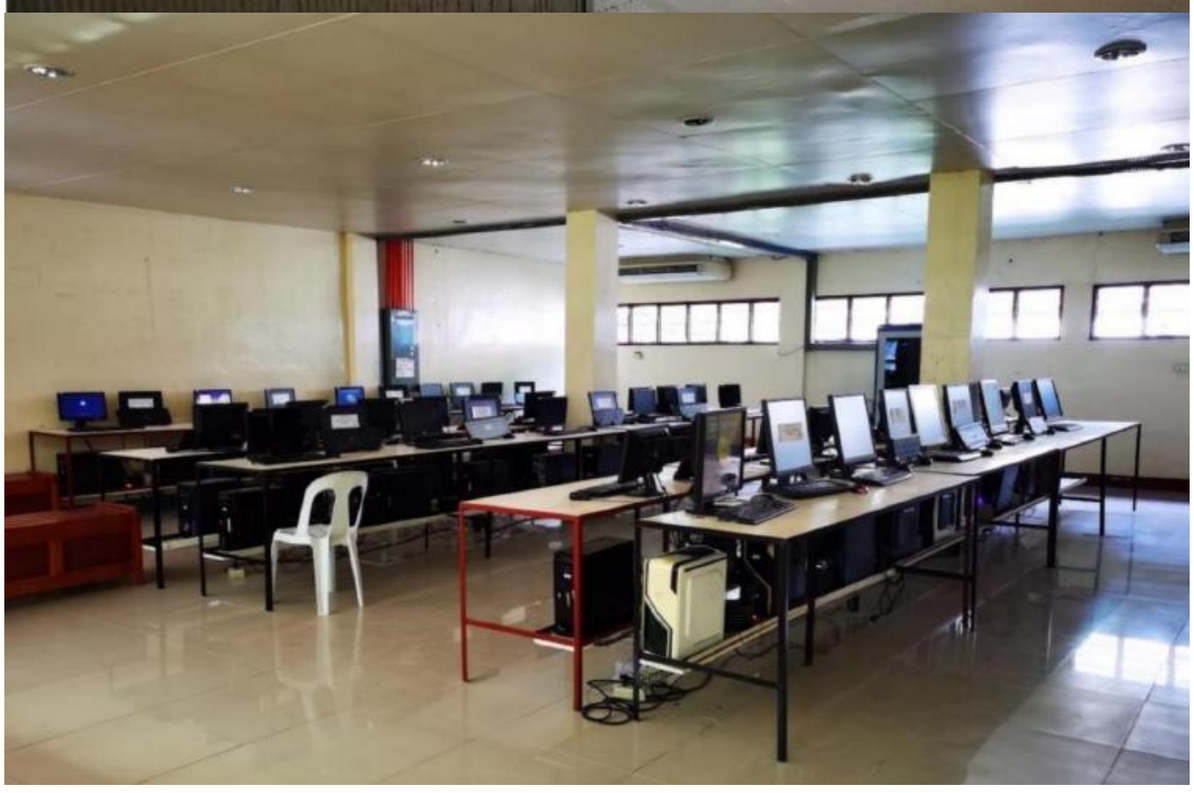
AREA IX
LABORATORIES

I.1. Furniture/ equipment arrangement allows free mobility and enables students to work comfortably without interference.





I.2. Safety and precautionary measures are implemented.

UNIVERSITY OF SOUTHERN MINDANAO

PROCEDURE FOR SAFETY OF STUDENTS AND LABORATORY STAFF

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

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

Prepared by:	Reviewed by:	Approved by:	DCC USE ONLY			
LILIAN A. LUMBAO, DVM, MSAS CARLO JASON S. DELA CRUZ, MAN, R.N, R.M, BSM QUEENNIE L. RUFINO, MST MELCHIE G. PALAPAR, PhD Name and Signature	ANITA C. SORNITO, EdD Name & Signature	LAWRENCE ANTHONY U. DOLLENTE, PhD Name & Signature	DOCUMENT CONTROL INDICATOR			
			MASTER	07/21 02.03	COPY	

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ELECTRONICALLY RELEASED
2024.04.11

UNIVERSITY OF SOUTHERN MINDANAO	Document No.	USM-EDL-005; Rev 1; 2021.03.03
Procedure for Safety of Students and Laboratory Staff	Rev. No. 1	Pages of 2

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)

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I.3. Usable fire extinguishers are accessible to staff and students.





USABLE FIRE EXTINGUISHERS ARE ACCESSIBLE TO STAFF AND STUDENTS





Fire Extinguisher in LED Lab 1

PROCUREMENT CONTRACT

KNOWN ALL MEN BY THESE PRESENTS:

This Contract of Sale is made and entered into on November 06, 2020 at the University of Southern Mindanao, Kabacan, Cotabato, Philippines, by and between:

The **University of Southern Mindanao (USM)**, a level IV State University, created and existing under the laws of the Republic of the Philippines, with principal office address in Kabacan, Cotabato, represented herein by its PRESIDENT, FRANCISCO GIL N. GARCIA, PHD hereinafter referred to as the **"BUYER"**;

-and-

V.S. TAY, INCORPORATED, wholesaler of office supplies and materials here in the Philippines, an enterprise duly organized and existing under and by virtue of the laws of the Philippines with office address at 125 R. Magsaysay Avenue, Davao City, Philippines duly represented by its SALES REPRESENTATIVE, MS. FERLITA C. DEANG, hereinafter referred as the **SELLER;**

WITNESSETH

WHEREAS, the **BUYER**, intends to carry out its objective of procuring various common-use office supplies and materials for the use of University;

WHEREAS, the **SELLER** aims to supply and deliver all various common-use office supplies and materials to the **BUYER** under the terms and conditions contained in this contract and has agreed to perform the services in conformity with the Notice of Award;

NOW, THEREFORE, for and in consideration of the mutual covenants, premises and stipulations contained herein and subject to the approval of the **Head of the Procuring Entity** and compliance to existing COA Rules and Regulations under the new Government Procurement System (RA9184), the parties do hereby agree, and bind themselves, to wit:

I. SUPPLY AND DELIVERY:

The Seller hereby promises to deliver and the Buyer hereby promise to purchase, accept and pay for the items delivered based on the Notice of Award and specifications set by the end-user, to wit.

Item No.	Unit	Qty	Articles	Unit Price	Total Contract Price
1.	bottles	235	Alcohol, Ethyl,68%-70%, Scented, 500ml (-5ml)	75.00	17,625.00
2.	bottles	3	Stamp Pad ink, Purple or Violet	11.50	34.50
3.	roll	1	Acetate, thickness: 0.075mm min. (gauge #3)	750.00	750.00
4.	boxes	4	Carbon Film, PE, Black, size:210mm x 297mm	545.00	2,180.00
5	pads	16	Notepad, stick-on, 50mmx76mm (2"x3"),min.	18.00	324.00
6	pads	18	Notepad, stick-on, 76mmx100mm (3"x4"),min.	27.00	486.00
7	pads	15	Notepad, stick-on, 76mmx76mm (3"x3"),min.	21.00	315.00
8	pieces	20	Notebook Stenographer, spiral, 40 leaves	9.50	190.00

1

78	packs	10	Stamp Pad, felt, bed dimension:60mm x 100mm min	25.00/pc	250.00
79	pieces	51	Cutter Blade for heavy duty cutter	18.00/tube	918.00
80	pieces	17	Cutter Knife for general purpose	24.00	408.00
81	pieces	3	Pencil sharpener, manual single cutter head	195.00	585.00
82	pairs	43	Scissors, symmetrical, blade length: 65mm min	13.00	559.00
83	pieces	3	Staple Remover, Plier Type	48.00	144.00
84	pieces	2	Tape Dispenser, Table Top for 24mm width tape	65.00	130.00
85	carts	3	Ink Cart, Epson C13664100 (T6641) Black	295.00	885.00
86	carts	3	Ink Cart, Epson C13664200 (T6642) Cyan	295.00	885.00
87	carts	3	Ink Cart, Epson C13664300 (T6643) Magenta	295.00	885.00
88	carts	2	Toner Cart, HP CE285A (HP85A) Black	3,360.00	6,720.00
89	Carts	1	Toner Cart, HP CF217A (HP17A) Black Laserjet	4,250.00	4,250.00
90	Unit	1	Fire Extinguisher, Dry Chemical, 4.5kgs	2,650.00	2,650.00
91	Unit	1	Fire Extinguisher, Pure HCFC 123, 4.5kgs	11,750.00	11,750.00
92	Units	10	Table, Monoblock, White, 889 x 889mm, (35" x 35" min	1,410.00	14,100.00
93	Pieces	5	Clearbook, 20 transparent pockets for A4 size	28.00	140.00
94	Pieces	5	Clearbook, 20 transparent pockets for Legal size	29.00	145.00
95	Pieces	10	Eraser, Plastic/Rubber for Pencil draft/writing	11.50	115.00
96	Pieces	178	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	7.50	1,335.00
97	Pieces	331	Sign Pen, Blue ,liquid/gel ink , 0.5mm, needle tip	7.50	2,482.50
98	Pieces	85	Sign Pen, Red ,liquid/gel ink , 0.5mm, needle tip	7.50	637.50
99	Box	1	Rubber Band, 70mm min lay flat length (#18)	153.00	153.00
					P1,467,185.75

II. DELIVERY TIME:

Delivery period shall be within thirty (30) Calendar days from receipt of Notice to Proceed.

III. WARRANTY PERIOD:

Six (6) months warranty is applied to all delivered and installed items purchased under this Contract.

IV. REMUNERATION:

The contract price or remuneration due to the Seller from the Buyer is **ONE MILLION FOUR HUNDRED SIXTY SEVEN THOUSAND ONE HUNDRED EIGHTY FIVE PESOS AND 75/100 (PhP1,467,185.75)** inclusive of V.A.T;. The total contract price or remuneration shall be pursuant to the schedule and terms of payment.

I.4. Laboratory Operations Manuals for the faculty and students are provided in each laboratory.

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

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

Prepared by:	Reviewed by:	Approved by:	DCC USE ONLY			
LILIAN A. LUMBAO, DVM, MSAS CARLO JASON S. DELA CRUZ, MAN, R.N, R.M, BSM QUEENNIE L. RUFINO, MST MELCHIE G. PALAPAR, DMgt Name and Signature	ANITA C. SONNITO, EdD Name & Signature	LAWRENCE ANTHONY U. DOLLENTE, PhD Name & Signature	DOCUMENT CONTROL INDICATOR			
			MASTER	2021-07-09	COPY	

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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.1.2021.02.03) upon borrowing of (items) materials.

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

6.4. Conduct of Laboratory Activities

6.4.1. Face-to-Face

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

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

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

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

6.4.2. Limited Face-to-Face

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

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

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

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

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

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

6.4.3. Online

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

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

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

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

7.0 **RECORDS RETENTION AND DISPOSAL**

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

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

8.0 **FORMS AND RECORDS**

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

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

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I.5. Demonstrations and training on the use of fire extinguishers, first-aid kit and other emergency measures are periodically conducted.



I.6. A well-equipped first-aid kit, charts for antidotes and neutralizing solutions are always available in each laboratory room.

SAFETY AND PRECAUTIONARY MEASURES ARE PROVIDED AND IMPLEMENTED



First Aid Kit in the CE – 11 Laboratory Room







1.7. A student's access to a computer is at least 15 hours per term for every subject.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, North Cotabato

CERTIFICATE OF REGISTRATION

Registration No: 000568919

STUDENT GENERAL INFORMATION

Student No: 23-78708
Name: MAGUATE, John Mckinley, Zambales
Gender: M
Age: 21
College: College of Business, Development Economics and Management
Program: Bachelor of Science in Management Accounting
Major:
Year Level: 4th Year
School Year: 2026-2027 1ST SEMESTER
Curriculum: BSMA New Curriculum 2023
Scholarship: CHED Free Higher Education

Code	Subject Title	UNIT Lec	Lab	Credit	Section	Schedule	Faculty Signature
MgtAcc UT 02	Management Accounting Research ((Undergraduate Thesis 2)	3	3	6	4 BSMA- B	F 08:00 AM - 12:00 PM	Bangcaya, Sandra Angela A.
MgtAcc OJT 01	Management Acounting Intership (400 Hours Off Campus)	0	6	6	4 BSMA- B	F 01:00 PM - 05:00 PM	Guiaman, Baikongan B.
Note: Subject marked with "*" is Special Subject.	Total Unit:(s)	3	9	12			

ASSESSED FEES

U-Tuition Fee (per unit) 250.00 @ 12 units	3,000.00
U-Registration Fee	80.00
U-Library Fee	350.00
U-Athletic Fee	100.00
U-Socio-Cultural Fee	80.00
U-Medical/Dental Fee	150.00
U-Laboratory (Regular) MgtAcc UT 02 (175);	175.00
U-Charity	40.00
U-Test Paper	60.00
U-Publication	65.00
U-Guidance	110.00
U-Psychological Testing Fee	95.00
U-Insurance	100.00
U-USG Fee	100.00
U-LSG Fee	200.00
U-Internet Fee	100.00
U-Student Affairs Services	125.00
U-SCUAA Fee	15.00
U-OJT Fee (BSMA) MgtAcc OJT 01 (1000);	1,000.00

Total Assessment:	**Php 5,945.00**
Less Financial Aid:	**4,945.00**
Net Assessed:	**Php 1,000.00**
Total Payment:	**1,000.00**
Outstanding Balance:	**Php 0.00**

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THIS COPY OF THE DOCUMENT IS PROVIDED FOR VIEWING PURPOSES ONLY. IT IS NOT VALID FOR USE IN ANY LEGAL OR OFFICIAL TRANSANCTION, BOT WITHIN AND OUTSIDE THE UNIVERSITY.

SCHEDULE OF PAYMENT

1st Payment / Due Date	2nd Payment / Due Date	3rd Payment / Due Date
5,945.00	-	-

Official Receipt:
Payment/Validation Date: 3 July, 2026 02:55 PM

Printed by: Date Printed: 13 September, 2026 01:39 PM

THIS CERTIFICATE IS NOT VALID AND IS PROVIDED FOR VIEWING PURPOSES ONLY

I.8. Appropriate laboratories for general education subjects are adequately equipped and well-maintained.





I.9. A well-equipped Multimedia Center is maintained.






Horizon



I.10. Gas, water and electricity are utilized for class practicum activities.

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





I.11. A demonstration table, equipped with sink, water, electrical and gas outlets, is utilized.

A demonstration table, equipped with sink, water, electrical and gas outlets is utilized.





I.12. laboratory equipment, supplies and materials are kept in separate stock rooms.

Pictures showing the stock room where laboratory equipment, supplies and materials are kept



