



AREA IX - LABORATORIES

D. SPECIAL PROVISIONS

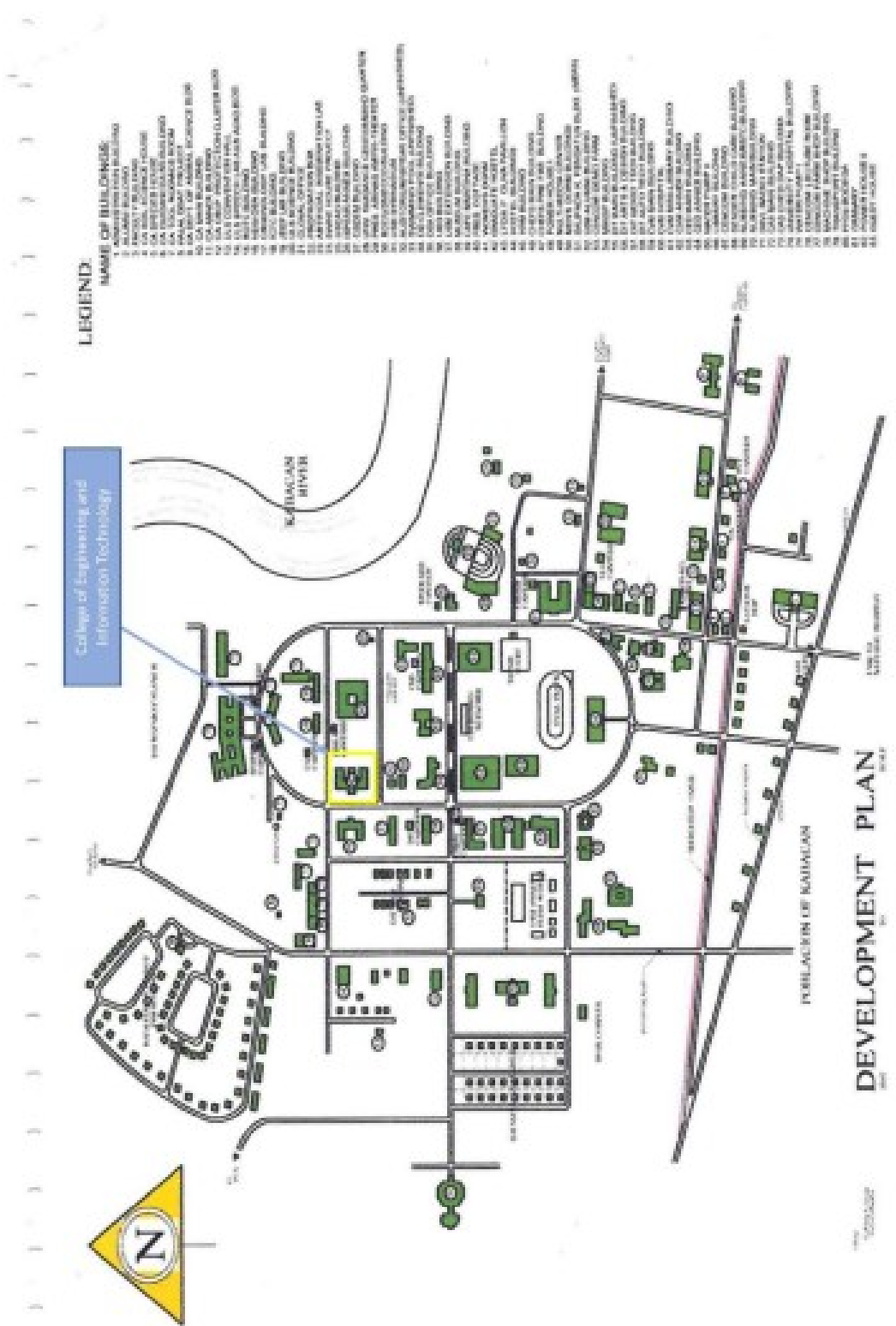
D.1. EVIDENCE OF COMPLIANCE ON THE REQUIREMENTS AND



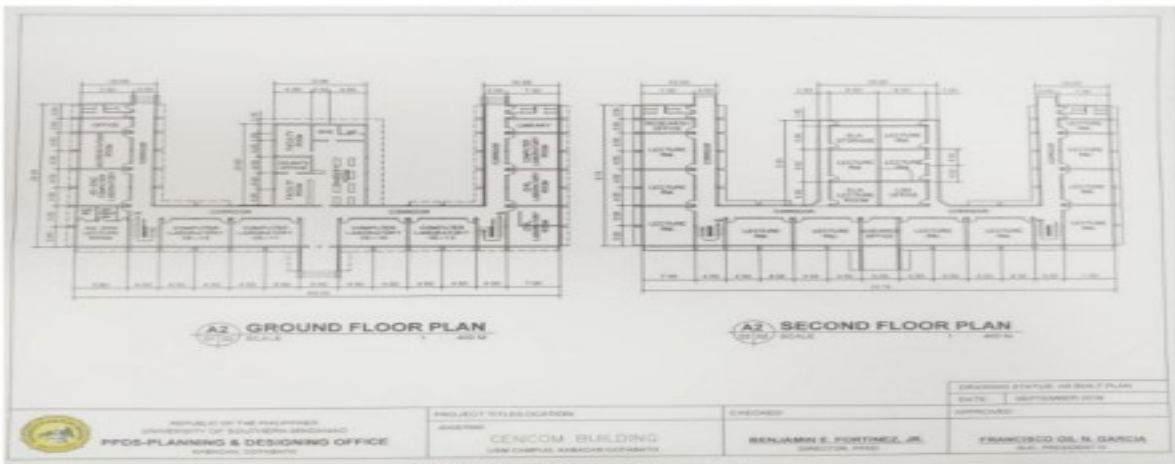
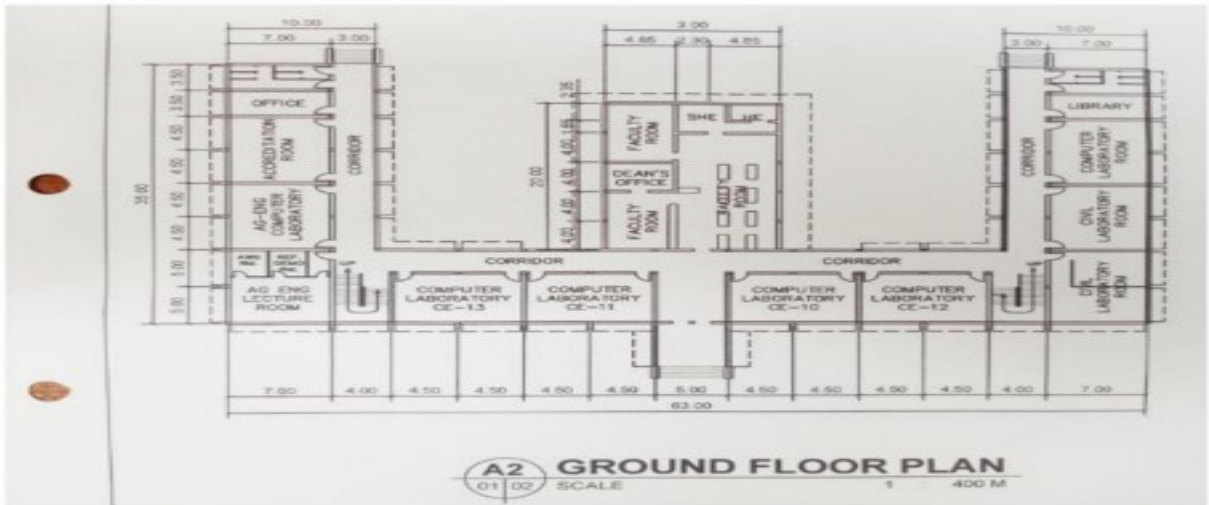
A.1 BUILDING PLAN SHOWING THE LOCATION OF LABORATORY

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



USM LABORATORY BUILDING PLANS



CEIT Building Floor Plan



CAS Main Building Plan



PERSPECTIVE

	PROJECT BY/LOCATION	DISCIPLINE	DRAWING STATUS AS BUILT PLAN
	2017/102 CAS MAIN BUILDING 1381 DAMPALE MARIKINA CEBU CITY	ARCHITECTURE	DATE: SEPTEMBER 2018
			APPROVED
		BENJAMINE FORTINEZ, JR. DIRECTOR PFGS	FRANCISCO GIL N. GARCIA SEC. PROJECT IV



FRANCISCO GIL N. GARCIA | BENJAMINE FORTINEZ, JR. | DU | 2018 | 1381 DAMPALE MARIKINA CEBU CITY

GRADUATE HOSTEL Building Floor Plan



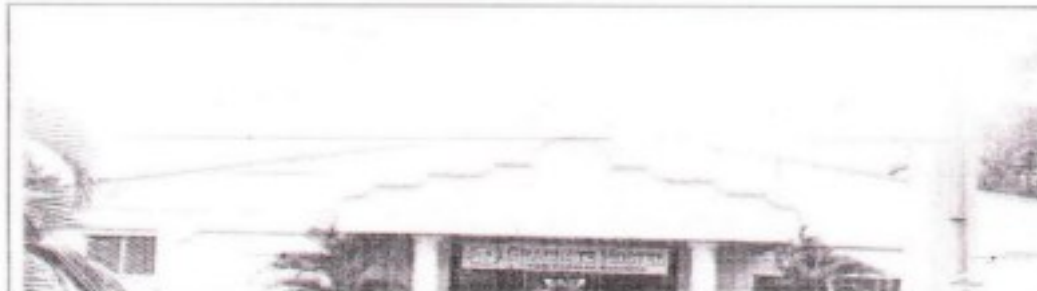
PERSPECTIVE



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
BENJAMINE FORTINEZ
DIRECTOR, PPDO



LEGEND

NAME OF BUILDING

1	GRADUATE HOSTEL BLDG.
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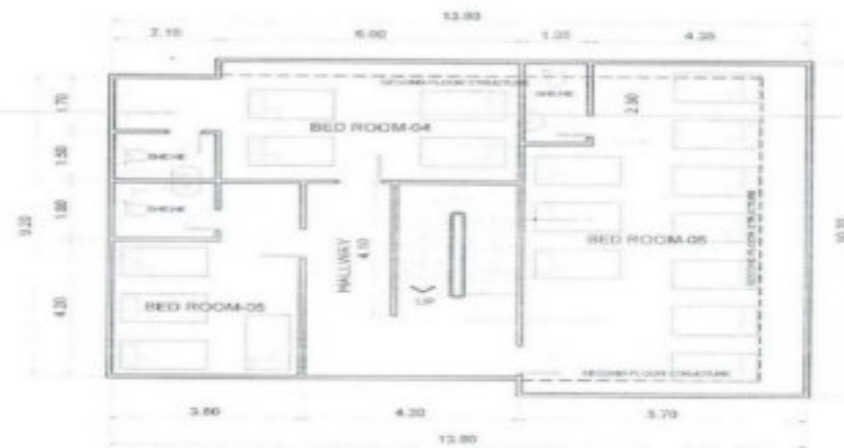
STATUS: AS BUILT PLAN
SEPTEMBER 2016

Francisco N. Gary
FRANCISCO N. GARY

CAFÉ MARTINA Building Floor Plan



SECOND FLOOR PLAN
SCALE 1 : 100 M



THIRD FLOOR PLAN
SCALE 1 : 100 M

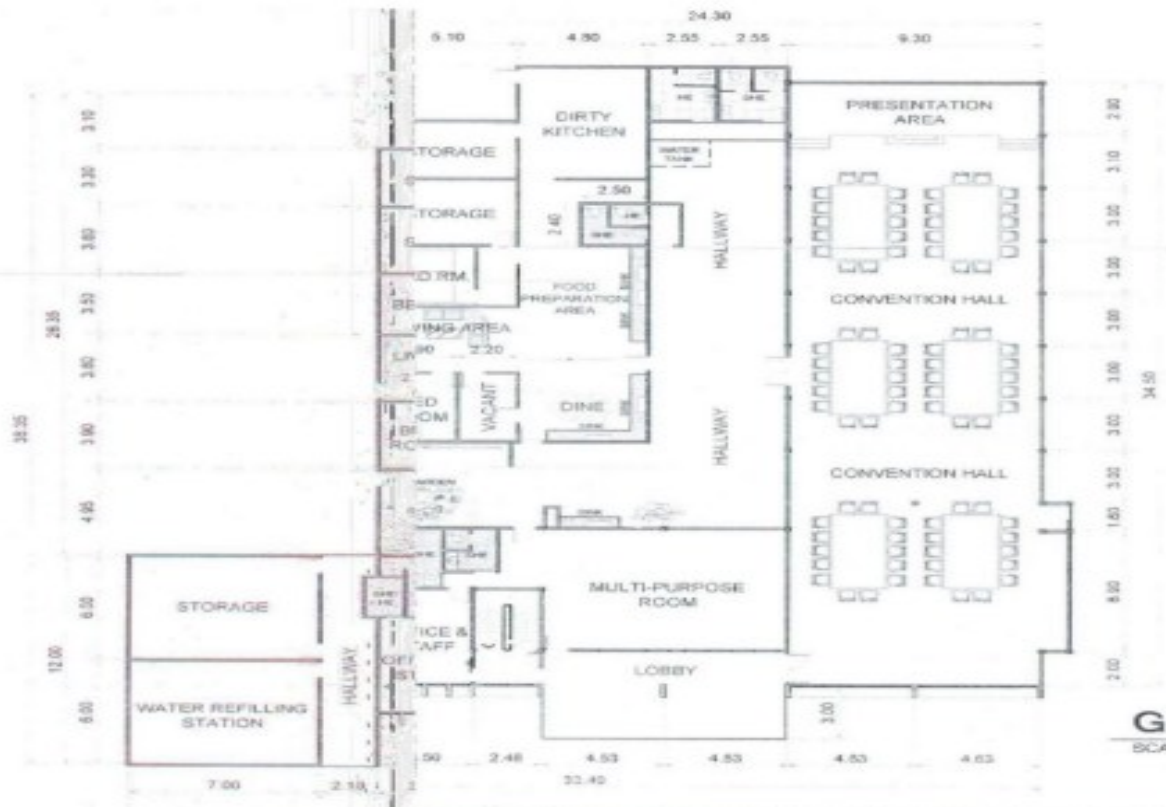


REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO
PPDS-PLANNING & DESIGNING OFFICE

PROJECT TITLE/LOCATION:
EXISTING
CAFÉ MARTINA BLDG.

CHECKED:
Benjamin E. Fortinez, Jr.
BENJAMIN E. FORTINEZ, JR.

DRAWING STATUS: AS BUILT PLAN
DATE: OCTOBER 2016
APPROVED:
Francisco S. Garcia
FRANCISCO S. GARCIA



GROUND FLOOR PLAN
SCALE 1 : 200 M

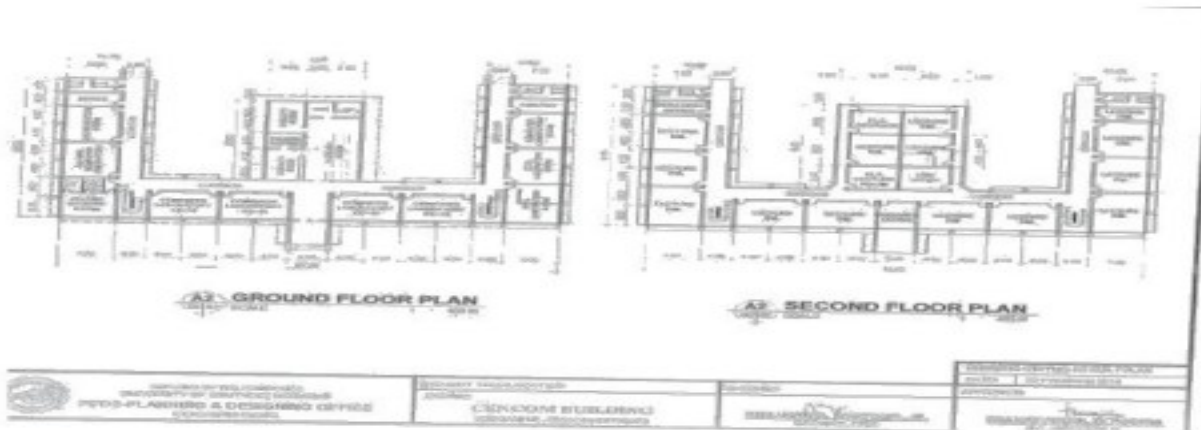
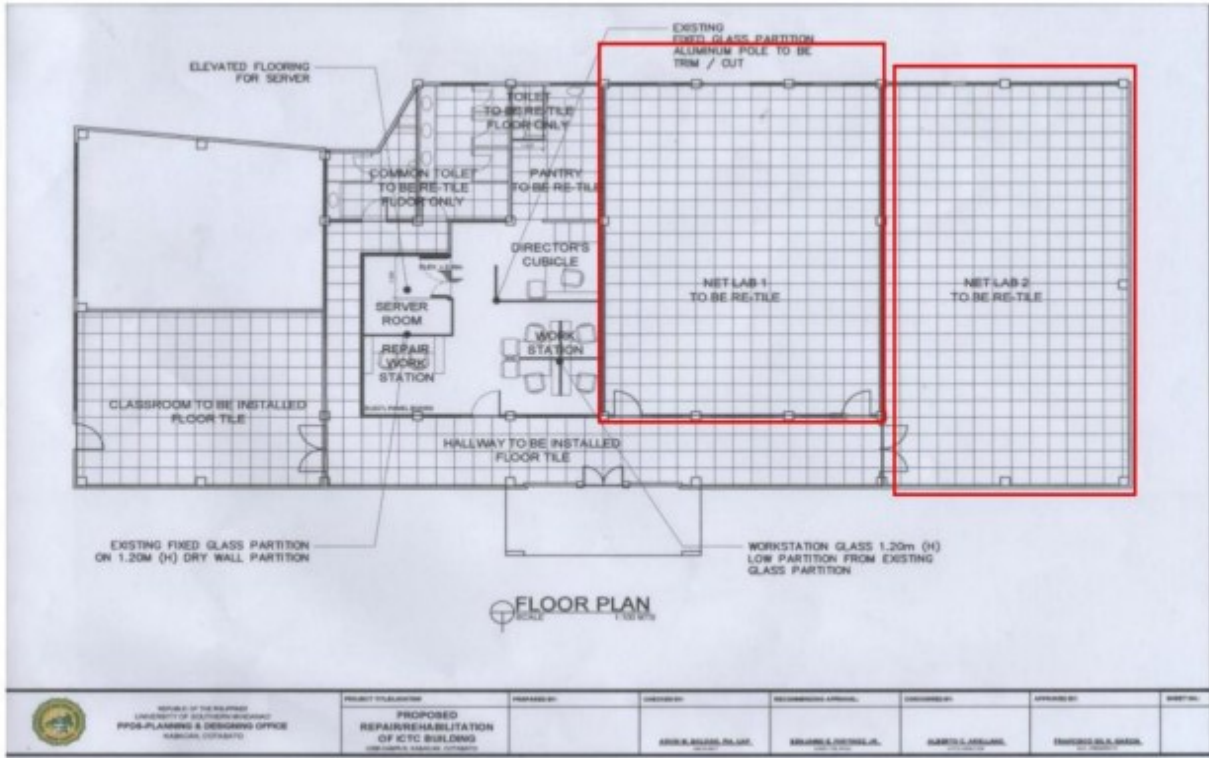
DRAWING STATUS: AS BUILT PLAN	
DATE:	OCTOBER 2016
APPROVED:	

SUBJECT TITLE/LOCATION:
CAFÉ MARTINA BLDG.

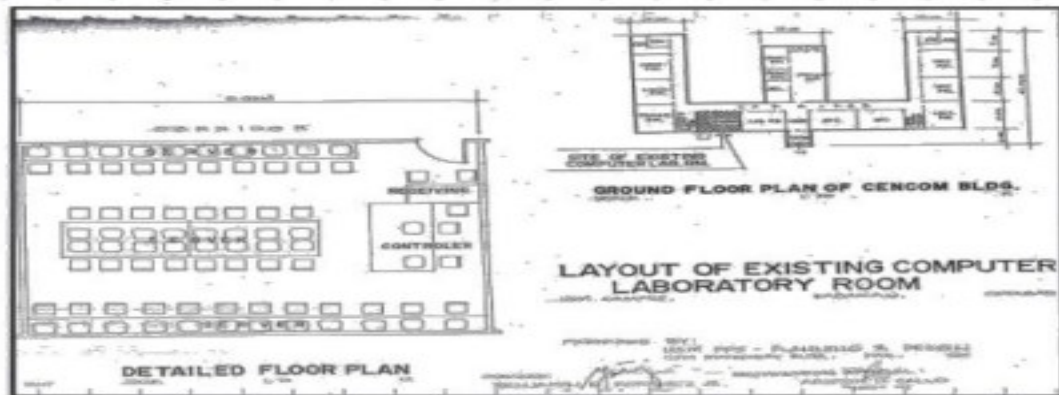
CHECKED:
BENJAMINE E. FORTINEZ, JR.

APPROVED:
FRANCISCO DI N. TARCIA

University Information Communications and Technology Center Proposed Internet Laboratory



COLLEGE OF ENGINEERING AND COMPUTING BUILDING PLAN





A2. Copy of the Laboratory lay-out Folder

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 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.

PHYSICAL EDUCATION 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

COMPUTER LABORATORY



CE 10 Computer Laboratory





**A3. INVENTORY OF
AVAILABLE EQUIPMENT,
GADGETS, FIXTURES IN
EVERY LABORATORY**

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).



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	Capa city	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	1/30/2008	30,383.00	Lab. Fee 164	Bio. Central lab.	Functional
1	Aircondition/Floor Mounted Split type	KOPPEL	KM360EA	GL248650			09/01/2018	63,000	USM Admin	Bio. Central lab.	Functional
1	Aircondition Floor mounted, split type	KOPPEL	KFM-360EA	GL248626			09/20/2018	63,000	USM Admin	BioFaculty Office	Functional
1	Aircondition/wall type	DAIKEN	FTN50AGV L9	K000855			09/20/2018		USM Admin	Micro Lab. 212	Functional
1	Aircondition/wall	DAIKEN	FTN50AGK	K000902			09/20/2018		USM Admin	Micro Lab.	Functional

USM EDL-FEB Rev. 1, 2024 (04/05)

Prepared by:

Checked by:



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

LABORATORY EQUIPMENT INVENTORY AS OF JANUARY 24, 2025

BIOLOGY CENTRAL LABORATORY

QTY	NAME OF EQUIPMENT	Brand	Model	Serial Number	Property Number	DATE OF PURCHASE	UNIT COST	SOURCE OF FUND	LOCATION	STATUS (FUNCTIONAL, FOR REPAIR, CALIBRATION / CLEANING)
1	Aircondition/Wall type	DAIKEN	FTN50AGX VLS	K000450		09/20/2018		USM Admin	Ecology Lab 215.	functional
1	Analytical balance	CHYO	AA-200 & R-180	69467	RSTC-233-002	1/18/1995	61,875.00	DOST Funded	Bio. Centra l lab.	Functional
1	Analytical balance	Biobase	BA2004C	171-0291	PCA-233-120	05/29/2017	70,800	PCAARRD	Bio. Central lab.	Functional
1	Autoclave, Digital	Hotech	YXQ	250A, 125	PCA-233-21	05/29/2017	83,020	PCAARRD	Micro-complex	Functional
1	Bacti- Cresator	Biobase				12/15/2022	28,525	Lab fee 164	Bio. Centra l lab	Functional
4	Beam Balance		310-311	9544	RSTC-25015	1/31/1996		DOST Funded	22,000.00 Bio. Central lab.	Functional
20	Ceiling fan	PANASONIC	3D	EF1L208699	LCL-233-13012	7/7/2012	1,500.00	Lab. Fee 164	Bio. Centra l 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	05/15/2015	240,000	Bio. Lab Fee	Bio. Central Lab	Functional

USM EDL-FEB Rev. 1, 2024 (04/05)

Prepared by:

Checked by:






UNIVERSITY OF SOUTHERN MINDANAO
 Kabacan Cotabato
 Philippines
 INSTITUTE OF SPORTS PHYSICAL EDUCATION AND RECREATION
INVENTORY FORM
 (Sports Equipment)
 2nd SEMESTER (2024-2025)



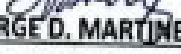
Qty	List of Equipment Description/ Specification	Function	For Repair	Condition/Status			In	Out
				Calibration	Cleaning	Condemnable		
19	Agility Ladder 6 meters w/ 12 Rungs	/					7	5
6	Badminton Net	/					4	2
6	Badminton Racket	/					5	1
15	Basketball Ball	/					9	6
15	Bosu Ball	/						15
6	Kettlebell 2Kgs	/						6
6	Kettlebell 4Kgs	/						6
6	Kettlebell 6Kgs	/						6
3	Kettlebell 8Kgs	/						6
3	Kettlebell 10Kgs	/						2
6	Kettlebell 5Kgs (10lb 4.5kgs)	/						6
3	Kettlebell 15Kgs (30lb-13.5-6 Kgs)	/						3
20	Lawn Tennis Ball	/					10	6
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	-10 kg	/						1
45	Skipping Rope	/						1
6	Softball Ball	/						45
3	Softball Ball	/					1	5
60	Table Tennis Ball	/						3
120	Table Tennis Racket	/					60	
9	Table Tennis Net	/					120	
6	Table Tennis Table (Standard)	/					9	
30	Training Cone	/					6	
20	Volleyball Ball	/						30
6	Volleyball Net	/						20
	Yoga Ball	/					2	4
6	- 45cm	/						4
3	- 55cm	/						6
3	- 65cm	/						3
3	- 75cm	/						3
60	Yoga Mat (6mm)	/						3

Prepared By:


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


Noted By:


NORGE D. MARTINEZ, EdD-PE
 Dean, ISPEAR










A4. Laboratory Manuals

A.4. Laboratory Manuals

	UNIVERSITY OF SOUTHERN MINDANAO			
	PROCEDURE FOR THE CONDUCT OF LABORATORY ACTIVITIES			
	Document No.	USM-EDL-003-Rev.3 2023-03-03	Rev. No.	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 6.4.2.1 to 6.4.2.6 and section 8.4.3	ALL	LILIAN A. LUMBAG CARLO JASON S. DELA CRUZ QUEENIE L. RUFINO MELCHIE G. PALAPAR
November 4, 2016	1	Partial	Reviewed and amended in accordance with the OMS 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  CARLO JASON S. DELA CRUZ, MAN, R.N., R.M., RSM  QUEENIE L. RUFINO, MST  MELCHIE G. PALAPAR, DMgt Name and Signature	 ANT C. SORBITO, EdD Name & Signature	 LAWRENCE ANTHONY L. DOLENTE, PhD Name & Signature	DOCUMENT CONTROL INDICATOR		
				2023-07-09	COPY



ELECTRONICALLY
RELEASED
2024.04.11



UNIVERSITY OF SOUTHERN MINDANAO		Document No.	USM-EDL-404
Procedure for the Conduct of Laboratory Activities		Rev. No.	1
			Rev. 1: 2021.03.03
			Page 1 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-Fos-Rev. 1: 2021.03.03) 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



UNIVERSITY OF SOUTHERN MINDANAO	Document No.	USM-EDL-001- Rev. 1.2021.02.03
Procedure for the Conduct of Laboratory Activities	Rev. No.	3 Page 3 of 3

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

6.4.3. Limited Face-to-Face

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

6.4.3.3. 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.

6.4.3.4. 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.

6.4.3.5. 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.

6.4.3.6. 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

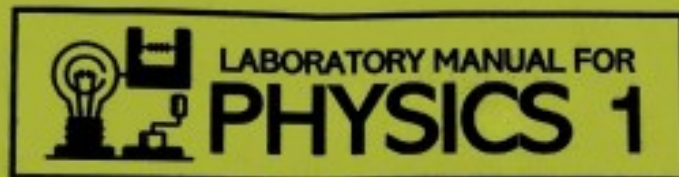
7.1. Records of this procedure shall be retained for a period of three (3) years for possible review and recall.

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)



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



Revised and Compiled by

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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
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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 Kymograph
		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 (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)	



**A5. FIRTS-AID KIT AND
ANTIDOTE CHARTS
DISPLAYED
CONSPICUOUSLY**



A.6. LIST OF SAFETY AND PRECAUTIONARY MEASURES BEING IMPLEMENTED

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

Pictures of house rules and safety reminders inside the laboratory





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
 QUATEG. IT ALSO PROVIDES VENUE FOR PHYSICAL DEVELOPMENT AND WELLNESS AMONG
 W CONSTITUENT AS WELL AS TO STRENGTHEN RELATIONSHIP AMONG STUDENTS AND
 PLOYEES.

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 1
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 WITHIN 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 IMPORTANT PURPOSE WITHOUT PRIOR NOTICE.
8. THE MANAGEMENT HAS THE RIGHT TO REPRIMAND OR BAN ANY INDIVIDUALS OR 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







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



Fire alarm and fire hose located at the CAS Building



Fire alarm in CENCOM Building



UNIVERSITY OF SOUTHERN MINDANAO

PROCEDURE FOR SAFETY OF STUDENTS AND LABORATORY STAFF

Document No. USM-EDL-005-Rev.4.2023.02.03 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. LUMBAG CARLO JASON S. DELA CRUZ QUEENNIEL RUFINO MELCHE S. PALAPAR
July 4, 2016	0	New	Newly established in accordance with the Quality Management System Requirements	ALL	JELLY GRACE B. NONESA

UNCONTROLLED

Prepared by:	Reviewed by:	Approved By:	DCC USE ONLY
LILIAN A. LUMBAG, DVM, MSAS <i>[Signature]</i>			DOCUMENT CONTROL INDICATOR
CARLO JASON S. DELA CRUZ, MAN, R.N., R.M., BSM <i>[Signature]</i>	ANITA E. SORBITO, RMD <i>[Signature]</i> Name & Signature	LAWRENCE ANTHONY U. DOLLENTE, PhD <i>[Signature]</i> Name & Signature	
QUEENNIEL RUFINO, MST <i>[Signature]</i>			MASTER <i>[Signature]</i> 0101-01-03 COPY
MELCHE S. PALAPAR, PhD <i>[Signature]</i> Name and Signature			



ELECTRONICALLY RELEASED 2024.04.11



UNIVERSITY OF SOUTHERN MINDANAO		Document No.	USM-EDL-009- Rev. 1, 2020-03-23
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.

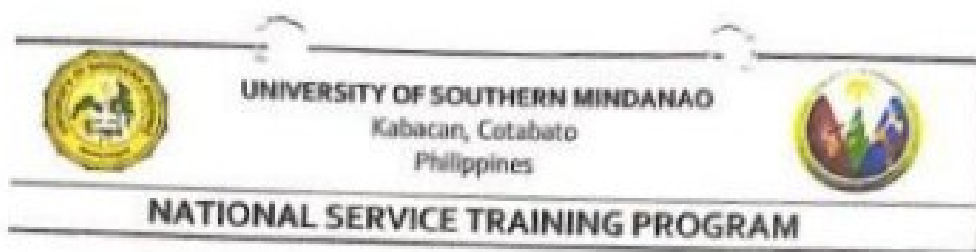
8.0 FORMS & RECORDS

- 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

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



**A.8. INVENTORY OF USABLE
COMPUTER UNITS AND
OTHER EQUIPMENT**

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	V190HVL658822090243						CEIT-CE16	WORKING
1	Monitor	NVISION	N190HD	N190SGB1A230717113						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	MMTYBSP00140500FA13511						CEIT-CE16	WORKING
1	Monitor	ACER	V226HQL	MMTYBSP00140500FAE3511						CEIT-CE16	WORKING
1	Monitor	ACER	V226HQL	MMTYBSP00140500FC03511						CEIT-CE16	WORKING
1	Monitor	ACER	V226HQL	MMTYBSP00140500FAF3511						CEIT-CE16	WORKING
1	Monitor	ACER	V226HQL	MMTYBSP0014050109E3511						CEIT-CE16	WORKING
1	Monitor	ACER	V226HQL	MMTYBSP00140500F43511						CEIT-CE16	WORKING
1	Monitor	ACER	V226HQL	MMTYBSP00140500F693511						CEIT-CE16	WORKING
1	Monitor	ACER	V226HQL	MMTYBSP00140500FD23511						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	24XS101						CEIT-CE16	WORKING
8	Keyboard	A4Tech	KRS-3	24XS100						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	V226hqj	MMTYBSP00140500FBE3511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500F543511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500F643511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500F5B3511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP001405010983511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500FBC3511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500F653511						ICT OFFICE	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500FA53511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500FAD3511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500FA33511						CEIT-CE10	WORKING

1	Monitor	acer	V226hqj	MMTYBSP00140500F663511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP001405010AB3511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500GB23511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500DSE3511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500F9C3511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500FB93511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500F6B3511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500FB13511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP001405010AA3511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP001405010AC3511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500FA43511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP001405010B53511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500FA03511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500FBB3511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500F4A3511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500F523511						CEIT-CE10	WORKING
1	Monitor	acer	V226hqj	MMTYBSP00140500FB23511						ICT OFFICE	WORKING
1	Monitor	acer	V226hqj							ICT OFFICE	WORKING
1	Monitor	nvision	EG2451 pro	EG240BHKCJHP240930868						CEIT-CE10	WORKING
1	Monitor	nvision	EG2451pro	EG240BHKCJHP240930887						CEIT-CE10	WORKING
1	Monitor	Nvision	EG2451pro	EG240BHKCJHP240930252						CEIT-CE10	WORKING
1	Monitor	Nvision	EG2451pro	EG240BHKCJHP240961427						CEIT-CE10	WORKING

1	Monitor	Nvision	EG2451pro	EG240BHKCJHP249854323						CEIT-CE10	WORKING
1	Monitor	Nvision	EG2451pro	EG240BHKCJHP240930703						CEIT-CE10	WORKING
1	Monitor	Nvision	EG2451pro	EG240BHKCJHP240961424						CEIT-CE10	WORKING
1	Monitor	Nvision	EG2451pro	EG240BHKCJHP240961434						CEIT-CE10	WORKING
1	Monitor	Nvision	EG2451pro	EG240BHKCJHP240961455						CEIT-CE10	WORKING
1	Monitor	Nvision	EG2451pro	EG240BHKCJHP240961497						CEIT-CE10	WORKING
1	Monitor	Nvision	EG2451pro	EG240BHKCJHP240930914						CEIT-CE10	WORKING
1	Monitor	Nvision	EG2451pro	EG240BHKCJHP240930897						CEIT-CE10	WORKING
1	Monitor	Nvision	EG2451pro	EG240BHKCJHP240961413						CEIT-CE10	WORKING
1	Monitor	Nvision	EG2451pro	EG240BHKCJHP240930391						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



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

A.10. PDF of the designated computer technicians

CS Form No. 212
Revised 08/27

PERSONAL DATA SHEET

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

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

Instructions: Tick appropriate boxes and use separate sheet if necessary. Indicate NA if not applicable. **DO NOT ABUSE/VALE.** (Print Name in Full) (in caps)

I. PERSONAL INFORMATION

1. SURNAME	A/TH		
2. FIRST NAME	GHARY MBAR	Date of Issuance (if any)	
3. MIDDLE NAME	GONGALING		
4. DATE OF BIRTH (month/year)	02/2000	5. C/D/ID/NO	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> By birth <input type="checkbox"/> By naturalization P/s. Indicate country
6. PLACE OF BIRTH	KABACAN, COTABATO	7. Gender of dual citizenship: (please indicate the details)	
8. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
9. MARITAL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Others:	11. RESIDENTIAL ADDRESS	12. BIRTH PLACES (ILLAGE 1) 13. BIRTH PLACES (ILLAGE 2)
10. HEIGHT (ft)	5.8	14. ZIP CODE	Baybayan Village Poblacon Cotabato Philippines
11. WEIGHT (kg)	75		Baybayan Village Poblacon Cotabato Philippines
12. BLOOD TYPE	O+	15. PERMANENT ADDRESS	16. BIRTH PLACES (ILLAGE 1) 17. BIRTH PLACES (ILLAGE 2)
13. USID ID NO.	NA	18. ZIP CODE	Baybayan Village Poblacon Cotabato Philippines
14. PASSPORT ID NO.	NA		Baybayan Village Poblacon Cotabato Philippines
15. PHILHEALTH NO.	17-20881151-5	19. TELEPHONE NO.	NA
16. SSN NO.	NA	20. MOBILE NO.	09451-4057
17. TIN NO.	029-542-000	21. E-MAIL ADDRESS (if any)	athgharymbar@gmail.com
18. AGENCY EMPLOYEE NO.	NA		

II. FAMILY INFORMATION

22. SPOUSE/SURVIVOR	22.1. FIRST NAME	NA	23. NAME of CHILDREN (Only full name and Sex all)	24. DATE OF BIRTH (month/year)
	22.2. MIDDLE NAME	NA		
	22.3. OCCUPATION	NA		
	22.4. EMPLOYER/BUSINESS NAME	NA		
	22.5. BUSINESS ADDRESS	NA		
22.6. TELEPHONE NO.		NA		
25. FATHER'S SURNAME	A/TH			
25.1. FIRST NAME	ABRABAN	Date of Issuance (if any)		
25.2. MIDDLE NAME	GARDI			
26. MOTHER'S MARRIAGE NAME	GONGALING			
26.1. SURNAME	GONGALING			
26.2. FIRST NAME	LEAH			
26.3. MIDDLE NAME	TAGANDOS			

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

28. LEVEL	29. NAME OF SCHOOL (Please fill)	30. BASIC EDUCATION/COURSE (Please fill)	31. PERIOD OF ATTENDANCE		32. HIGHEST LEVEL/UNITS LAUNCHED (if not graduated)	33. YEAR GRADUATED	34. AWARDS/ACHIEVEMENTS (School Records)
			From	To			
ELEMENTARY	KABACAN PILOT CENTRAL SCHOOL	NA	2006	2012		2012	Athlete of the Year
JUNIOR HIGH SCHOOL	KABACAN NATIONAL HIGH SCHOOL/JUNIOR HIGH SCHOOL	NA	2012	2017		2017	Athlete of the Year
SENIOR HIGH SCHOOL	UNIVERSITY OF SOUTHERN MINDANAO SENIOR HIGH SCHOOL	TELEVISION/INFORMATION COMMUNICATION TECHNOLOGY	2017	2018		2018	
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO	BACHELOR OF SCIENCE IN INFORMATION SYSTEMS	2018	2023		2023	
GRADUATE STUDIES	NA	NA	NA	NA			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 10, 2023
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CS Form 01 Revised 01/27, Page 1 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 whom 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 Case: _____

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 promiscuously 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 8072), 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

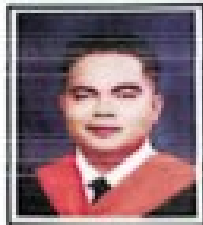
If YES, please specify ID No: _____

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.
ELIZABETH R. GENDIYA	BRGY. POBLACION, KABACAN, COTABATO	N/A
RYAN Z. GONDAGA	BRGY. POBLACION, KABACAN, COTABATO	N/A
SARILYN 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 cases against me.

Government issued ID (e.g. Passport, SSS, TIN, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Signature (Sign inside the box) 	Right Thumbprint 
Government issued ID: DRIVER'S LICENSE		
Phil. Career Passport No.: 888-04-000004		
Date/Place of Issuance: 04/2020 POBLACION, KABACAN, COT		

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

 Person Administering Oath

PERSONAL DATA SHEET

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

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

Print legibly. Use appropriate boxes and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABREVIATE.**

1. CS Form

(Use as Sup. for CSC use only)

PERSONAL INFORMATION

1. SURNAME	ELUMBARING		
FIRST NAME	JERUM	NAME EXTENSION (L, M)	
MIDDLE NAME	BARCELONA		
3. DATE OF BIRTH (mm/dd/yyyy)	8/23/1974	14. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BANSALAN, DAWAO DEL SUR	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. GSA	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other (C)	17. RESIDENTIAL ADDRESS	PURK NATIONAL Rouse/Block of No. USA/Pang Village 2 Subdivision/Village KABACAN City/Municipality
7. HEIGHT (m)	1.85 meters	2P CODE	2nd Block Street POLLOCK Barangay NORTH COTABATO Province
8. HEIGHT (ft)	60 inches		18. PERMANENT ADDRESS
9. BLOOD TYPE	A+	2P CODE	2nd Block Street POLLOCK Barangay NORTH COTABATO Province
10. ORG ID NO.	CRN-829-1381-3333-1		19. TELEPHONE NO.
11. EMPLOY ID NO.	NONE	20. MOBILE NO.	0940405589
12. PAID HEALTH NO.	17-025302298-4	21. E-MAIL ADDRESS (if any)	jelumbaring@sum.edu.ph
13. SSN NO.	NONE		
14. TIN NO.	280-029-922-000		
15. AGENCY EMPLOYEE NO.	08-02213		

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 (L, M)		N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/ORGANIZATION NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ELUMBARING			
FIRST NAME	VALENTIN			
MIDDLE NAME	MELICA			
25. MOTHER'S MARRIAGE NAME				
SURNAME	BARCELONA			
FIRST NAME	ANITA			
MIDDLE NAME	VILLAMOR			

(Continue on separate sheet if necessary)

EDUCATIONAL EXPERIENCE

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ DEGREE AWARDED (if not graduated)	YEARS COMPLETED	SCHOOL/OTHER ACADEMIC AGENCIES ATTENDED
			From	To			
ELEMENTARY	UNIVERSITY OF SOUTHERN MINDANAO KINER ELEMENTARY	Primary Education	1981	1988	Graduated	1988	with honors
SECONDARY	UNIVERSITY LABORATORY SCHOOL	High School	1987	1992	Graduated	1992	N/A
VOCATIONAL / TRADE COURSE	UNIVERSITY OF SOUTHERN MINDANAO KINER COTABATO (TEC)	Special Trade Course (Mechanically)			Graduated	1992	N/A
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO KINER COTABATO (TEC)	BS Agriculture (Plant Breeding and Genetics)	1992	1997	Graduated	1997	N/A
GRADUATE STUDIES	UNIVERSITY OF SOUTHERN MINDANAO KINER COTABATO	Systems 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

29 VOLUNTARY WORK OR INVOLVEMENT IN COMMUNITY SERVICE (Title in full)				
NAME & ADDRESS OF ORGANIZATION (Title in full)	INCLUDE DATES (month/year)		NUMBER OF HOURS	POSITION/NATURE OF WORK
	From	To		
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 Multidisciplinary Research Inc.	5/30/2019	5/30/2020		

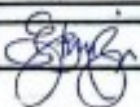
(Continue on separate sheet if necessary)

30 LEARNING AND DEVELOPMENT (E.E.O. INTERVENTIONS/WORKSHOP/WORKSHOPS/ACTIVITIES)					
TITLE OF LEARNING AND DEVELOPMENT INTERVENTION/TRAINING PROGRAMS (Title in full)	INCLUDE DATES OF ATTENDANCE (month/year)		NUMBER OF HOURS	Type of LEARNING/Development/Supervisor (Indicate)	CONDUCTED/SPONSORED BY (Title in full)
	From	To			
MINDANAO WIDE FOLK DANCE WORKSHOP	1/27/2024	1/28/2024	16	PARTICIPANT	NATIONAL COMMISSION FOR CULTURE AND THE ARTS
TOD and Test Development Refresher Course	9/19/2023	9/19/2023	16	Participant	University of Southern Mindanao
MASTS UORRMG Organizational Meeting and Planning Workshop	9/26/2023	9/27/2023	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
2 nd	4/24/2021	4/24/2021	8.0	Participant	POCARB Summit, SNAP Philippines
National Conference on Qualitative Researches in Social Science, Human Resource, Education and Market Pedagogy	4/25/2021	4/25/2021	8.0	Participant	Notre Dame of Cebu College University

(Continue on separate sheet if necessary)

31 OTHER INFORMATION		
31 SPECIAL SKILLS and HOBBIES	32 NON-ACADEMIC DISTINCTIONS / RECOGNITION (Title in full)	33 MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Title 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
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16. 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 _____

17. 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 _____

18. 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 _____

19. 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 _____

20. 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 promiscuously campaign for a national or local candidate? YES NO
If YES, give details _____

21. Have you acquired the status of an immigrant or permanent resident of another country? YES NO
If YES, give details (country) _____

22. 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 8532), 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. _____

23. REFERENCES (Persons not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL. NO.
Fiera Garcia	USM Avenue, Poblacion, Kabacan	0484045589
Judy Garcia	Ylanueva Subd. Phase 1, Pob., Kaba	0282168812
Anita Sorbito	Plang 1, Pob., Kabacan	9109813588



24. 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 cases against me.

Government Issued ID (e.g. Passport, CRD, SSL, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: Drivers License

ID/License/Passport No: M-48-13-804298

Date/Place of Issuance: 8/23/2018 Kabacan



Signature (Sign inside the box)
JON 31, 2023
Date Accomplished



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


NERISSA DE LA VERA, PhD
Public Administrator
Public Administrator Office

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases 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	JUGAS		
FIRST NAME	RAY JOHN		NAME EXTENSION (L, SR, JR)
MIDDLE NAME	MAGBANUA		
3. DATE OF BIRTH (mm/dd/yyyy)	11/27/1996	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	UPPER BAGUER, POGAWAYAN, COTABATO	Field of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other(s)	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village POGAWAYAN City/Municipality
7. HEIGHT (m)	1.70	18. PERMANENT ADDRESS	Purok 3 Street CAPIYURAN Barangay COTABATO Province
8. WEIGHT (kg)	88	19. TELEPHONE NO.	NA
9. BLOOD TYPE	B+	20. MOBILE NO.	094926348
10. OSS ID NO.	2006574023	21. E-MAIL ADDRESS (if any)	
11. PRC-IBIG ID NO.	1212-7931-6237		
12. PHILHEALTH NO.	17-029648625-6		
13. BSS NO.	35-1091608-8		
14. TIN NO.	767-216-213		
15. AGENCY EMPLOYEE NO.	24-10009		

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 (L, SR, JR)		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 (L, SR, JR)	
MIDDLE NAME	GARCIA		NA	
25. MOTHER'S MAREN NAME	PCLARON			
SURNAME	JUGAS			
FIRST NAME	PE			
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		HIGHEST LEVEL/ UNITS GAINED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
				From	To			
	ELEMENTARY	CAPIYURAN ELEMENTARY SCHOOL	ELEMENTARY	2003	2009		2009	
	SECONDARY	PRESBITERO NATIONAL HIGH SCHOOL	HIGH SCHOOL	2009	2013		2013	
	VOCATIONAL / TRADE COURSE	PTC-POGAWAYAN	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
-----------	---	------	-------------------

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:35%;">NAME</th> <th style="width:35%;">ADDRESS</th> <th style="width:30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>NESTOR AYSON</td> <td>PRESBITERO, PIGAWAYAN, COTABATO</td> <td>9096957755</td> </tr> <tr> <td>JERRY T. PAMONTE</td> <td>KABACAN, COTABATO</td> <td>9686073488</td> </tr> <tr> <td>MARICEL G. DAYADAY, EdD</td> <td>KIDAPAWAN, COTABATO</td> <td>9333322263</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	NESTOR AYSON	PRESBITERO, PIGAWAYAN, COTABATO	9096957755	JERRY T. PAMONTE	KABACAN, COTABATO	9686073488	MARICEL G. DAYADAY, EdD	KIDAPAWAN, COTABATO	9333322263
NAME	ADDRESS	TEL. NO.											
NESTOR AYSON	PRESBITERO, PIGAWAYAN, COTABATO	9096957755											
JERRY T. PAMONTE	KABACAN, COTABATO	9686073488											
MARICEL G. DAYADAY, EdD	KIDAPAWAN, COTABATO	9333322263											
<p>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.</p>													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Government Issued ID (i.e. Passport, ODS, ODS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: National ID</td> </tr> <tr> <td>ID/License/Passport No.: 2845-8348-2132-7143</td> </tr> <tr> <td>Date/Place of Issuance: 07-31-2023/PIGAWAYAN</td> </tr> </table>	Government Issued ID (i.e. Passport, ODS, ODS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: National ID	ID/License/Passport No.: 2845-8348-2132-7143	Date/Place of Issuance: 07-31-2023/PIGAWAYAN	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 10px;">  Signature (Sign inside the box) FEBRUARY 20, 2025 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) FEBRUARY 20, 2025 Date Accomplished							
Government Issued ID (i.e. Passport, ODS, ODS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID: National ID													
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<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 10px;">  Right Thumbprint </td> </tr> </table>	 Right Thumbprint	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 10px;">  JUGAS, BAY JOHN MAGBANUA </td> </tr> </table>	 JUGAS, BAY JOHN MAGBANUA										
 Right Thumbprint													
 JUGAS, BAY JOHN MAGBANUA													
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 200px; height: 40px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													

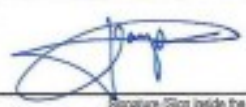
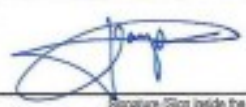


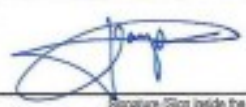

PERSONAL DATA SHEET

WARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/complaint cases 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 NA if not applicable. DO NOT ABBREVIATE. 1. CSC 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 <small>(mm/dd/yyyy)</small>	1/10/1981	16. 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	MANILA	If holder of dual citizenship, please indicate the details.					
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female						
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: _____						
7. HEIGHT (m)	57 1/2	17. RESIDENTIAL ADDRESS		OSORNA ST. Street POBLACION Barangay KIDAPAWAN CITY NORTH COTABATO Province			
8. WEIGHT (kg)	170 lbs	ZIP CODE		9400			
9. BLOOD TYPE	AB	18. PERMANENT ADDRESS		BR 4 Lot 8 Lake Camp. House/Block of No. Street Andres Village POBLACION Subdivision/Village Barangay Kidapawan City NORTH COTABATO City/Municipality Province			
10. OSS ID NO.	011-1328-7004-6	ZIP CODE		9400			
11. PAG-IBIG ID NO.	1010-0345-7103	19. TELEPHONE NO.					
12. PHILHEALTH NO.	160304815231	20. MOBILE NO.		0913403884			
13. ESS NO.	33-51900-999	21. E-MAIL ADDRESS (if any)		joccampo@usm.edu.ph			
14. TIN NO.	282811818						
15. AGENCY EMPLOYEE NO.							
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		MAULME HALENETTE P. OCAMPO ICRI JERIC P. OCAMPO VICTOR ANGELO P. OCAMPO		8/28/2010 10/19/2012 12/16/2018		
MIDDLE NAME	PORTILLO						
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						
MIDDLE NAME	MERCADO						
25. MOTHER'S MIDDEN NAME	GALVEZ						
SURNAME							
FIRST NAME	JOCELYN						
MIDDLE NAME	TAJUM		(Continue on separate sheet if necessary)				
III. EDUCATIONAL BACKGROUND							
26. LEVEL	NAME OF SCHOOL <small>(Write in full)</small>	BASIC EDUCATION/DEGREE/COURSE <small>(Write in full)</small>	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED <small>(if not graduated)</small>	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Espania Debra Santos Elem School	ELEMENTARY EDUCATOR	6/13/1988	3/15/1994		1994	
SECONDARY	Andres Univ. A. Mabini High School	SECONDARY EDUCATION	6/3/1994	3/23/2005		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 college	
GRADUATE STUDIES							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE	Feb. 14, 2025		CS FORM 212 (Revised 2017), Page 1 of 4	

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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 (skolboron) in the public or private sector?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>40. Pursuant to: (a) Indigenous People's Act (RA 6371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ALBERTO ARELLANO</td> <td>KABACAN, NORTH COTABATO</td> <td>9486668950</td> </tr> <tr> <td>EUGENE RANJO</td> <td>KABACAN, NORTH COTABATO</td> <td>9481712703</td> </tr> <tr> <td>MELECIO CORDERO JR.</td> <td>MILANG, NORTH COTABATO</td> <td>9989863576</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ALBERTO ARELLANO	KABACAN, NORTH COTABATO	9486668950	EUGENE RANJO	KABACAN, NORTH COTABATO	9481712703	MELECIO CORDERO JR.	MILANG, NORTH COTABATO	9989863576
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MELECIO CORDERO JR.	MILANG, NORTH COTABATO	9989863576											
<p>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 cases against me.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Government issued ID (e.g. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government issued ID: USM EMPLOYEE ID</td> </tr> <tr> <td>ID/Passport No.: 12-8249</td> </tr> <tr> <td>Date/Place of Issuance: 12/15/2012 Kabacan</td> </tr> </table>	Government issued ID (e.g. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government issued ID: USM EMPLOYEE ID	ID/Passport No.: 12-8249	Date/Place of Issuance: 12/15/2012 Kabacan	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: middle;">  Signature (Sign inside the box) February 14, 2025 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) February 14, 2025 Date Accomplished	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: middle;">  Right Thumbprint </td> </tr> </table>	 Right Thumbprint					
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 Signature (Sign inside the box) February 14, 2025 Date Accomplished													
 Right Thumbprint													
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 200px; height: 40px; margin: 10px auto; text-align: center;"> <p>Person Administering Oath</p> </div>													

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	GULAMALUDIN, 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 ADMINISTRATIVE	BALIWAN, BUTCH MAGANAKA	M	P	main	ELECTRICAL
19	ASSISTANT III	AFDAL, MOEM MANAMPAN	M	P	main	ELECTRICAL
20	ADMINISTRATIVE OFFICER I	VITALES, CESARIO III CBAEL	M	P	main	ELECTRICAL

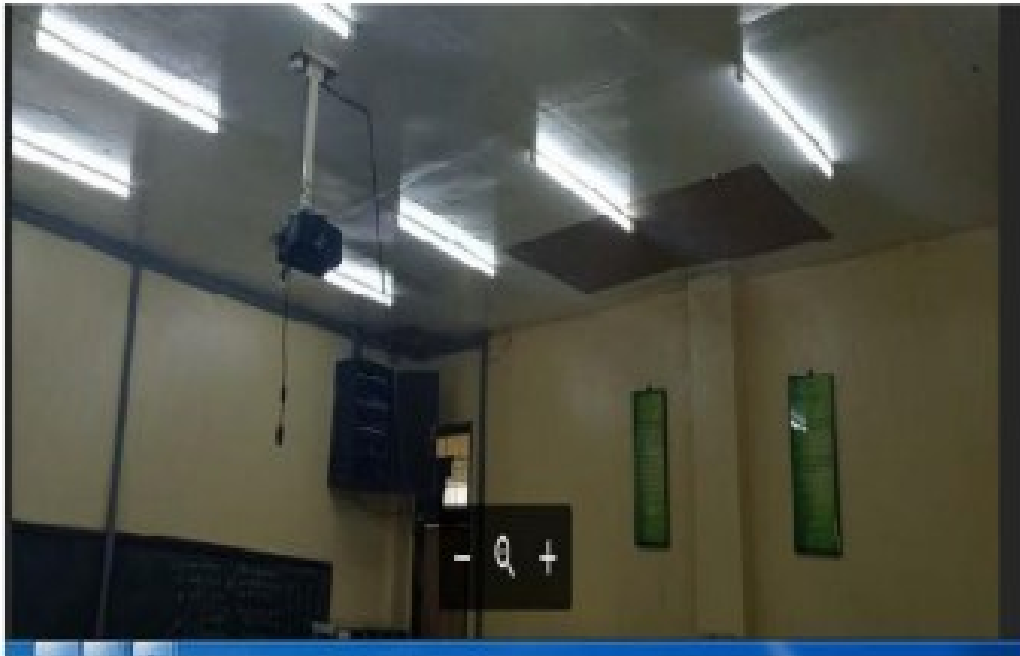





A.11. INVENTORY OF EQUIPMENT, FIXTURES, APPARATUSES, SUPPLIES AND MATERIALS



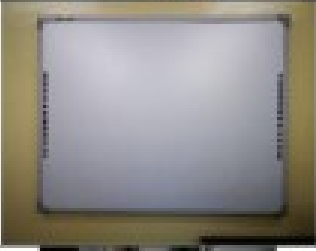
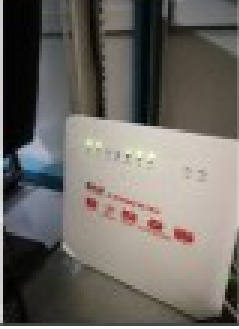


Natural Science/Technology/PE Facilities

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	



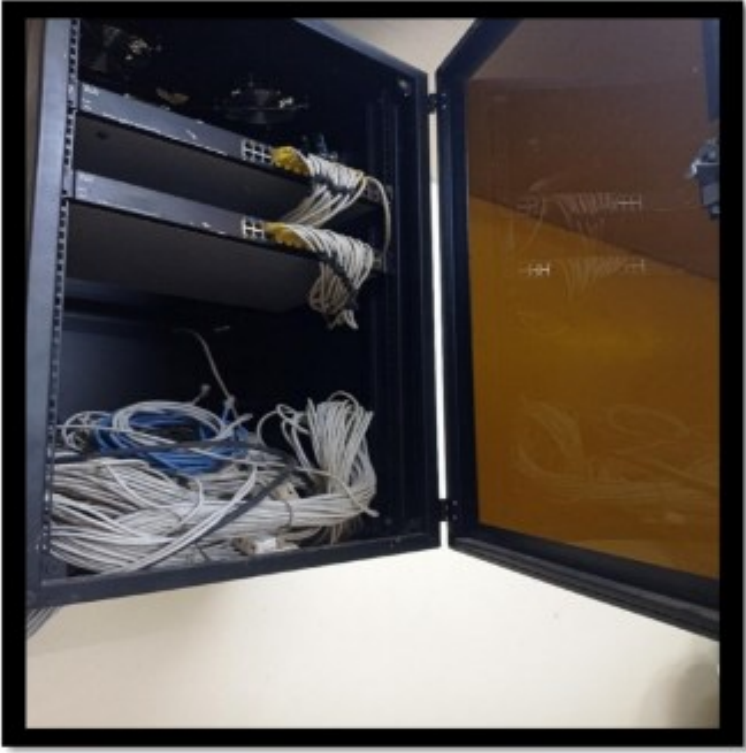
1	KEPLRC Viewing Room	For use by instructors and students for viewing related activities	
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4	Projector Screen	For use by classes that require the use of projectors	
1	Smart TV	For demonstration and use of classes that require Film Viewing and other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

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**

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.