTMENT OF PEACE AND CONFLICT RESOLUTION
  28. CA. DEPARTMENT OF TOURISM
  29. CA. DEPARTMENT OF ENVIRONMENTAL AND FORESTRY
  30. CA. DEPARTMENT OF INFORMATION TECHNOLOGY
  31. CA. DEPARTMENT OF POLITICAL SCIENCE
  32. CA. DEPARTMENT OF PUBLIC ADMINISTRATION
  33. CA. DEPARTMENT OF SOCIAL WORK
  34. CA. DEPARTMENT OF COMMUNITY DEVELOPMENT
  35. CA. DEPARTMENT OF LABOR RELATIONS
  36. CA. DEPARTMENT OF MANAGEMENT
  37. CA. DEPARTMENT OF BUSINESS ADMINISTRATION
  38. CA. DEPARTMENT OF ACCOUNTING
  39. CA. DEPARTMENT OF FINANCE
  40. CA. DEPARTMENT OF MARKETING
  41. CA. DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
  42. CA. DEPARTMENT OF INDUSTRIAL MANAGEMENT
  43. CA. DEPARTMENT OF LOGISTICS
  44. CA. DEPARTMENT OF OPERATIONS MANAGEMENT
  45. CA. DEPARTMENT OF PROJECT MANAGEMENT
  46. CA. DEPARTMENT OF QUALITY MANAGEMENT
  47. CA. DEPARTMENT OF SUPPLY CHAIN MANAGEMENT
  48. CA. DEPARTMENT OF SYSTEMS MANAGEMENT
  49. CA. DEPARTMENT OF INTERNATIONAL TRADE
  50. CA. DEPARTMENT OF CUSTOMS AND BORDER CONTROL
  51. CA. DEPARTMENT OF PORT AND AIRPORT MANAGEMENT
  52. CA. DEPARTMENT OF MARITIME TRANSPORTATION
  53. CA. DEPARTMENT OF SHIPPING
  54. CA. DEPARTMENT OF MARINE ENGINEERING
  55. CA. DEPARTMENT OF MARINE ELECTRICITY
  56. CA. DEPARTMENT OF MARINE MECHANICAL
  57. CA. DEPARTMENT OF MARINE POLICE
  58. CA. DEPARTMENT OF MARINE SAFETY
  59. CA. DEPARTMENT OF MARINE SECURITY
  60. CA. DEPARTMENT OF MARINE SURVEILLANCE
  61. CA. DEPARTMENT OF MARINE VESSEL MANAGEMENT
  62. CA. DEPARTMENT OF MARINE WAREHOUSE
  63. CA. DEPARTMENT OF MARINE YARD
  64. CA. DEPARTMENT OF MARINE ZONE
  65. CA. DEPARTMENT OF MARINE ZONE MANAGEMENT
  66. CA. DEPARTMENT OF MARINE ZONE POLICE
  67. CA. DEPARTMENT OF MARINE ZONE SECURITY
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  81. CA. DEPARTMENT OF MARINE ZONE ZONE ZONE MANAGEMENT
  82. CA. DEPARTMENT OF MARINE ZONE ZONE ZONE POLICE
  83. CA. DEPARTMENT OF MARINE ZONE ZONE ZONE SECURITY
  84. CA. DEPARTMENT OF MARINE ZONE ZONE ZONE SURVEILLANCE
  85. CA. DEPARTMENT OF MARINE ZONE ZONE ZONE VESSEL MANAGEMENT
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  96. CA. DEPARTMENT OF MARINE ZONE ZONE ZONE ZONE ZONE
  97. CA. DEPARTMENT OF MARINE ZONE ZONE ZONE ZONE ZONE MANAGEMENT
  98. CA. DEPARTMENT OF MARINE ZONE ZONE ZONE ZONE ZONE POLICE
  99. CA. DEPARTMENT OF MARINE ZONE ZONE ZONE ZONE ZONE SECURITY
  100. CA. DEPARTMENT OF MARINE ZONE ZONE ZONE ZONE ZONE SURVEILLANCE

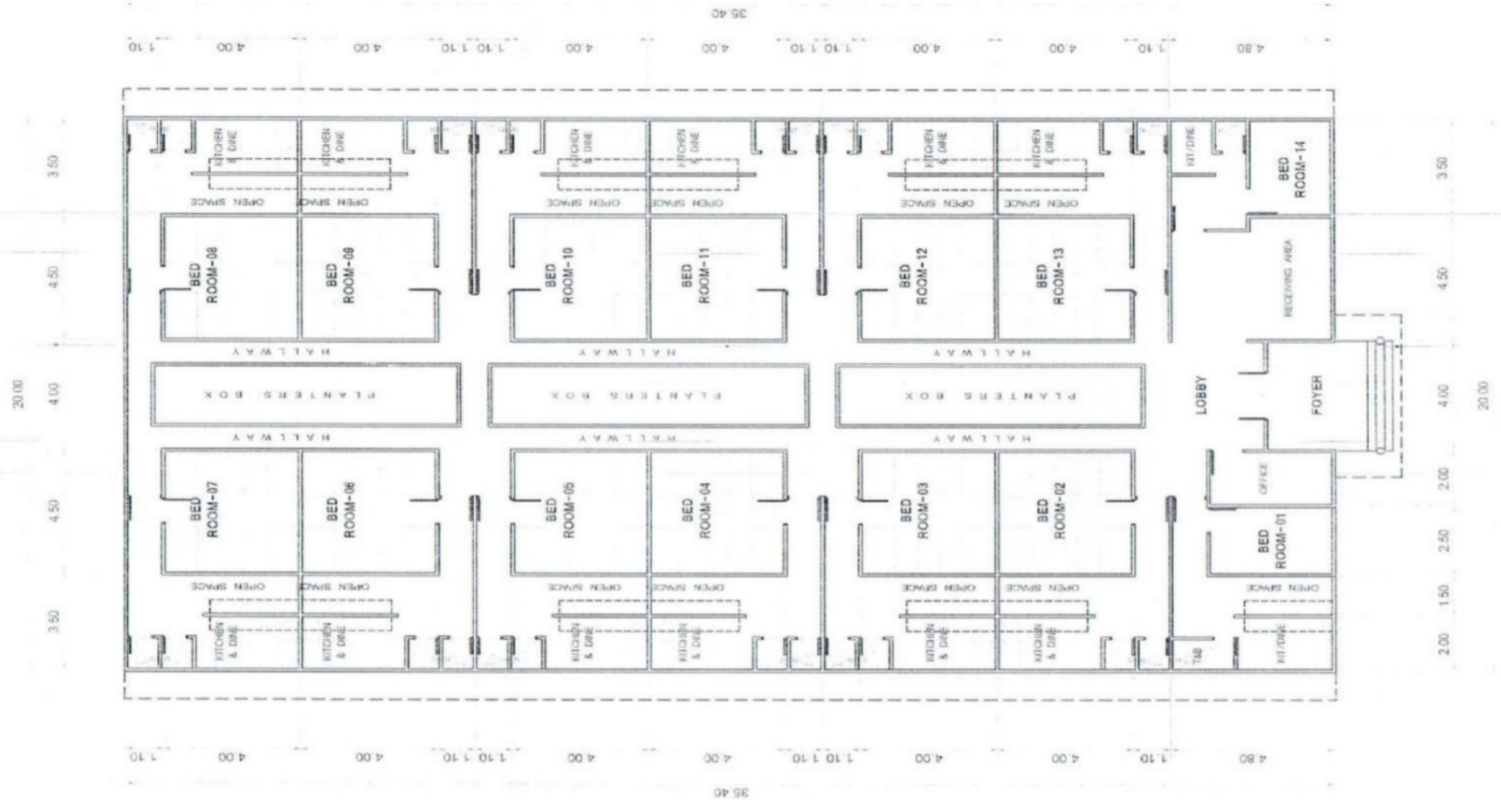
**PLAN**

STATUS: AS BUILT PLAN

SEPTEMBER 2016

*Francisco Gil N. Garcia*  
**FRANCISCO GIL N. GARCIA**

A.2. Copy of the laboratory lay-out



**FLOOR PLAN**  
SCALE 1 : 150 M



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:  
*BENJAMINE E. FORTINEZ, JR.*  
DIRECTOR, PPDO

DRAWING STATUS: AS BUILT PLAN	
DATE:	OCTOBER 2016
APPROVED:	
<i>Francisco Gil N. Garcia</i> <b>FRANCISCO GIL N. GARCIA</b> SUC. PRESIDENT IV	

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.

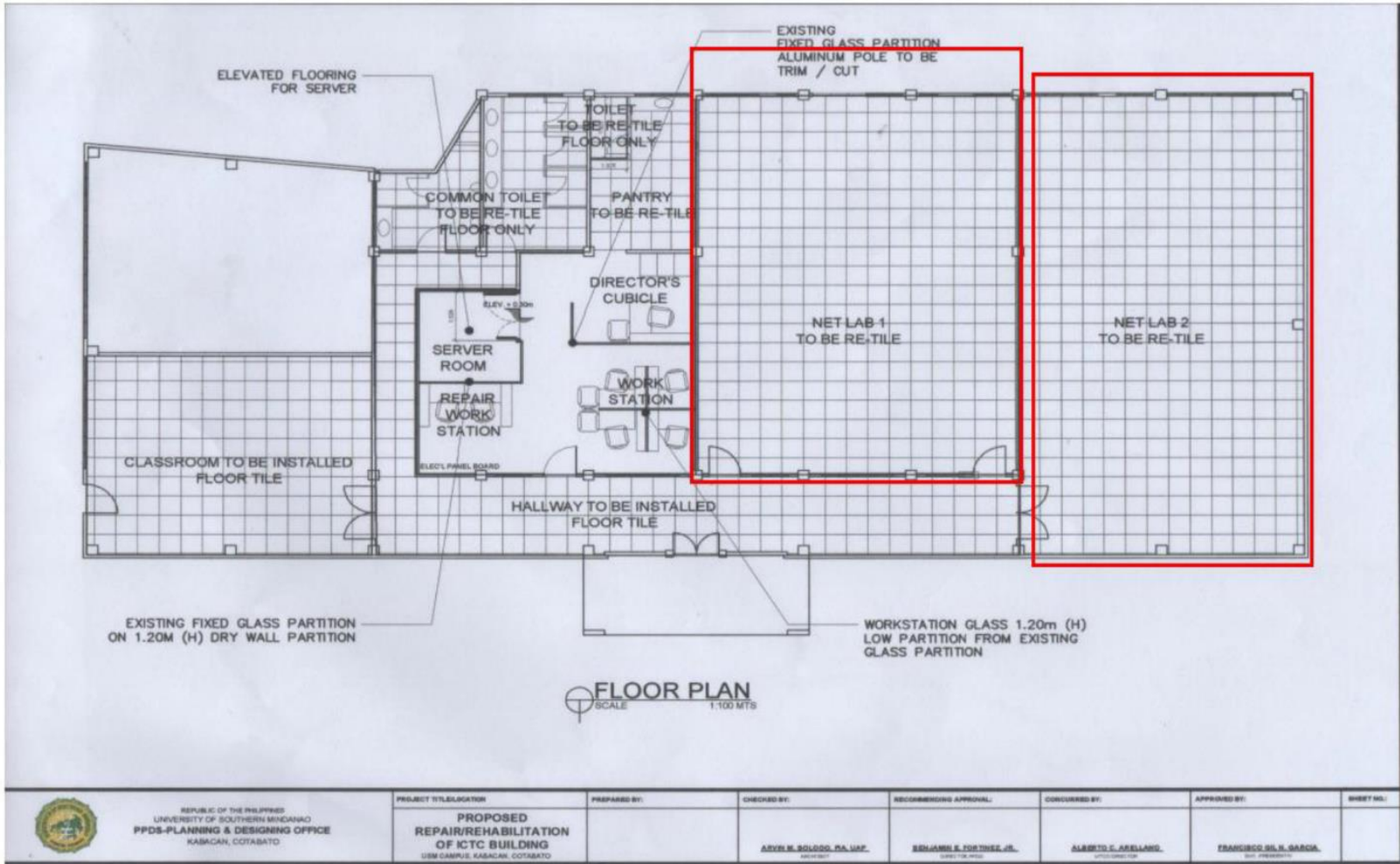
**Stated below is an Act to ordain and Institution a National Building Code of the Philippines**

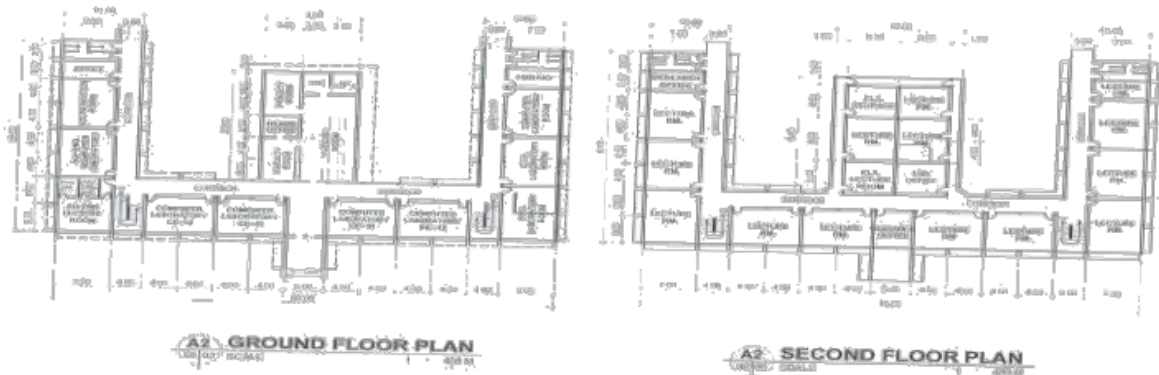
The laboratory layout conforms with acceptable standards and to particular needs RA 6541 National Building Code of the Philippines stated in SECTION 1.01.04: *Application* (c) that this code shall likewise apply to any area proposed for or being developed into a new town site, residential subdivision, 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 socialos 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.

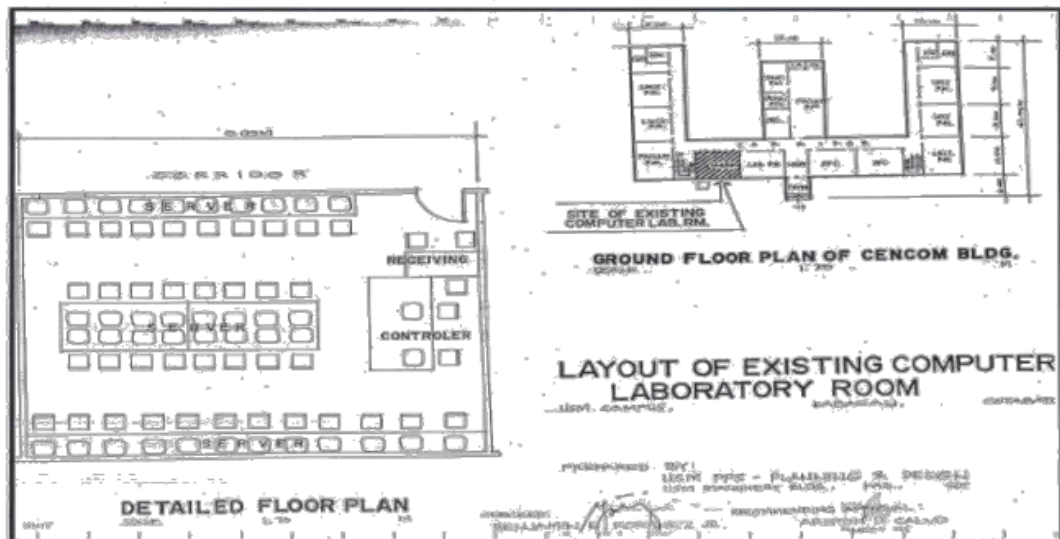
University Information Communications and Technology Center Proposed Internet Laboratory





<p>DEPARTMENT OF PLANNING AND DESIGNING OFFICE UNIVERSITY OF CALIFORNIA, BERKELEY</p>	<p>PROJECT: CENCOM BUILDING LOCATION: BERKELEY, CALIFORNIA</p>	<p>DESIGNER: [Name] DATE: [Date]</p>	<p>APPROVED: [Name] DATE: [Date]</p>
	<p>PROJECT: CENCOM BUILDING LOCATION: BERKELEY, CALIFORNIA</p>	<p>DESIGNER: [Name] DATE: [Date]</p>	<p>APPROVED: [Name] DATE: [Date]</p>

**COLLEGE OF ENGINEERING AND COMPUTING BUILDING PLAN**



### 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

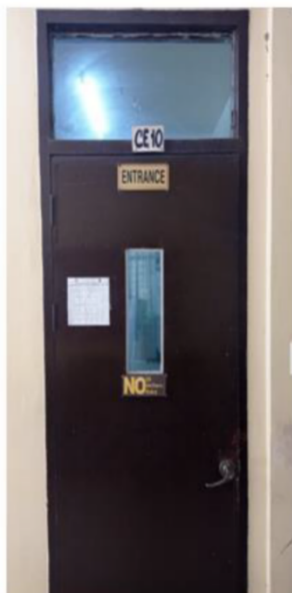


There are 3 laboratory rooms for Chemistry subjects. These rooms are well-lighted and well-ventilated and are equipped with tools and emergency tool kit (fire extinguisher and first aid kit).

## 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



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	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 ttppe	DAIKEN	RN50AGXL9	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: Crommel 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-complex	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: Crommel M. Jumao-As  
Bio. Lab. In-charge

A.4. Laboratory Manuals

	<b>UNIVERSITY OF SOUTHERN MINDANAO</b>			
	<b>PROCEDURE FOR THE CONDUCT OF LABORATORY ACTIVITIES</b>			
	Document No.	USM-EDL-002-Rev.2.2021.02.03	Rev. No.	2

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. LUMBAG CARLO JASON S. DELA CRUZ QUEENNIE L. RUFINO MELCHE 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:	DCC USE ONLY			
LILIAN A. LUMBAG, DVM, MSAS 	ANITA C. SONNITO, EdD  Name & Signature	LAWRENCE ANTHONY U. DOLLENTE, PhD  Name & Signature	DOCUMENT CONTROL INDICATOR			
CARLO JASON S. DELA CRUZ, MAN, R.N., R.M., BSM 			MASTER	300-07.08	CCPY	
QUEENNIE L. RUFINO, MST 						
MELCHE G. PALAPAR, DMgt  Name and Signature						



ELECTRONICALLY  
RELEASED  
2024.04.11



UNIVERSITY OF SOUTHERN MINDANAO	Document No.	USM-EDL-Form Rev. 1.2023.02.03
Procedure for the Conduct of Laboratory Activities	Rev. No.	1 Page 2 of 3

- 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-F01-Rev.1.2023.02.03) 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



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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.

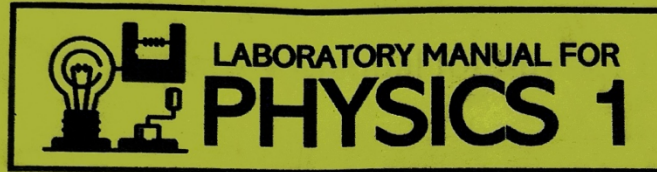
7.2. Disposal shall be done through shredding with the permission and authorization of the CMR.

**8.0 FORMS AND RECORDS**

8.1 Request Form (USM-EDL-F05-Rev.1.2021.02.03)

8.2 Borrower's Slip (USM-EDL-F04-Rev.1.2021.02.03)

scope - A



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



Revised and Compiled by

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SY 2022-2023  
SY 2023-2024

**BIOLOGY LABORATORY**

	Laboratory Manual in General Biology	Operation Manual for ACER Projector
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	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 Piltz 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

<b>CHEMISTRY LABORATORY</b>		
	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 (Sartorius)
	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. Fire-aid Kit and antidote charts displayed conspicuously



(COMPUTER LABORATORY)



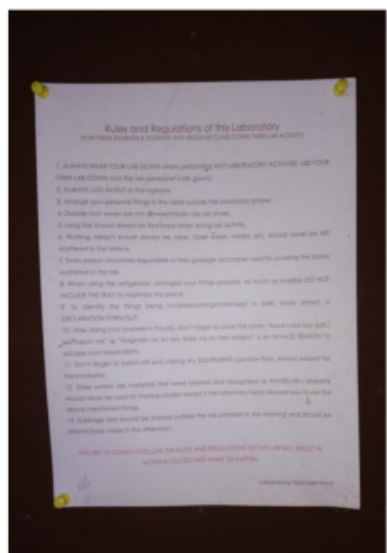
(BIOLOGY LABORATORY)



(CHEMISTRY LABORATORY)







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

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*Pictures of fire extinguisher in different laboratory rooms*

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

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*Fire alarm and fire hose installed in colleges/buildings*

---



*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***

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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 5.1, 5.2, 6.4.1, and 8.3	ALL	LILIAN A. LUMBAO CARLO JASON S. DELA CRUZ QUEENIE L. RUFINO MELCHIE G. PALAPAR
July 4, 2016	0	New	Newly established 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			DOCUMENT CONTROL INDICATOR			
CARLO JASON S. DELA CRUZ, MAN, R.N., R.M., BSM	ANITA L. SORNITO, EdD Name & Signature	LAWRENCE ANTHONY U. DOLLENTE, PhD Name & Signature				
QUEENIE L. RUFINO, MST			MASTER	0201.02.03	COPY	
MELCHIE G. PALAPAR, PhD Name and Signature						



ELECTRONICALLY RELEASED 2024.04.11



UNIVERSITY OF SOUTHERN MINDANAO		Document No.	USM-EDL-009- Rev. 1 (2021-05-05)
Procedure for Safety of Students and Laboratory Staff		Rev. No.	1 Page of 1

#### 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.

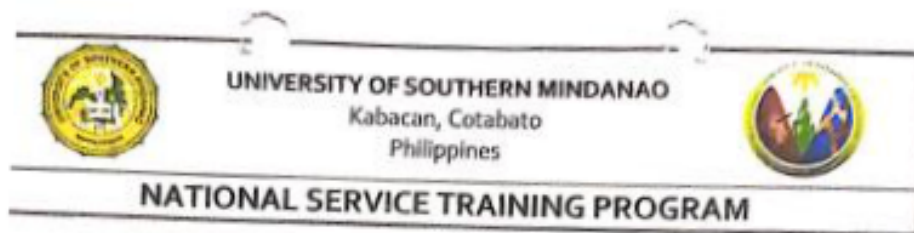
#### 7.0 RECORDS RETENTION AND DISPOSAL

- 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



Documentation:



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.





## 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	24XSl01						CEIT-CE16	WORKING
8	Keyboard	A4Tech	KRS-3	24XSl00						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	MMTYBSP001405010983S11						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
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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



## 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.** (Do not fill up. For CSC use only)

US ID No. \_\_\_\_\_

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**I. PERSONAL INFORMATION**

2. SURNAME	ATH																
FIRST NAME	GHANY MHAR	NAME EXTENSION (JR., SR.)															
MIDDLE NAME	GINOGALING																
3. DATE OF BIRTH (mm/dd/yyyy)	4/27/2000	18. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: _____														
4. PLACE OF BIRTH	KABACAN, COTABATO	If holder of dual citizenship, please indicate the details: _____															
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female																
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: _____	17. RESIDENTIAL ADDRESS	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>BAI MATABAY PLANG VILLAGE 2</td> <td>BAI MATABAY PLANG VILLAGE 2</td> </tr> <tr> <td>House/Block/Lot No.</td> <td>Street</td> </tr> <tr> <td>BAI MATABAY PLANG VILLAGE 2</td> <td>POBLACION</td> </tr> <tr> <td>Subdivision/Village</td> <td>Barangay</td> </tr> <tr> <td>KABACAN</td> <td>COTABATO</td> </tr> <tr> <td>City/Municipality</td> <td>Province</td> </tr> <tr> <td>ZIP CODE</td> <td>9047</td> </tr> </table>	BAI MATABAY PLANG VILLAGE 2	BAI MATABAY PLANG VILLAGE 2	House/Block/Lot No.	Street	BAI MATABAY PLANG VILLAGE 2	POBLACION	Subdivision/Village	Barangay	KABACAN	COTABATO	City/Municipality	Province	ZIP CODE	9047
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Subdivision/Village	Barangay																
KABACAN	COTABATO																
City/Municipality	Province																
ZIP CODE	9047																
7. HEIGHT (m)	1.6	18. PERMANENT ADDRESS	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>House/Block/Lot No.</td> <td>Street</td> </tr> <tr> <td>BAI MATABAY PLANG VILLAGE 2</td> <td>POBLACION</td> </tr> <tr> <td>Subdivision/Village</td> <td>Barangay</td> </tr> <tr> <td>KABACAN</td> <td>COTABATO</td> </tr> <tr> <td>City/Municipality</td> <td>Province</td> </tr> <tr> <td>ZIP CODE</td> <td>N/A</td> </tr> </table>	House/Block/Lot No.	Street	BAI MATABAY PLANG VILLAGE 2	POBLACION	Subdivision/Village	Barangay	KABACAN	COTABATO	City/Municipality	Province	ZIP CODE	N/A		
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Subdivision/Village	Barangay																
KABACAN	COTABATO																
City/Municipality	Province																
ZIP CODE	N/A																
8. WEIGHT (kg)	70	19. TELEPHONE NO.	N/A														
9. ID. CARD TYPE	"B"	20. MOBILE NO.	09453140727														
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	atihghanymhar@gmail.com														
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																

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**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		
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	ATHI		
FIRST NAME	ABRAHAM	NAME EXTENSION (JR., SR.)	
MIDDLE NAME	GANSH		
25. MOTHER'S MAIDEN NAME			
SURNAME	GINOGALING		
FIRST NAME	LEAH		
MIDDLE NAME	TAGANOS		

(Continue on separate sheet if necessary)

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**III. EDUCATIONAL BACKGROUND**

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR OR GRADUATED	SCHOLARSHIP/ ACADEMIC AWARDS RECEIVED
			From	To			
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 SCHOOL	TECH-VOCT INFORMATION COMMUNICATION 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)

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SIGNATURE	DATE	January 10, 2023
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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?  YES  NO

b. within the fourth degree (for Local Government Unit - Career Employees)?  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 Cases: \_\_\_\_\_

---

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)?  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: \_\_\_\_\_

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39. Have you acquired the status of an immigrant or permanent resident of another country?  YES  NO

If YES, give details (country): \_\_\_\_\_

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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: \_\_\_\_\_

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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

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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, OSS, SSS, PHIC, 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: 9-07-2023/ POBLACION, KABACAN, COT	

Signature (Sign inside the box)	
01/10/ 2023	



Right Thumbmark

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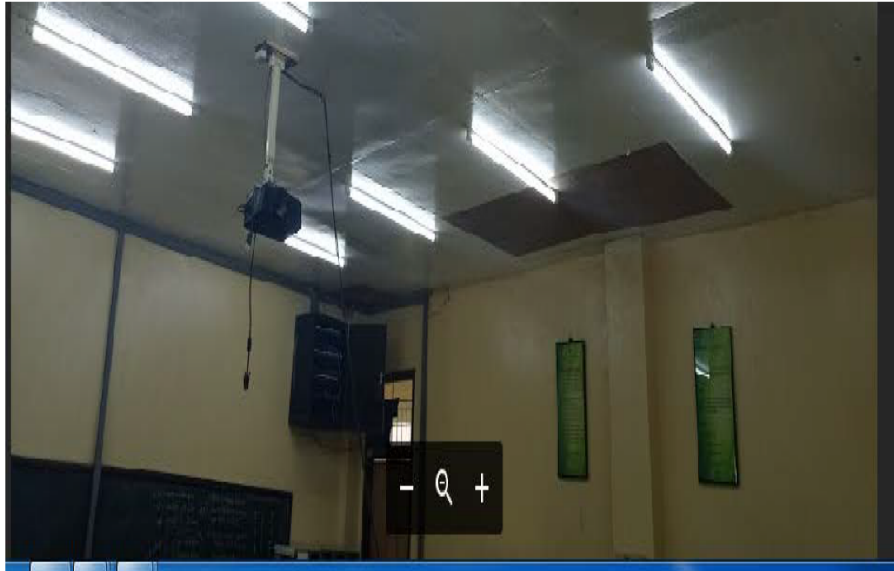
SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.




Person Administering Oath







**Natural Science/Technology/PE Facilities**

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


List of Laboratory Equipments








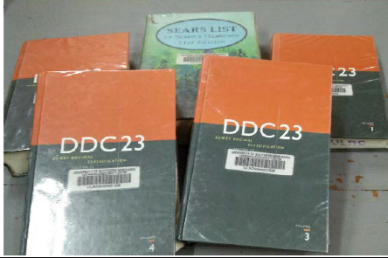
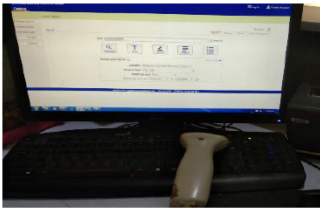
QUANTITY	EQUIPMENT	DESCRIPTION	PHOTO
150	Computer Unit	For use by instructors and students for lectures, demonstrations, laboratory activities and other related activities in laboratory rooms	
5	Projector	For use by instructors and students for lectures, demonstrations, and research purposes in laboratory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



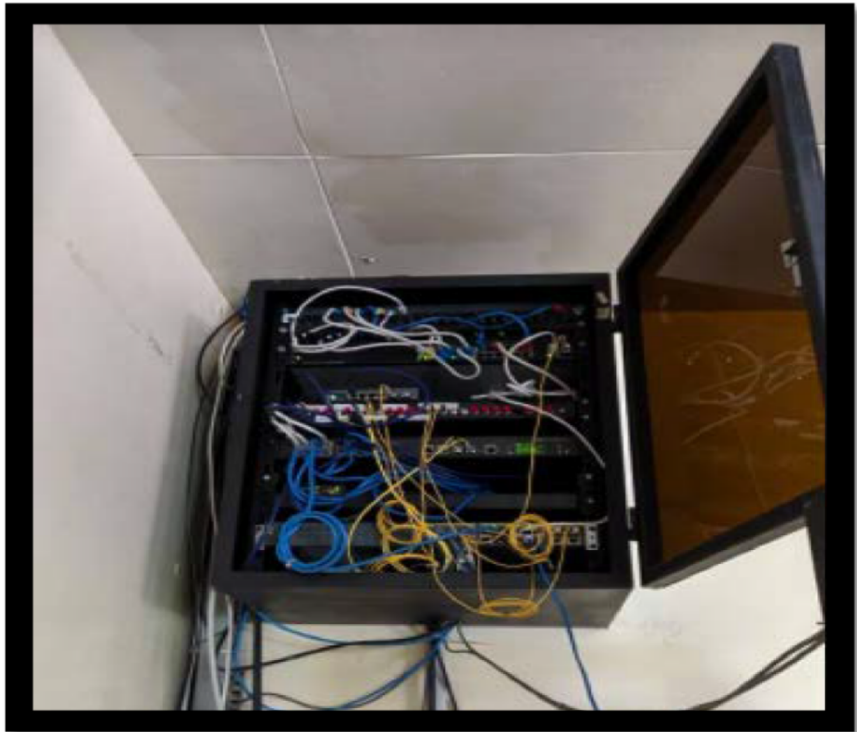
1	KEPLRC Viewing Room	For use by instructors and students for viewing related activities	
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4	Projector Screen	For use by classes that require the use of projectors	
1	Smart TV	For demonstration and use of classes that require Film Viewing and other 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.*





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.**