

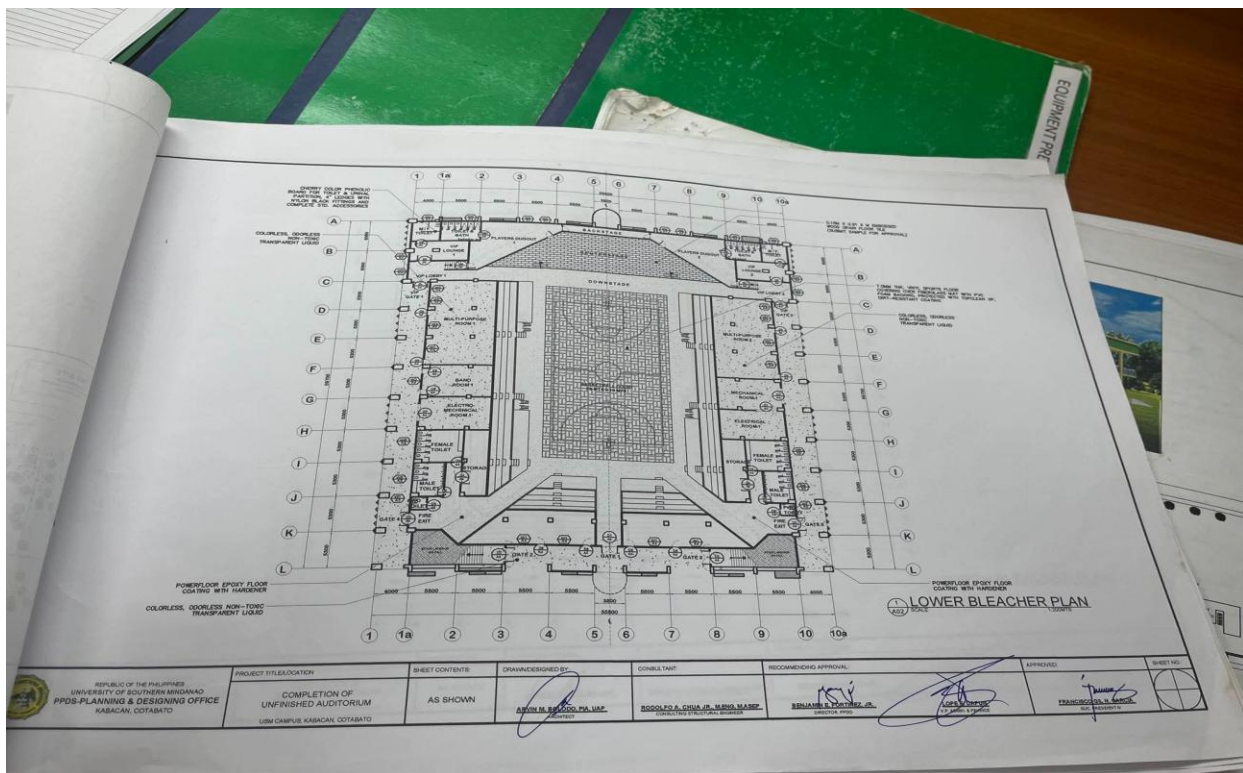


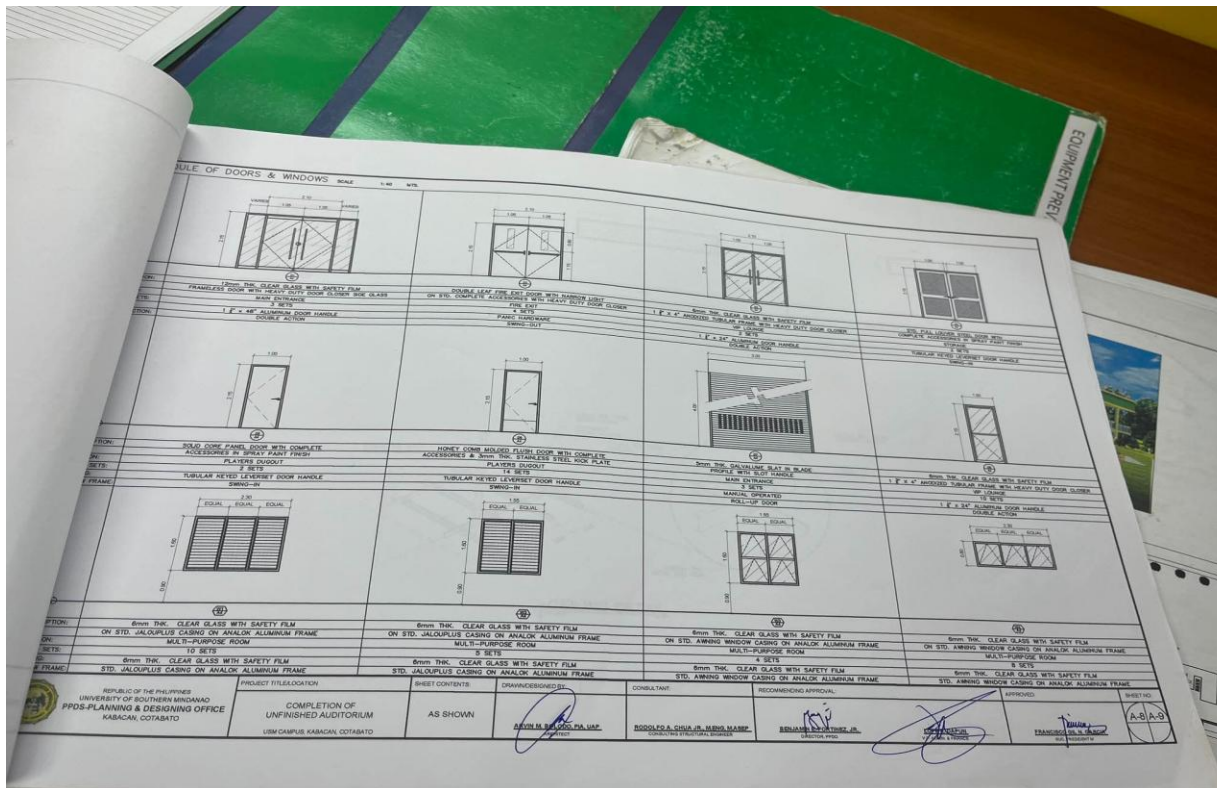
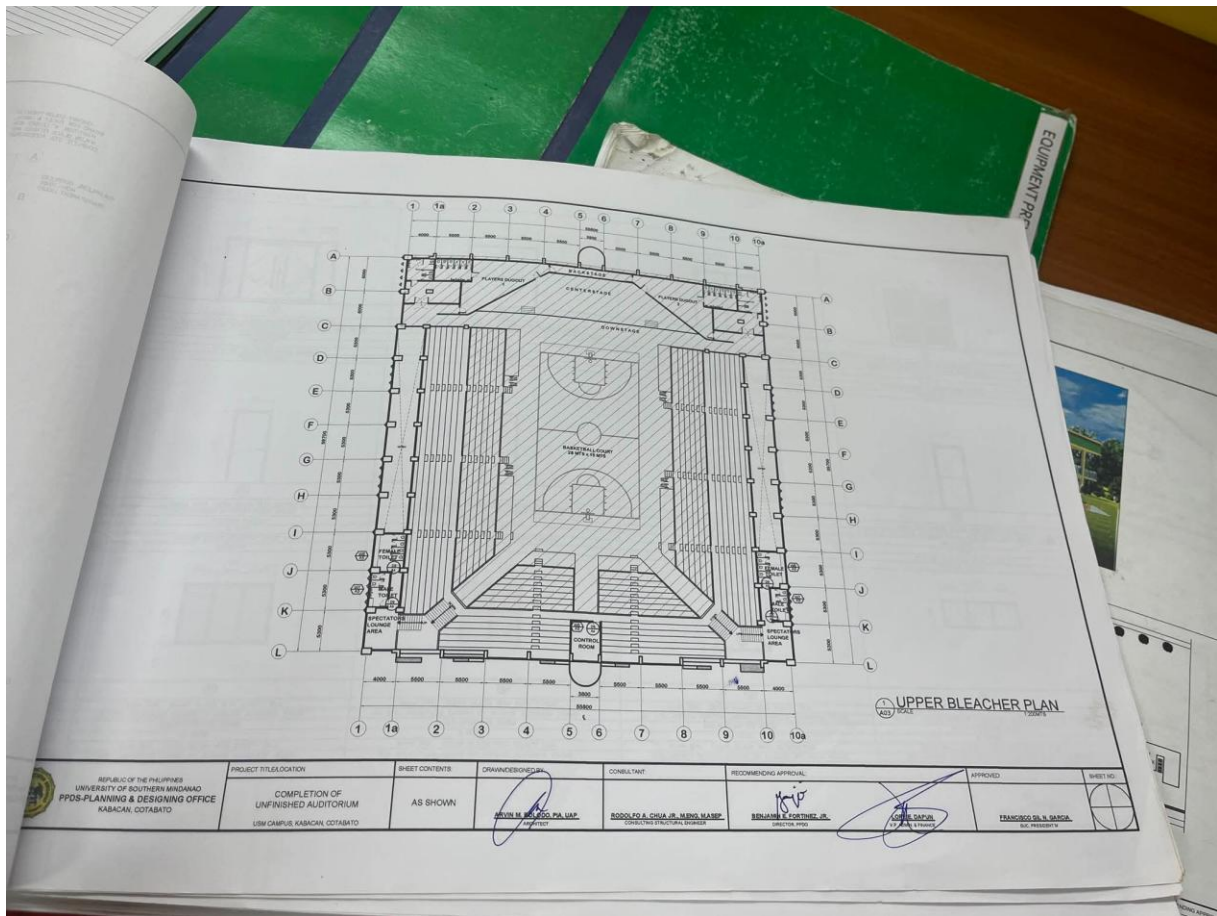
Area VIII - Physical Plant and Facilities

PRELIMINARY SURVEY VISIT

F. Assembly and Athletic Facilities

F.1. Lay-out of the Sports Center







University Auditorium



University Parade Ground/Open Sports Field



Volleyball Court



University Gymnasium/Indoor Sports



Lawn Tennis Area



Table Tennis Area



Pickleball Area



Baseball Area



Sepak Takraw Area



Softball Area



University Amphitheater



Fitness Center

F2. Inventory of sports facilities.

Article	New Property Number	Qty	Unit	Unit Cost	Total Cost	Date Acquired	Est. Useful Life	Scrap Value	Yearly Depr'n	Depr'n for the Period	Depr'n for Prior Year	Total Accum. Depr'n	Net Book Value	Accountable Officer	Remarks
# Fumehood	2022-05-11-0002-00-01-07-06	1.0	unit	140,000.00	140,000.00	01/26/2022	10	7,000.00	13,300.00	13,300.00	25,491.66	38,791.66	101,208.34	Quisado, Joseph S.	
# Fumehood	2022-05-11-0003-00-01-07-06	1.0	unit	140,000.00	140,000.00	01/26/2022	10	7,000.00	13,300.00	13,300.00	25,491.66	38,791.66	101,208.34	Quisado, Joseph S.	
# HPL Laboratory Table	2022-05-11-0013-00-01-10-03	1.0	unit	173,000.00	173,000.00	11/07/2022	10	8,650.00	16,435.00	16,435.00	19,174.17	35,609.17	137,390.83	Salvador, Marlon T.	
# HPL Laboratory Table	2022-05-11-0014-00-01-10-03	1.0	unit	173,000.00	173,000.00	11/07/2022	10	8,650.00	16,435.00	16,435.00	19,174.17	35,609.17	137,390.83	Salvador, Marlon T.	
# HPL Laboratory Table	2022-05-11-0015-00-01-10-03	1.0	unit	173,000.00	173,000.00	11/07/2022	10	8,650.00	16,435.00	16,435.00	19,174.17	35,609.17	137,390.83	Salvador, Marlon T.	
# Bottom freezer refrigerator w/ inverter panasonic	2024-98-99-003-00-01-10-01	1.0	unit	52,995.00	52,995.00	04/11/2024	5	2,649.75	10,069.05	6,712.70	0.00	6,712.70	46,282.30	Salvador, Marlon T.	
# Electronics/Digital Lab Equipments	2023-05-11-059-00-01-11	1.0	lot	214,841.00	214,841.00	12/22/2023	10	10,742.05	20,409.90	20,409.89	0.00	20,409.89	194,431.11	Lunod, Jeanalen P.	
# Vertical pelletizer machine	2023-05-11-0106-00-01-06	1.0	unit	85,000.00	85,000.00	08/14/2023	10	4,250.00	8,075.00	2,691.66	0.00	2,691.66	82,308.34	Oliva, Vic Laurence P.	
# Analytical Balance	2024-05-11-0102-00-01-18	1.0	unit	60,000.00	60,000.00	12/23/2024	10	3,000.00	5,700.00	0.00	0.00	0.00	60,000.00	Tanabe, Ma. Elena N.	
Sub - Total					8,327,364.00					522,237.67		4,698,334.53			
											4,176,096.86	3,629,029.47			
10605130 Sports Equipment															
1 Profi Channel Mixing Console	for condemn	1.0	unit	60,000.00	60,000.00	03/12/2007	10	3,000.00	5,700.00	0.00	57,000.00	57,000.00	3,000.00	Diagoc, Priscila P.	FD
2 2-Way Speaker System	for condemn	1.0	unit	107,000.00	107,000.00	03/12/2007	10	5,350.00	10,165.00	0.00	101,650.00	101,650.00	5,350.00	Mancera, Marlon A.	FD
3 Digital Score Board	2011-05-13-0003-00-04-01-18	1.0	set	75,000.00	75,000.00	01/27/2011	10	3,750.00	7,125.00	0.00	71,250.00	71,250.00	3,750.00	Java, Virus P.	FD
4 Portable Sound System	2020-05-02-0002-00-19	1.0	set	83,950.00	83,950.00	12/29/2020	10	4,197.50	7,975.25	7,975.25	31,901.00	39,876.25	44,073.75	Neri, Altair V.	
10605140 Technical and Scientific Equipment															
# Portable Basketball Backstop	2023-05-13-0001-00-04-01-18	1.0	unit	835,000.00	835,000.00	03/13/2023	10	41,750.00	79,325.00	79,325.00	66,104.16	145,429.16	689,570.84	Java, Moreno B.	
# Keyboard	2023-05-14-0004-00-01-17-03	1.0	unit	126,000.00	126,000.00	09/04/2023	10	6,300.00	11,970.00	11,970.00	2,992.50	14,962.50	111,037.50	Seguritan, Idelfonso	
1 Drum Set & Cymbals Ride	2023-05-14-0005-00-01-17-03	1.0	set	72,000.00	72,000.00	09/04/2023	10	3,600.00	6,840.00	6,840.00	1,710.00	8,550.00	63,450.00	Seguritan, Idelfonso	
# Bass Drum	2023-05-14-0006-00-01-17-03	1.0	unit	75,000.00	75,000.00	09/04/2023	10	3,750.00	7,125.00	7,125.00	1,781.25	8,906.25	66,093.75	Seguritan, Idelfonso	
# Electric Guitar	2023-05-14-0007-00-01-17-03	1.0	unit	57,500.00	57,500.00	09/04/2023	10	2,875.00	5,462.50	5,462.50	1,365.62	6,828.12	50,671.88	Seguritan, Idelfonso	
# Portable Basketball Backstop	2023-05-13-0002-00-04-01-18	1.0	unit	835,000.00	835,000.00	03/13/2023	10	41,750.00	79,325.00	79,325.00	66,104.16	145,429.16	689,570.84	Java, Moreno B.	
# Musical Instruments	2023-05-14-0012-00-01-17-03	1.0	lot	362,890.00	362,890.00	09/04/2023	10	18,144.50	34,474.55	34,474.55	11,491.52	45,966.07	316,923.93	Seguritan, Idelfonso	
Sub - Total					2,689,340.00					232,497.30		645,847.51			
											413,350.21	2,043,492.49			
10606010 Motor Vehicles															
1 Insulation Multimeter	2021-05-14-0001-00-02-04	1.0	unit	60,427.36	60,427.36	01/21/2021	10	3,021.37	5,740.60	5,740.60	16,743.42	22,484.02	37,943.34	Abril, Eugene Mars H.	
2 Biobase Incubator	2024-05-11-0103-00-01-08	1.0	unit	85,835.00	85,835.00	01/22/2024	5	4,291.75	16,308.65	14,949.60	0.00	14,949.60	70,885.40	Tanabe, Ma. Elena N.	
Sub - Total					146,262.36					20,690.20		37,433.62			
											16,743.42	108,828.74			
10606010 Motor Vehicles															
1 Toyota Jeep	2005-06-01-0038-00114	1.0	unit	50,000.00	50,000.00	12/13/2005	7	2,500.00	7,091.84	0.00	47,500.00	47,500.00	2,500.00	Gomez, Roberto L.	FD
1 Fire Truck	2006-06-01-0001-0009	1.0	unit	866,500.00	866,500.00	03/31/2006	7	43,325.00	122,901.53	0.00	823,175.00	823,175.00	43,325.00	Fortinez, Jr., Ramonito B.	FC

Article	New Property Number	Qty	Unit	Unit Cost	Total Cost	Date Acquired	Est. Useful Life	Scrap Value	Yearly Dep'n	Dep'n for the Period	Dep'n for Prior Year	Total Accum. Dep'n	Net Book Value	Accountable Officer	Remarks
1 Toyota Fortuner	2011-06-01-0002-0000204	1.0	unit	1,468,100.00	1,468,100.00	09/23/2011	7	73,405.00	199,242.14	0.00	1,394,695.00	1,394,695.00	73,405.00	Fortinez, Jr., Benjamin F.	FD
1 Mitsubishi Adventure	2011-06-01-0003-000204	1.0	unit	480,000.00	480,000.00	11/28/2007	7	24,000.00	68,081.63	0.00	456,000.00	456,000.00	24,000.00	Ferre, Orlando B.	FD
1 Toyota Coaster	2016-06-01-0004-000204	1.0	unit	3,490,696.00	3,490,696.00	12/29/2016	7	174,534.80	473,737.31	0.00	3,316,161.20	3,316,161.20	174,534.80	Fortinez, Jr., Benjamin F.	FD
1 Tri-Wheeler	2021-06-01-0053-00-02-04	1.0	unit	199,900.00	199,900.00	11/14/2021	7	9,995.00	27,129.29	27,129.29	56,519.35	83,648.64	116,251.36	Sanama, Edgar O.	
1 Tri-Wheeler		1.0	unit	199,900.00	199,900.00	11/14/2021	7	9,995.00	27,129.29	27,129.29	56,519.35	83,648.64	116,251.36	Fortinez, Jr., Benjamin F.	
1 Tri-Wheeler	2021-06-01-0050-00-02-04	1.0	unit	199,900.00	199,900.00	11/14/2021	7	9,995.00	27,129.29	27,129.29	56,519.35	83,648.64	116,251.36	Ferre, Orlando B.	
1 High Side Pick-up	2022-06-01-00024-00-01-04	1.0	unit	1,214,520.00	1,214,520.00	12/05/2022	7	60,726.00	164,827.71	164,827.71	164,827.71	329,655.42	884,864.58	Fortinez, Jr., Benjamin F.	
11 Double Cab Pick-up	2023-06-01-0051-00-02-01-03	1.0	unit	1,620,000.00	1,620,000.00	12/07/2023	7	81,000.00	219,857.14	219,857.14	18,321.42	238,178.56	1,381,821.44	Ferre, Orlando B.	Note: 535,000 - Fund 06
11 Tri-wheeler	2021-06-01-0053-00-02-04	1.0	unit	199,900.00	199,900.00	11/15/2021	7	9,995.00	27,129.29	27,129.29	56,519.34	83,648.63	116,251.37	Ladra, Rizard D.	
11 Tri-wheeler	2024-06-01-0055-00-01-04-01	1.0	unit	217,588.00	217,588.00	12/20/2024	7	10,879.40	29,529.80	0.00	0.00	0.00	217,588.00	Balungay, Maria Annaliza T.	
Sub - Total					10,207,004.00					493,202.01		6,939,959.73			
												6,446,757.72			3,267,044.27
10607010 FURNITURES AND FIXTURES															
1 Driftwood Artifacts	2007-07-01-00004-00-01-16	1.0	set	100,000.00	100,000.00	07/21/2007	10	5,000.00	9,500.00	0.00	95,000.00	95,000.00	5,000.00	Martinez, Susan S.	FD
1 Mobile Shelving	2021-07-01-003-01-01	1.0	lot	879,000.00	879,000.00	08/09/2021	10	43,950.00	83,505.00	83,505.00	194,845.00	278,350.00	600,650.00	Maghiray, Robert C.	
1 Sofa	2021-07-01-001-00-02; 2021-07-01-002-00-02	2.0	pcs	52,150.00	104,300.00	12/03/2021	10	5,215.00	9,908.50	9,908.50	19,817.00	29,725.50	74,574.50	Estiloso, Emer M.	

Inventory of Sports Facilities



UNIVERSITY OF SOUTHERN MINDANAO
 Kabacan Cotabato
 Philippines



INSTITUTE OF SPORTS PHYSICAL EDUCATION AND RECREATION

INVENTORY FORM

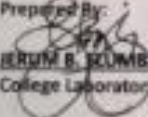
(Sports Equipment)

1st SEMESTER (2024-2025)


Qty	List of Equipment Description/ Specification	Function	Condition/Status				In	Out
			For Repair	Calibration	Cleaning	Condemnable		
4	Arnis Body Vest	/					2	8
5	Arnis Groin Guard (F)	/					5	4
7	Arnis Groin Guard (M)	/					5	4
19	Arnis Head Gear	/					17	2
6	Arnis Kick Board	/					6	
12	Arnis Padded Kick	/					12	
10	Arnis Shin Guard	/					8	2
	Athletic Baton	/						
2	Athletic Discus Throw (M)	/						2
	Athletic Discus Throw (F)	/						3
3	Athletic Javelin Throw (M)	/						1
1	Athletic Javelin Throw (F)	/						1
1	Athletic Measuring Tape	/						
	Athletic Pistol Gun	/						
	Athletic Pistol Gun	/						1
1	Athletic Shotgun (F)	/						1
1	Athletic Shotgun (M)	/						12
12	Badminton Grip	/					4	7
4	Badminton Net	/						
25	Badminton Racket	/					10	
6	Badminton Shuttlecock (Feather)	/						
14	Badminton Shuttlecock (Plastic)	/					10	
4	Baseball Ball	/					4	4
9	Baseball Bat	/					5	6
2	Baseball Body Vest	/						2
4	Baseball Glove	/					4	13
5	Baseball Helmet	/					5	2
1	Baseball Home Plate	/						1
3	Baseball Knee & Shinguard	/					1	2
3	Baseball Mask	/						4
	Baseball Pitchers Plate	/						
8	Basketball Ball	/					1	8
2	Basketball Net	/					2	29
3	Basketball Ring	/					2	1
16	Chess Board	/					16	9
6	Chess Clock	/					6	6
2	Dart Board	/						2
	Dart Pins/ Accessories Kit	/						
40	Lawn Tennis Ball	/					40	
tubes								18
18	Lawn Tennis Racket	/						10
10	Sepak Takraw Ball	/						2
24	Sepak Takraw Net	/						

5	Soccer Ball	/				5	
6	Soccer Cone	/					6
	Soccer Net	/					
2	Softball Ball	/				2	
2	Softball Bat	/				2	
	Softball Rubber Plates	/					
15	Softball Gloves	/					15
4	Swimming Goggles	/				7	11
11	Swimming Kick Board	/				11	7
	Swimming Pull Bouy	/					
27	Table Tennis Ball	/					
5	Table Tennis Net	/				5	
40	Table Tennis Racket	/				40	
22	Taekwondo Armor	/				22	
14	Taekwondo Arm Guard	/				12	15
23	Taekwondo Shin Guard	/				23	4
17	Taekwondo Groin Guard (F)	/				15	2
12	Taekwondo Groin Guard (M)	/				10	2
2	Taekwondo Hand Gloves	/				2	3
19	Taekwondo Head Gear	/					19
6	Taekwondo Kick Pads	/					6
	Taekwondo Punching Bags	/					
5	Volleyball Antenna	/					5
4	Volleyball Ball	/				2	8
2	Volleyball Net	/				2	2

Prepared By:


Jeron B. Kumburin, MAEd-PE
 College Laboratory In-Charge

Noted By:


Norge D. Martinez, EdD-PE
 Dean, ISPEAR




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




Qty.	Description/ Specification	Function	Condition/Status				In	Out
			For Repair	Calibration	Clearing	Condemnable		
19	Agility Ladder 6 meters w/ 12 Rungs	/					7	5
6	Badminton Net	/					4	4
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	/					3	
6	Kettlebell 5Kgs (30lb 4.5kgs)	/						6
3	Kettlebell 15Kgs (30lb-13.5-6 Kgs)	/						3
20	Lawn Tennis Ball	/					10	8
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	/					59	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	Shuttlecock (Plastic)	/					9	10
45	Skipping Rope	/						45
	Slam Ball (Weights: kg)	/						
2	-1 kg	/						2
2	-2 kg	/						2
2	-3 kg	/						2
2	-4 kg	/						2
2	-5 kg	/						2
1	-6 kg	/						1
1	-7 kg	/						1
1	-8 kg	/						1

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

Prepared by:


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

Noted By:


NORGE D. MARTINEZ, EdD-PE
 Dean, ISPEAR

Sports Storage Facilities



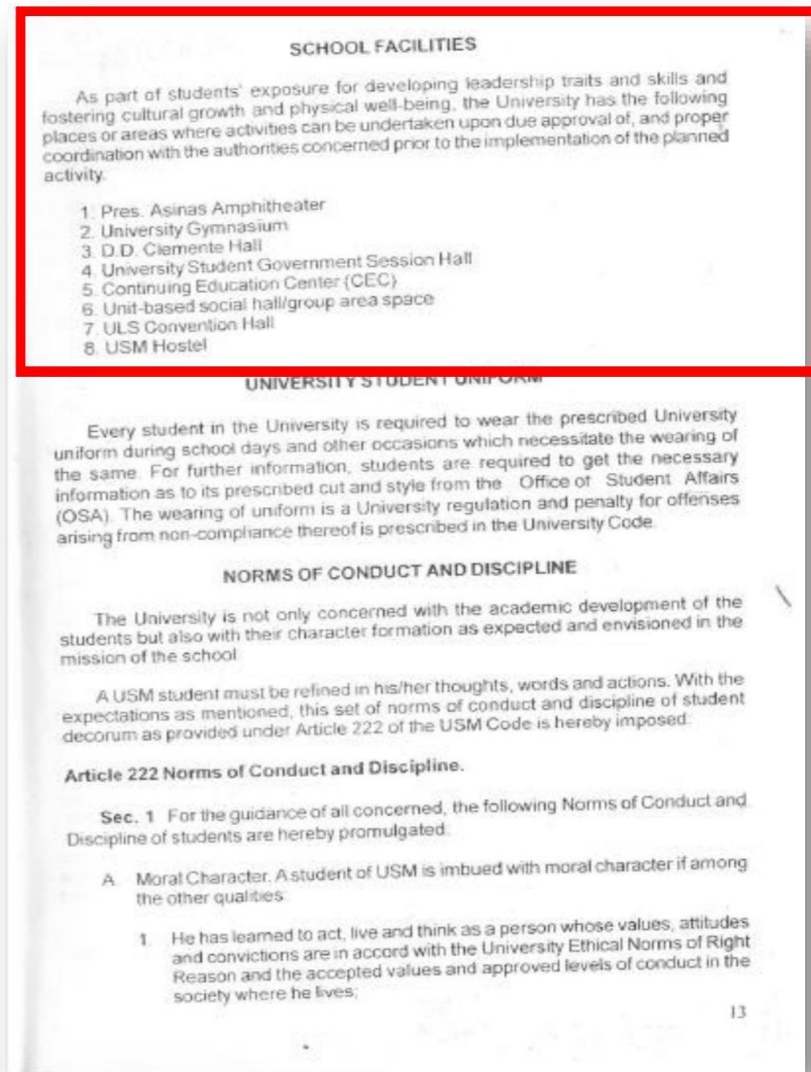
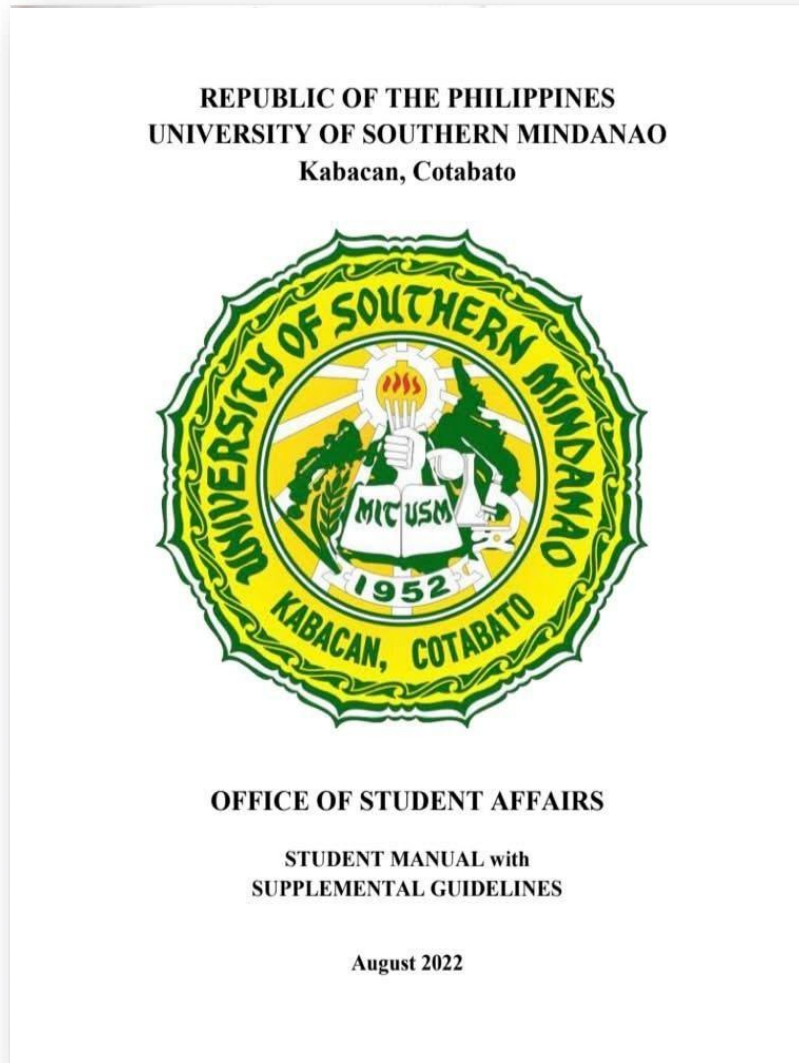


F.3. List of Assembly Halls

Facility	Total Area (Sqm)	Capacity	Acoustics (Please Check)		Nature Of Activity That Can Be Accommodated
			With	Without	
UNIVERSITY GYMNASIUM	1,577	1,500	/		Athletic And Cultural Activities, Meetings, Convocations, Symposium And Other Academic Related Activities And Events
UNIVERSITY AUDITORIUM	3, 107.16	2,500		/	Athletic And Cultural Activities, Meetings, Convocations, Symposium And Other Academic Related Activities And Events
PRESIDENT ASINAS AMPHITHEATER	3, 441	3,000		/	Convocations, Athletic And Cultural Activities, Commencement Exercises
ULS CONVENTION HALL	600	800	/		Convocations, Seminars, Meetings And Conferences
UNIVERSITY TENNIS COURT	2,148	300		/	Sports Activities
ATHLETIC OVAL	15,000	100		/	Sports Activities
PLAYGROUND	60,000	7,000		/	Sports Activities
CAS LOBBY	328	400		/	Seminars, Meetings, Convocations Programs And Exhibits
CAS STUDENT PARK	473	300		/	Meetings, Outdoor Assembly
D.D. Clemente Hall (1st Hall)	243	200		/	Meetings, Seminars Conferences
USM HOSTEL FUNCTION HALL I	84	60		/	Seminars, Conferences
USM HOSTEL FUNCTION HALL II	84	60		/	Seminar, Conferences
USM HOSTEL PAVILION	279	300		/	Socials, Seminars, Special Occasions
CED- AVR	190	150		/	Seminars, Conferences, Meetings
CAFE MARTINA	1, 095	400	/		Seminars, Conferences, Meetings

CA- AVR	90	200		/	Seminars, Conferences, Meetings
CHS- AVR	110	200		/	Seminars, Conferences, Meetings
University Commercial Building	1,203	1,200		/	Seminars, Conferences, Meetings
CASS-AVR	90	200		/	Seminars, Conferences, Meetings
USMARC-AVR	100	150		/	Seminars, Conferences, Meetings

F.4, Copy of rules and regulations in the use of assembly halls and sports/athletic facilities.



RULES GUIDELINES IN USING SPORTS FACILITIES

USM TENNIS COURTS ARE MAINTAINED AND MANAGED BY THE ISPEAR. ITS PRIMARY PURPOSE IS TO CATER THE NEEDS OF THE P.E STUDENTS BOTH BASIC AND MAPEH MAJORS. ITS FUNCTION IS TO PROVIDE VENUE FOR THE SKILL DEVELOPMENT AND ENHANCEMENT OF THEIR KNOWLEDGE OF THE GAME OF TENNIS, PROVIDE BETTER FACILITIES TO DEVELOP COMPETENCIES, PRODUCE QUALIFIED AND COMPETENT GRADUATES. IT ALSO PROVIDES VENUE FOR PHYSICAL DEVELOPMENT AND WELLNESS AMONG USM CONSTITUENT AS WELL AS TO STRENGTHEN RELATIONSHIP AMONG STUDENTS AND EMPLOYEES.

RULES & GUIDELINES

- 1. USM STUDENTS, VARSITY ATHLETES AND EMPLOYEES ARE GIVEN THE PRIORITY TO USE THE FACILITIES FROM 6:00 AM TO 6:00 P.M.*
- 2. TRAININGS AND PRACTICES NOT UNDER THE SPORTS PROGRAM OF USM SHALL SEEK PERMIT ADDRESSED TO THE OFFICE OF THE PRESIDENT THROUGH CHANNEL THE INSTITUTE OF SPORTS, PHYSICAL EDUCATION AND RECREATION (ISPEAR), NO PERMIT, NO TRAINING*
- 3. USERS SHALL TAKE CHARGE OF THEIR WASTED AND GARBAGE BEFORE LEAVING THE COURTS.*
- 4. COURTS NUMBERS 1 AND 2 ARE FOR VARSITY ATHLETES FOR THEIR AFTERNOON TRAININGS 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 THE 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 COURT FOR A VERY IMPORTANT PURPOSE WITHOUT PRIOR NOTICE.*
- 8. THE MANAGEMENT HAS THE RIGHT TO REPRIMAND OR BANNED ANY INDIVIDUALS OR GROUPS UPON VIOLATION ANY OF THE LAWN TENNIS COURT RULES AND GUIDELINES.*

USM Management



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

Goal/s of the Academic Unit

1. Proper Attire is Required

All players must wear appropriate sportswear and non-marking rubber shoes when using the facilities.

2. Varsity Athletes Have Priority Access

Varsity teams and athletes have priority in the use of sports facilities, especially during training hours and preparations for competitions.

3. Respect Facility Equipment

Use all sports equipment properly. Damaging, misusing, or removing equipment without permission is strictly prohibited.

4. No Food or Drinks on Playing Areas

Only water is allowed inside the playing areas. Food, soda, and other beverages are to be consumed in designated zones.

5. Clean as You Go

All users are responsible for cleaning up their trash and keeping the facility neat and orderly after use.

6. No Rough Play or Unsportsmanlike Conduct

Any form of violence, foul language, bullying, or dangerous play will not be tolerated and may result in suspension of facility privileges.

7. Use at Own Risk

The school is not liable for injuries incurred during play. All users are encouraged to warm up and play responsibly.

8. Observe Time Limits

To accommodate all users, respect the assigned time slots. Overstaying without approval may lead to penalties or revoked access.

9. No Unauthorized Coaching or Training Sessions

Only school-approved or officially scheduled training, coaching, or classes are allowed within the premises.

10. Follow Staff Instructions at All Times

Facility personnel and staff must be respected. Their decisions regarding safety, order, and rule-enforcement are final.

Prepared By:

JEROME S. SUBARIN
Laboratory In-Charge

Noted By:

NORGE D. MARTINEZ
Dean, ISPEAR



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

GUIDELINES AND POLICIES FOR BORROWING
SPORTS EQUIPMENT

1. **Borrowing Schedule.** Sports equipment may be borrowed during office hours only and must be returned on the same day unless otherwise approved.
2. **Borrower Eligibility.** Only enrolled students, varsity players, faculty, or staff with valid ID are allowed to borrow equipment.
3. **Reservation of Equipment.** Equipment may be reserved in advance, especially for team training, PE classes, or official school events.
4. **Logbook Entry.** Borrowers must fill out the equipment logbook completely, including name, ID number, item borrowed, date, and time.
5. **ID Policy.** A valid school ID must be surrendered as collateral and will be returned once the equipment is returned in good condition.
6. **Proper Use.** Equipment must be used only for its intended purpose and within approved areas (e.g., gym, court, field).
7. **Care and Responsibility.** Borrowers are responsible for the proper care of the equipment. Any loss or damage will be charged to the borrower.
8. **Return Policy.** Equipment must be returned promptly after use. Late returns without valid reason may result in borrowing restrictions.
9. **Inspection Before and After Use.** All items will be inspected before release and upon return. Damaged or incomplete items will not be accepted without explanation.
10. **Sanctions for Violations.** Repeated misuse, loss, or failure to return equipment may lead to suspension of borrowing privileges or disciplinary action.

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JERSON B. LUMDABING
Laboratory in Charge

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UNIVERSITY OF SOUTHERN MINDANAO
Institute of Sports Physical Education and Recreation
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GUIDELINES AND POLICIES ON THE USE OF SPORTS FACILITIES
(Badminton, Lawn Tennis, Sepak Takraw, Basketball, Volleyball, Pickleball)


General Guidelines:

1. Facility Use
 - For approved school activities only (e.g., PE classes, varsity training, official events, and student recreation).
 - Walk-ins must get permission from the sports coordinator.
2. Priority Access
 - Varsity teams and official school events are prioritized.
3. Proper Attire
 - Wear appropriate sportswear and non-marking shoes for court use.
 - No slippers, sandals, or street shoes allowed.
4. Reservation
 - Reserve the court at least 3 days in advance.
5. Supervision
 - Activities must be supervised by a coach or faculty-in-charge.
6. Equipment Use
 - Return all borrowed equipment after use.
 - Report any damages immediately.
7. Cleanliness
 - Clean the area after use.
 - Dispose of trash properly.
8. Prohibited Actions
 - No food, drinks, smoking, horseplay, or vandalism inside the courts.
 - No unauthorized decorations or setup changes.
9. Noise Control
 - Loud music or shouting that disturbs others is not allowed.
10. First Aid
 - A first-aid kit must be available during physical activities.
11. Disciplinary Action
 - Violations may result in suspension of facility privileges.

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Guidelines and Policies on the use of the
USM-ISPEAR Sports Facilities

Guidelines and Policies for Using the Gymnasium and Auditorium
General Rules (For Both Gym and Auditorium):

1. Use with Permission. Only approved school activities, events, and practices are allowed. Ask permission before use.
2. Reservation is Required. Book the facility at least 3 days in advance through the Sports Office.
3. Priority Users. Varsity teams and official school events will be given first priority.
4. Wear Proper Attire. Wear appropriate sports or event attire. No slippers, sandals, or street shoes allowed inside.
5. Keep It Clean. Clean up after use. Throw trash in the proper bins.
6. Be Safe. A teacher, coach, or staff must supervise all activities. Have a first-aid kit ready.
7. Use Equipment Properly. Return borrowed equipment. Report any damage immediately.
8. No Smoking, Drinking, or Vandalism. Strictly prohibited. Violators will face penalties.
9. No Unauthorized Decorations or Changes. Do not put decorations, signs, or change anything without permission.
10. Report Damages. Users will pay for any damage caused. The school is not responsible for lost items.

Gymnasium Rules:

1. Open Hours. 7:00 AM to 9:00 PM on weekdays. Weekends by request only.
2. Court Use. Only use the courts for allowed sports like basketball or volleyball.
3. Varsity First. Varsity players have priority during training season.
4. Spectator Area. Stay in the viewing area. Don't litter or throw things.
5. Sound System. Keep volume low. Don't disturb other users or classes.

Auditorium Rules:

1. Lights and Sound. Only trained staff can use technical equipment.
2. Stage Use. Only performers or event staff are allowed on stage.
3. Seats and Setup. Don't move or damage chairs and stage setup.
4. Rehearsals. Must be scheduled. End all activities by 10:00 PM unless approved.
5. No Food or Drinks. Eating and drinking are not allowed inside the auditorium.

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Kabacan, Cotabato

Goal/s of the Academic Unit

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Prepared By:

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