UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING

AREA IX – LABORATORIES

Parameter A – LABORATORIES, SHOPS AND FACILITIES

1. SYSTEM – INPUTS AND PROCESSES

Approved building plan and conformity to RA 6541 and PD 856

The laboratory rooms used by the BS Management Accounting program are located in the buildings shown in the University development plan and in the floor plans below. The plans show the location of the laboratory rooms and the corridors that serve them. The Information and Communications Technology (ICT) Center floor plan shows the proposed Internet laboratory.

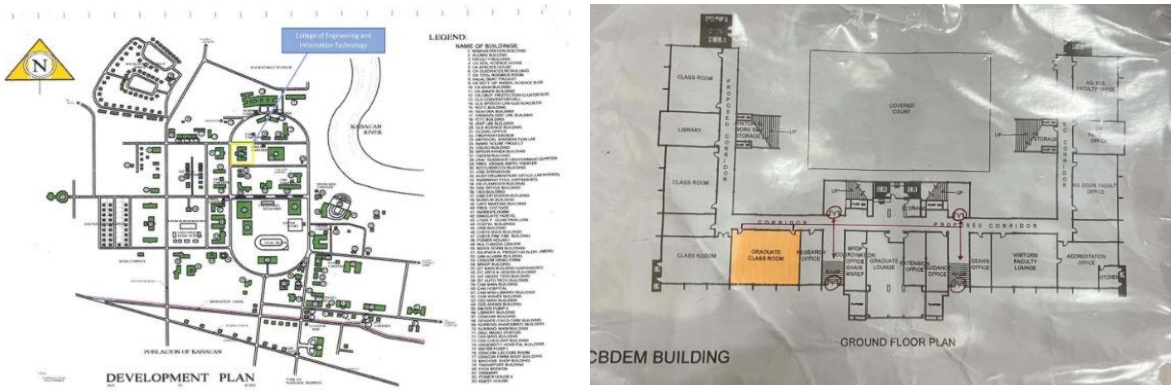


Figure 1. USM development plan (left) and the ground floor plan of the CBDEM Building (right).

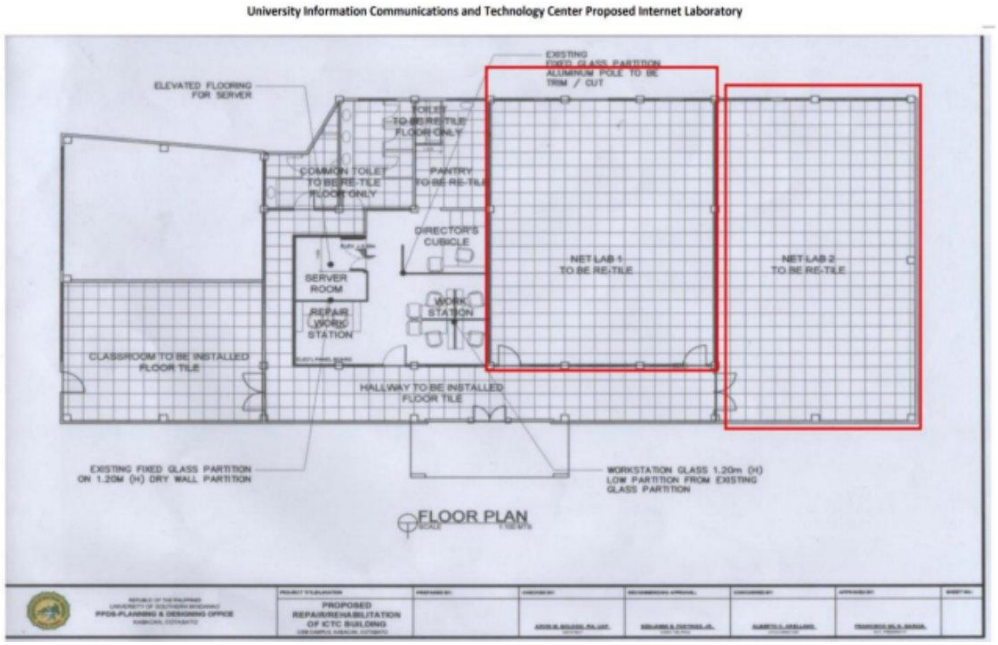
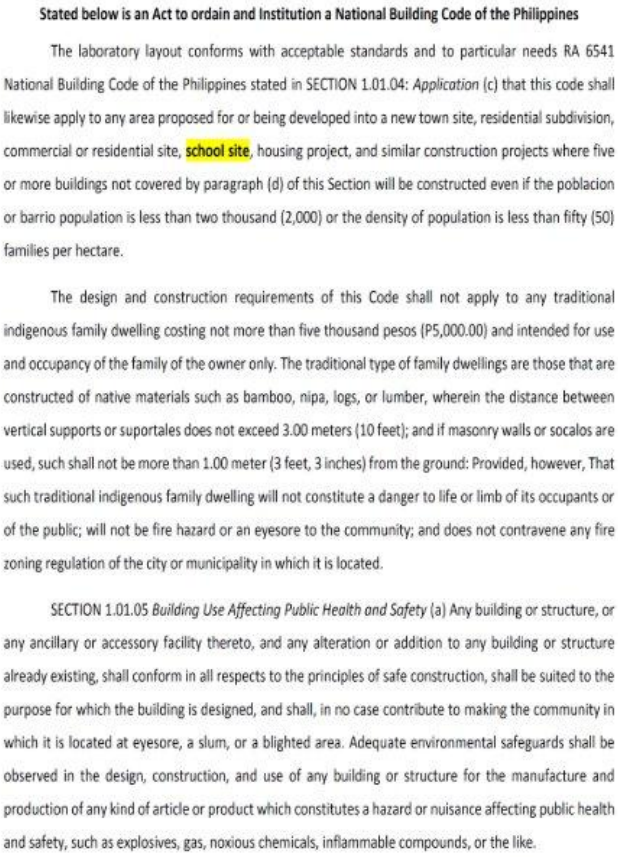


Figure 2. Floor plan of the University Information Communications and Technology Center, proposed Internet laboratory.

The layout of the laboratories is guided by the National Building Code of the Philippines (RA 6541), which applies to a school site (Section 1.01.04) and requires every building to conform to the principles of safe construction and to be suited to its purpose (Section 1.01.05). The Code of Sanitation (PD 856) applies to the sanitary conditions of the rooms.



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

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

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

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

Figure 3. Provisions of the National Building Code of the Philippines (RA 6541) applied to the laboratory layout.

Status of the system indicators

No.	Indicator	Evidence in the files	Status
S.1	Layout conforms to RA 6541 and PD 856 and to the needs of the program.	Development plan, CBDEM ground floor plan, ICT Center floor plan; RA 6541 provisions. [Certification of conformity from the Physical Plant and Site Development Office]	Plans available; certification to be supplied
S.2	Room lighting conforms to the fluorescent standard for the size of the room.	Photos show tube-light and ceiling panel lights in the laboratory rooms. [Number and type of lamps per room; room size]	Photos available; data to be supplied
S.3	Laboratories are properly lighted and well-ventilated.	Photos show lit rooms with windows, electric fans and air-conditioning units.	Available
S.4	Each room has at least two exit doors that open outward.	Photos of the exit and entrance doors of a laboratory (C-2). [Confirm that the doors open outward and give the room list]	Partly shown
S.5	There is a laboratory for shop work for specific technologies.	Multimedia Production Center with printing and cutting equipment. [Name of shop / technology laboratory]	To be confirmed

No.	Indicator	Evidence in the files	Status
S.6	Computer laboratory with at least 15 usable units and a printer.	Photos of the computer laboratories and ICT Center. [Number of usable units and printers per laboratory]	Photos available; count to be supplied
S.7	2 sq. m. per student; total area of 70 sq. m.	[Room areas and enrollment per class, from the plans]	To be supplied



Figure 4. Laboratory room with ceiling lights, windows and air-conditioning units, from different angles.



Figure 5. Exit and entrance doors of a laboratory (C-2), and a laboratory work bench with sink.

2. IMPLEMENTATION

2.1 Furniture, equipment, fire extinguishers, first-aid kits and the Multimedia Center

Furniture and equipment (I.1)

The computer laboratories are arranged in rows with enough aisle space for students to move and to work at each unit without interference. The units sit in partitioned work stations with fixed chairs.

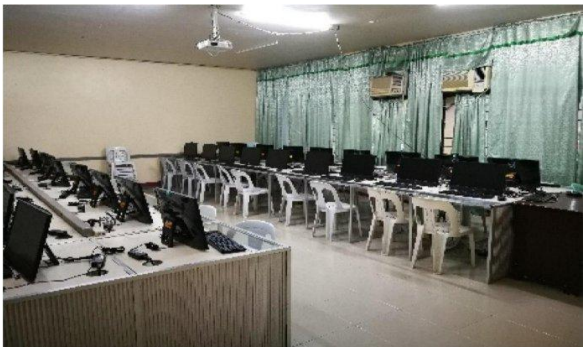
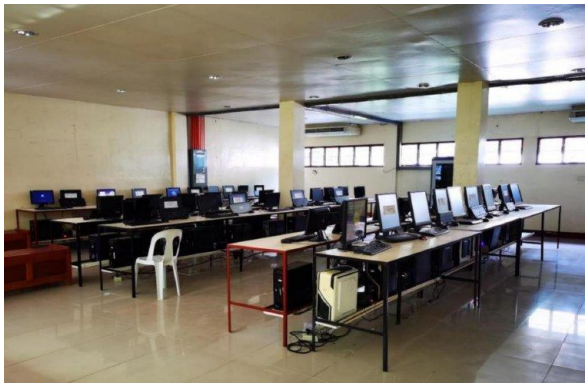



Figure 6. Computer laboratories used by the program.




Figure 7. Computer laboratory work stations with partitions.

Safety and precautionary measures; fire extinguishers (I.2, I.3, I.5)

Fire extinguishers are installed where staff and students can reach them: in wall cabinets and along the corridors of the laboratory buildings, for example in LED Lab 1. The University buys extinguishers through its procurement contracts, which list a 4.5 kg dry chemical unit and a 4.5 kg pure HCFC 123 unit.







Fire Extinguisher in LED Lab 1

78	packs	10	Stamp Pad, felt, bed dimension:90mm 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
					P1,467,195.75

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 (PhP1,467,195.75)** inclusive of V.A.T.; The total contract price or remuneration shall be pursuant to the schedule and terms of payment.

Figure 8. Fire extinguishers in wall cabinets and corridors (LED Lab 1), and the supply contract that lists the extinguishers.

Safety is taught as well as equipped. On March 27, 2024, the College of Business, Development Economics and Management (CBDEM) held a Fire and Earthquake Safety and Drill Seminar with the Bureau of Fire Protection (BFP), Kabacan Fire Station, which included a demonstration on the use of a fire extinguisher. A fire drill with extinguishers is also shown.





Figure 9. CBDEM Fire and Earthquake Safety and Drill Seminar (Mar. 27, 2024) and a fire drill.

First-aid kits (I.6)





Figure 10. First-aid kits in the laboratory rooms (CE-11 Laboratory and others).

Multimedia Center and other equipment (I.9)

The University Multimedia Production Center is equipped with printing and finishing equipment, such as a large-format printer and a paper cutter. It supports instructional materials, publications and other output of the University.



Figure 11. University Multimedia Production Center and its equipment.



Figure 12. Printing and cutting equipment of the Multimedia Production Center.

Gas, water and electricity; demonstration table; stock rooms (I.10–I.12)

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

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



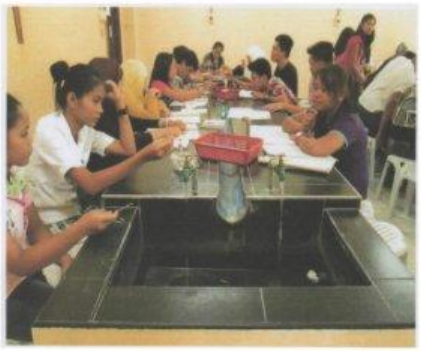






Figure 13. Students using gas and electricity in class practicum activities, and the demonstration table with sink and water supply.

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

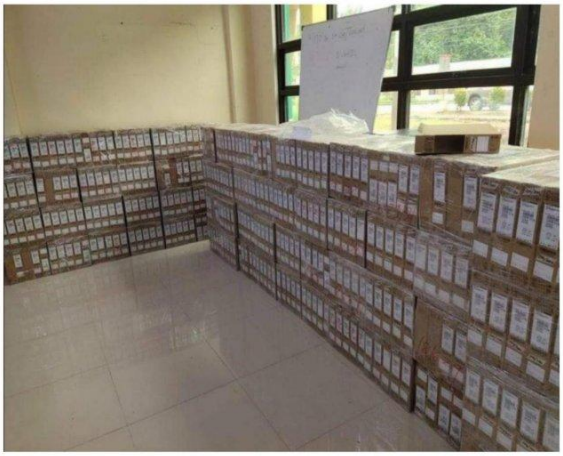




Figure 14. Stock rooms where laboratory equipment, supplies and materials are kept.

2.2 Laboratory operations procedures and manuals

Laboratory work is governed by controlled documents of the University's Quality Management System, each with a document number, revision history, and prepared, reviewed and approved signatures:

- **USM-EDL-002, Rev. 2 – Procedure for the Conduct of Laboratory Activities** (effective February 3, 2021; first established July 4, 2016, revised November 4, 2016 and February 3, 2021).
- **USM-EDL-005, Rev. 1 – Procedure for Safety of Students and Laboratory Staff** (effective February 3, 2021; first established July 4, 2016; electronically released April 11, 2024).

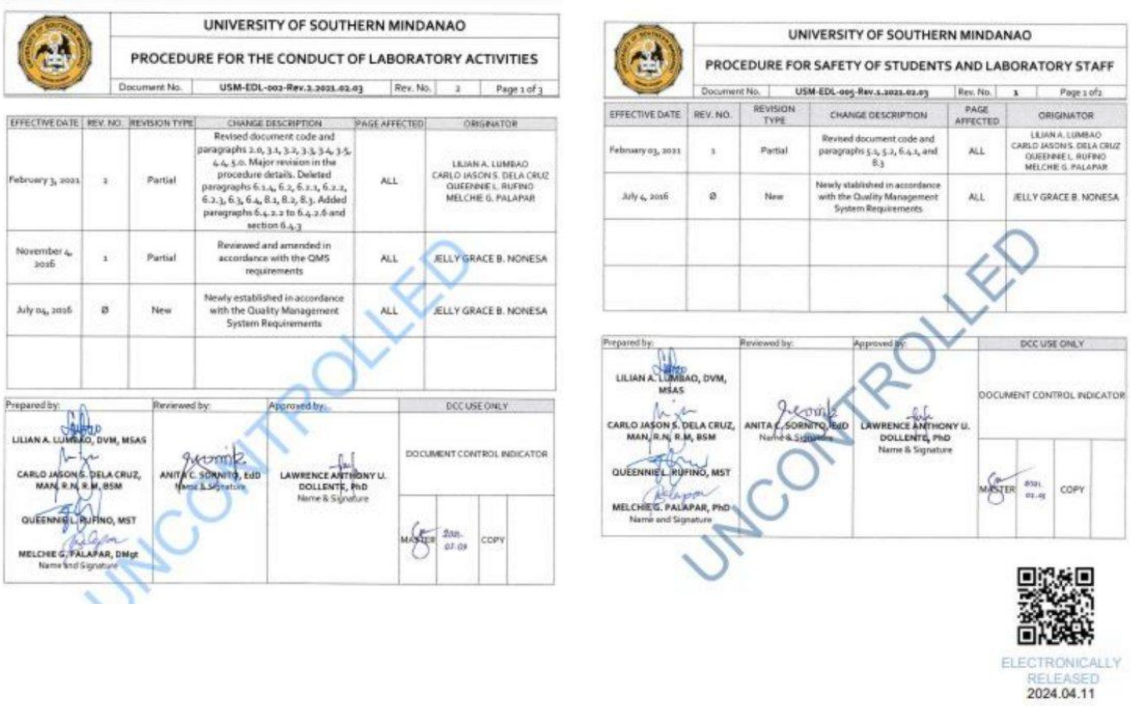


Figure 15. Document control pages of USM-EDL-002 (conduct of laboratory activities) and USM-EDL-005 (safety of students and laboratory staff).

2.3 Certification of conformity to RA 6541 and PD 856

2.4 CHED-required laboratories

CHED-required laboratory	Existing	Not existing	Remarks
Computer laboratory	✓		Photos of computer laboratories and ICT Center are attached.
[Other laboratory required by the CHED policy and standards for BSMA]	[ ]	[ ]	[ ]
[Other laboratory required]	[ ]	[ ]	[ ]

2.5 Brief description of each laboratory room

Laboratory	Description (from the photos)	Details to add
Computer laboratory	Air-conditioned rooms with rows of computer units on partitioned work stations, ceiling lights and windows; used for classes and computer-based activities.	[Room no., building, capacity, number of units, printers, software]

Laboratory	Description (from the photos)	Details to add
Information Communications Technology (ICT) Center	Room with computer units and a projector for training and computer use; a proposed Internet laboratory is shown on the floor plan.	[Room no., number of units, use]
Multimedia Production Center	Production facility with printing and finishing equipment.	[Equipment list and staff]
Laboratory with demonstration table and bench	Laboratory with bench, sink, water, and gas and electrical outlets for practicum activities.	[Which laboratory and subjects served]
[Shop / speech / PE / natural science]	[ ]	[ ]

2.6 Laboratory manuals and operation manuals in actual use

Name of laboratory	Laboratory manuals available	Operation manuals (OM) available
Computer laboratory	[List the laboratory manuals used in the computer-based subjects]	OM for the use of computer units and the laboratory [title] Procedure USM-EDL-002 (conduct of laboratory activities) Procedure USM-EDL-005 (safety)
ICT Center	[ ]	[OM for projector and network equipment]
Multimedia Production Center	[ ]	[OM for printer and paper cutter]
[Other laboratory]	[ ]	[ ]

3. OUTCOMES

Evidence that laboratories and shops are well-equipped, functional and conducive to learning



Computer Laboratory

Figure 16. Students using the computer laboratory during class.



Information Communication Technology Center

Figure 17. Students working at computer units, and a projector in the ICT Center for instruction.

Discussion

The laboratories are well-equipped. The photographs show rows of computer units in air-conditioned rooms, with working stations for each student, and with projectors for teaching in the ICT Center. The Multimedia Production Center holds printing and cutting equipment that supports instruction. The computer laboratory has [number] usable units and [number] printers, which meets the standard of at least 15 units and a printer. Each student has at least [number] hours of computer access per term in every subject that needs it, as shown by [schedule or certificate of registration].

They are functional. The photographs of classes in progress show students at work on the computer units, and the practicum photographs show students using gas, water and electricity at a demonstration table. Equipment, supplies and materials are kept in separate stock rooms so that they are available when needed. Laboratory work follows controlled procedures (USM-EDL-002 and USM-EDL-005) that are reviewed and revised, and the University buys the safety equipment, such as fire extinguishers, through its procurement contracts.

They are conducive to learning. The rooms are lit by ceiling lights, have windows and fans or air-conditioning, and have clear aisles and exits. Fire extinguishers are placed in the corridors and in wall cabinets, first-aid kits are provided in the laboratory rooms, and safety training is held, as in the Fire and Earthquake Safety and Drill Seminar of March 27, 2024 with the Bureau of Fire Protection. Students and faculty work in a safe and comfortable place. Their satisfaction with the laboratories is [result, source and date].

The plans, photographs, procedures and safety activities together show that the laboratories and shops of the program are well-equipped, functional and conducive to learning, which supports O.1.

4. BEST PRACTICES

1. **Documented laboratory procedures under the Quality Management System.** USM-EDL-002 and USM-EDL-005 have document numbers, revision histories and approval signatures, and have been revised since 2016.
2. **Safety procedure for students and laboratory staff.** A written procedure covers the safety of everyone who works in the laboratories.
3. **Fire extinguishers placed in corridors and cabinets.** Extinguishers are visible and within reach of staff and students.

4. **Procurement of safety equipment.** Fire extinguishers are listed in the University's supply contracts, so they are replaced and added as needed.
5. **Fire and earthquake drills with the BFP.** The CBDEM held a Fire and Earthquake Safety and Drill Seminar with the Kabacan Fire Station on March 27, 2024, including extinguisher demonstration.
6. **First-aid kits in laboratory rooms.** Kits are placed in laboratories such as the CE-11 Laboratory.
7. **Ergonomic computer work stations.** Partitioned work stations and fixed chairs give each student their own space.
8. **Air-conditioned and well-lit computer laboratories.** Ceiling lights, windows and air-conditioning make the rooms comfortable for long computer use.
9. **Separate stock rooms.** Equipment, supplies and materials are stored in stock rooms where they are shelved and organized.
10. **Hands-on practicum facilities.** Demonstration tables with sink and utilities let students practice with gas, water and electricity.
11. **Multimedia Production Center.** A University facility with printing and finishing equipment supports instructional materials.
12. **Use of the ICT Center for instruction.** The ICT Center has projectors and computer units for training and classes, with plans for an Internet laboratory.

UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING

AREA IX – LABORATORIES

Parameter B – EQUIPMENT, SUPPLIES AND MATERIALS

1. SYSTEM – INPUTS AND PROCESSES

Equipment, supplies and materials available in the laboratories (pictorial)

The laboratories used by the program are equipped for computer-based instruction. The list of laboratory equipment of the Department of Computing and Library Information Science (DCLIS) records the quantity of each item, its use and its photograph:

Quantity	Equipment	Use	Remarks
150	Computer unit	Lectures, demonstrations and laboratory activities of instructors and students.	
5	Projector	Lectures, demonstrations and research in laboratory rooms and lecture rooms.	
4	Projector screen	Classes that use projectors.	
4	Computer laboratory rooms	Laboratory classes that need computers.	
4	Whiteboard	Classes in the computer laboratory rooms.	
1	Smartboard	Lectures and demonstrations.	
1	Smart TV	Demonstration and film viewing.	
4	Tablet	Lectures, demonstrations and research.	
2	Switch	Activities that need networking tools.	
10	Crimping tool	Networking activities.	
1	Internet connection	Research, demonstrations and laboratory exercises.	
2	Printer	Reproduction of quizzes, test papers and laboratory exercise sheets.	
1	Photocopier	Reproduction of instructional materials.	

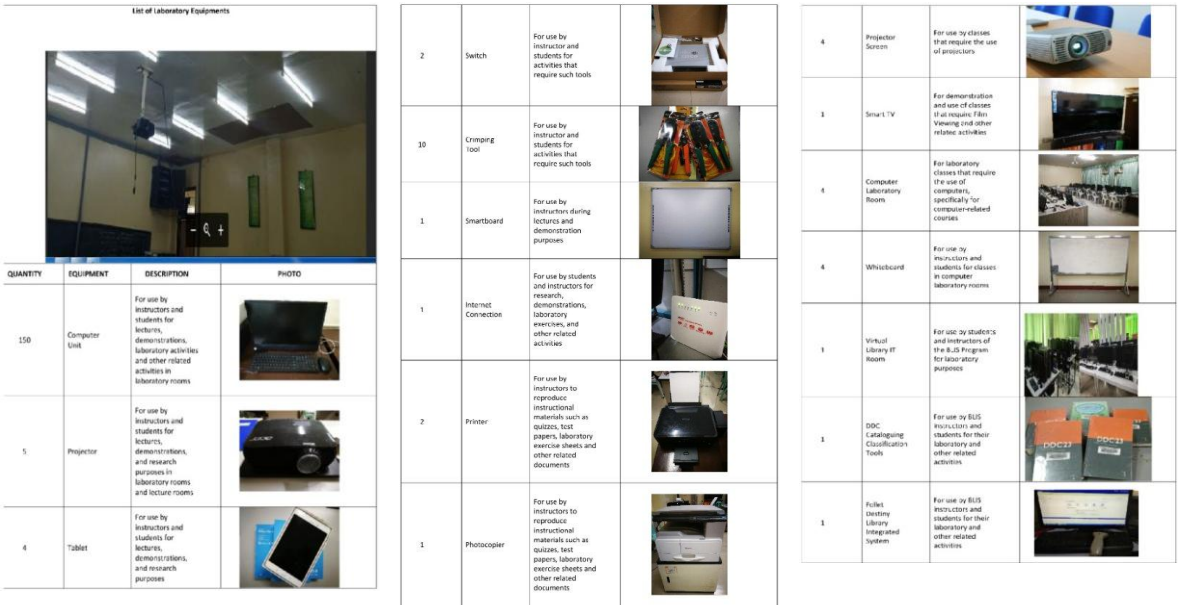


Figure 1. List of laboratory equipment with photographs (computer units, projectors, tablets, switches, crimping tools, smartboard, printers, photocopier and others).

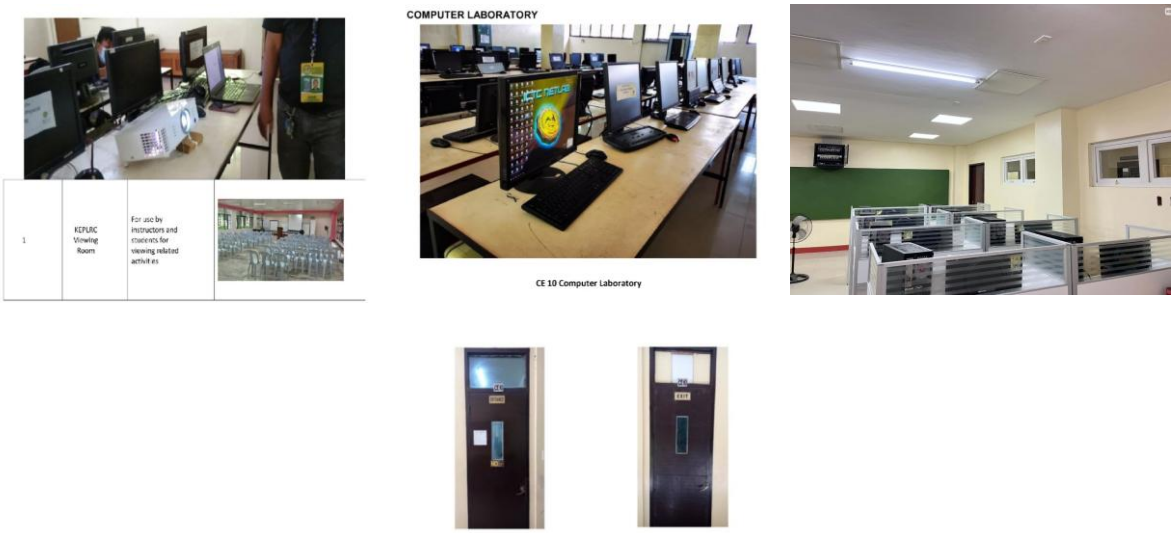


Figure 2. Projector and ICT equipment, and the computer laboratories.

Servers and network cabinets serve each computer laboratory, so that the units have network and Internet access.



Figure 3. Servers and network cabinets inside the computer laboratories.

Supplies and materials are kept in stock rooms and storage cabinets where they can be issued when needed.



Figure 4. Stock room storage of laboratory equipment and supplies.

Specifications and the CMO

The Policies, Standards and Guidelines in the CMO that was submitted require, for laboratory and physical facilities (Section 16): dedicated computer terminals for at least one fifth of the computing students, a 1:1 computer-to-student ratio in a laboratory class, Internet access in all computer laboratories with at least 4 Mbps of dedicated bandwidth, Wi-Fi and a learning management system, hardware and software that respond to the objectives of the courses, licensed software (free and open source software is allowed), and projection equipment in every laboratory.

15.2.6 The library facilities may be augmented by providing Learning Commons.

15.3 **Space Requirements.** - The library should have a seating capacity of at least five percent (5%) of the total students enrolled and a minimum floor area of at least two (2) sqm per seat. This may include spaces provided as Learning Commons.

Section 16 Laboratory and Physical Facilities

16.1 **Classroom Requirements**. There should be at least one classroom per one hundred fifty (150) students enrolled. Preferably, there should be no more than 50 students in a class. In case of large classes with more than 50 students, preferably, there should be separate discussion classes with at most 50 students each.

16.2 **Laboratory Requirements**. The number of terminals dedicated for computing students should be at least 1/5 of the total number of computing students. This is to allow each student to have enough individual hands-on computer time per week. The computer-to-student ratio in a laboratory class should be 1:1.

In addition to teaching facilities, the HEI must provide internet access for the students and faculty members. All computer laboratories must have Internet Access. The minimum dedicated bandwidth must be at least 4Mbps. There should be at least 4Mbps per 500 students. Students must also have access to wifi and to a learning management system.

The required computer hardware and software should be able to respond to the objectives of the courses in the curriculum. They should conform to generally accepted industry standards and be capable of providing training in multiple platforms. There should also be equipment for courses that require specific hardware such as routers and switches. Only licensed software, including free and open source software, may be installed.

16.3 **Audio Visual Facilities.** Every laboratory must be equipped with projection equipment or large display to demonstrate digital content. In addition, projectors must also be available for use in lecture rooms. Large lecture halls must be equipped with sound systems.

ARTICLE VII
COMPLIANCE OF HEIs

Using the **CHED Implementation Handbook for OBE and ISA** as reference, a HEI shall develop the following items which will be submitted to CHED when they apply for a permit for a new program or the approval of the transformation of existing programs to outcomes-based framework:

Section 17 The complete set of program outcomes, including its proposed additional program outcomes.

Section 18 Its proposed **curriculum** and its justification including a curriculum map.

Section 19 Proposed **performance indicators** for each outcome. Proposed measurement system for the level of attainment of each indicator.

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Figure 5. CHED memorandum order, Section 16: Laboratory and Physical Facilities (as highlighted in the submitted copy).

Software

Varied software is installed in the laboratories. The list for laboratory CE-11 includes Microsoft Windows 10, Microsoft Office 365, Dev C++, NetBeans, MySQL, MS SQL Server Express, Microsoft Visual Studio Community, XAMPP, Wireshark, Typing Master, GIMP, Mozilla Firefox, Google Chrome, Visual Studio Code, Sublime, WinRAR and Foxit PDF Reader. The lists of other laboratories add applications such as LibreCAD and DaVinci Resolve.

List of Software and Application

CE – 11

Microsoft Windows 10
Microsoft Office 365
Dev C++ 4.9.9.2
NetBeans
MySQL
MSSQL Server Express
Microsoft Visual Studio 2013 Community Edition
Xampp 1.7.1
WireShark
Typing Master
GIMP
Mozilla Firefox
Google Chrome
Visual Studio Code
Sublime
Winrar
Foxit PDF Reader

List of Software and Application

CE – 16

Microsoft Windows 10
Microsoft Office 365
Dev C++ 4.9.9.2
NetBeans
MySQL
MSSQL Server Express
Microsoft Visual Studio 2019 Community Edition
Xampp 1.7.1
WireShark
Typing Master
GIMP
Mozilla Firefox
Google Chrome
Visual Studio Code
Sublime
Winrar
Foxit PDF Reader
LibreCAD
Davinci Resolve

List of Software and Application

CE – 12

Microsoft Windows 10
Microsoft Office 365
Dev C++ 4.9.9.2
NetBeans
MySQL
MSSQL Server Express
Microsoft Visual Studio 2013 Community Edition
Xampp 1.7.1
WireShark
Typing Master
GIMP
Mozilla Firefox
Google Chrome
Visual Studio Code
Sublime
Winrar
Foxit PDF Reader

Figure 6. Lists of software and applications installed in the computer laboratories (CE-11 and others).

Status of the system indicators

No.	Indicator	Evidence	Status
S.1	Equipment, supplies and materials are available in the laboratories and shops.	List of laboratory equipment (150 computer units, 5 projectors and others); inventory of laboratory equipment per room; photographs; stock rooms.	Available
S.2	Apparatuses, tools and materials conform to the specifications required in the CMO.	Section 16 of the submitted CMO; inventory with brand, model and serial numbers. [Confirm the CMO for BSMA and compare quantities]	To be confirmed
S.3	Varied computer software is available.	Lists of software and applications; Office 365 licenses.	Available

2. IMPLEMENTATION

2.1 Record of utilization of supplies and materials

The University buys laboratory supplies and equipment through its Annual Procurement Plan and small-value procurement. The Procurement Monitoring Report as of December 31, 2020 lists requests for quotation for laboratory supplies and equipment, furniture, air-conditioning units and software, and the Annual Procurement Plan shows a budget line of ₱408,000 for software licenses. The software license purchase and the Office 365 certificate of completion are shown below.

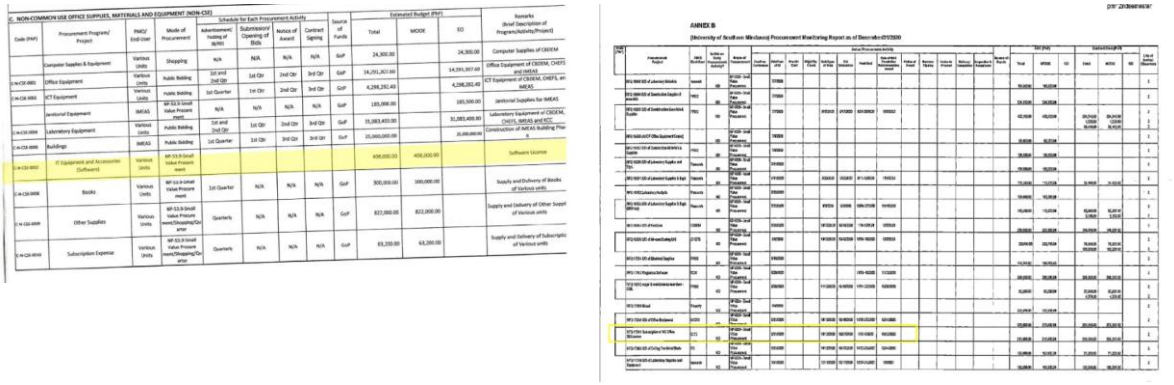
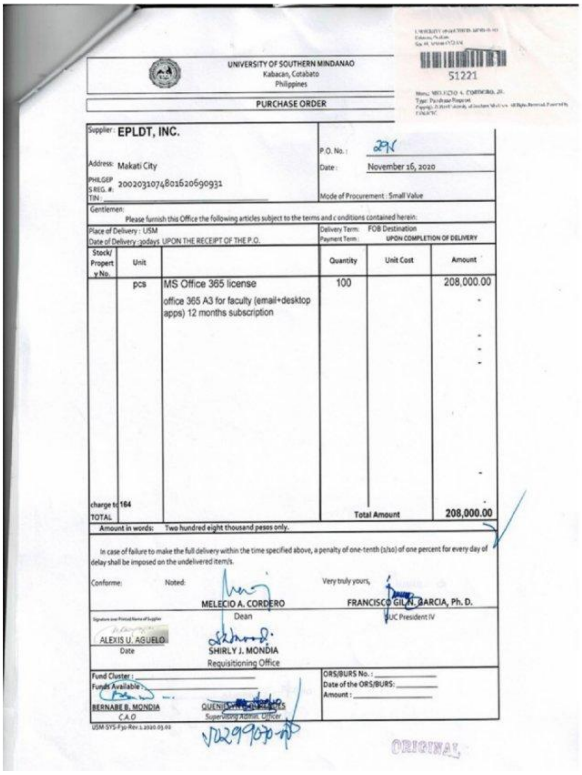


Figure 7. Annual Procurement Plan (software license line highlighted) and Procurement Monitoring Report as of December 31, 2020.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

PURCHASE ORDER

Supplier: EPLDT, INC.
Address: Makati City
PHILGEPS REG. #: 2002031074801620690931
TIN:
P.O. No.:
Date: November 16, 2020
Mode of Procurement: Small Value

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: USM
Date of Delivery: 30days UPON THE RECEIPT OF THE P.O.
Delivery Term: FOB Destination
Payment Term: UPON COMPLETION OF DELIVERY

Stock/ Property No.	Unit		Quantity	Unit Cost	Amount
	pcs	MS Office 365 license office 365 A3 for faculty (email+desktop apps) 12 months subscription	100		208,000.00
charge to 164 TOTAL				Total Amount	208,000.00

Amount in words: Two hundred eight thousand pesos only.

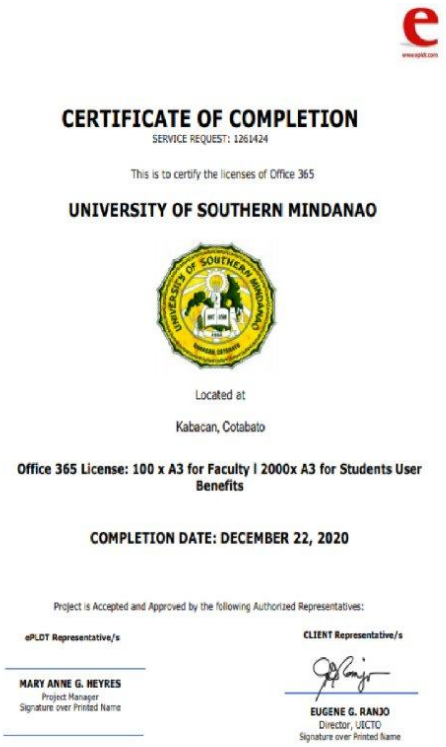
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme: MELECIO A. CORDERO, Dean
Noted: SHIRLY J. MONDIA, Requisitioning Office
Very truly yours, FRANCISCO GIL N. GARCIA, Ph. D., VC President IV
ALEXIS U. AGUELO, Date
BERNABE B. MONDIA, C.A.O.

Fund Cluster:
Funds Available:
ORS/BURS No.:
Date of the ORS/BURS:
Amount:

USM SYS-Fpo-Rev 1.2020.03.00

ORIGINAL



CERTIFICATE OF COMPLETION
SERVICE REQUEST: 1261424

This is to certify the licenses of Office 365

UNIVERSITY OF SOUTHERN MINDANAO

Located at

Kabacan, Cotabato

Office 365 License: 100 x A3 for Faculty I 2000x A3 for Students User Benefits

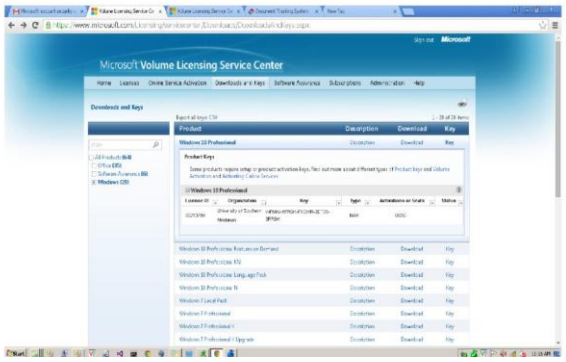
COMPLETION DATE: DECEMBER 22, 2020

Project is Accepted and Approved by the following Authorized Representatives:

ePLDT Representative/s
MARY ANNE G. HEYRES
Project Manager
Signature over Printed Name

CLIENT Representative/s
EUGENE G. RANJO
Director, UICTO
Signature over Printed Name

Figure 8. Purchase order of the Microsoft Office 365 license (100 licenses for faculty, 12 months) and the certificate of completion, December 22, 2020.



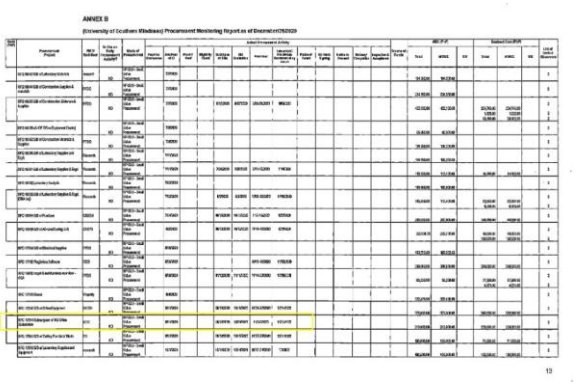


Figure 9. Microsoft Volume Licensing Service Center and procurement report.

2.2 Functional locally-improvised apparatuses

No.	Name of apparatus	Brief description	Purpose / function	Subject where used	Fabricator
1	[ ]	[ ]	[ ]	[ ]	[ ]
2	[ ]	[ ]	[ ]	[ ]	[ ]

2.3 Inventory of functional equipment based on CHED minimum requirements

Equipment	CMO-required quantity	Quantity of existing equipment	Supplies available
1. Natural Sciences Laboratory (Biology, Chemistry, Physics, etc.)	[ ]	[ ]	Microscopes, chemicals and glassware in stock rooms [list]

Equipment	CMO-required quantity	Quantity of existing equipment	Supplies available
2. Computer Laboratory	[ ]	150 computer units (4 laboratory rooms)	Keyboards, mice, UPS, AVR, printers, software licenses
Monitors, system units, keyboards, mice	[ ]	Inventory CEIT-CE16: 41 system units listed, 40 working, 1 with motherboard damage; 25 + 8 keyboards and mice; 8 UPS; 32 AVR [add the monitors count and the other laboratories]	[ ]
Projector, projector screen, whiteboard	[ ]	5 projectors; 4 screens; 4 whiteboards	[ ]
Switch and crimping tools (networking)	[ ]	2 switches; 10 crimping tools	[ ]
3. Technology / Shop	[ ]	[ ]	[ ]
4. Speech	[ ]	[ ]	[ ]
5. Multi-media	[ ]	1 Smart TV; 1 smartboard; viewing room with projector	[ ]
6. Others	[ ]	4 tablets; 2 printers; 1 photocopier	[ ]

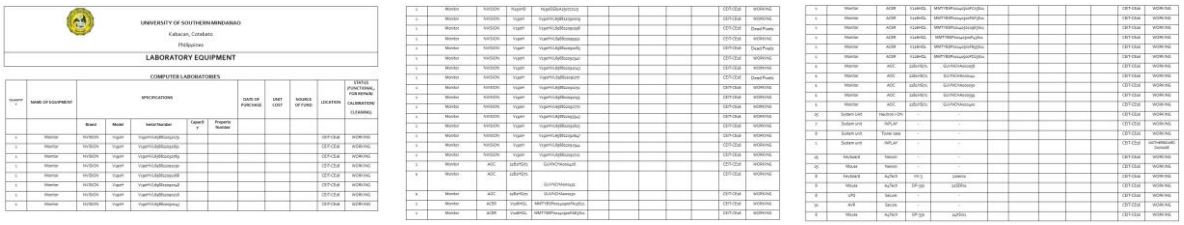


Figure 10. Laboratory equipment inventory: computer laboratories (name, brand, model, serial number, location and status).

2.4 Maintenance of equipment (I.1)

Equipment is kept in working order through scheduled maintenance. The DCLIS Equipment Maintenance Log records cleaning of the computer systems, removal of unused programs, disk defragmentation and clean-up, virus scanning, replacement of parts, and the reformatting of 24 units on December 15, 2017, together with the date for the next maintenance of each activity. A calibration log is also kept. The University Information and Communication Technology Office (UICTO) technical support uses a Computer Hardware Maintenance Checklist (Form USM-ICT-F06), with quarterly checks of AVRs, power cords, power supplies,

motherboards, hard disks, cables, monitors, keyboards and printers, the problems found and the solution recommended, and the signatures of the technician and the UICTO Director.

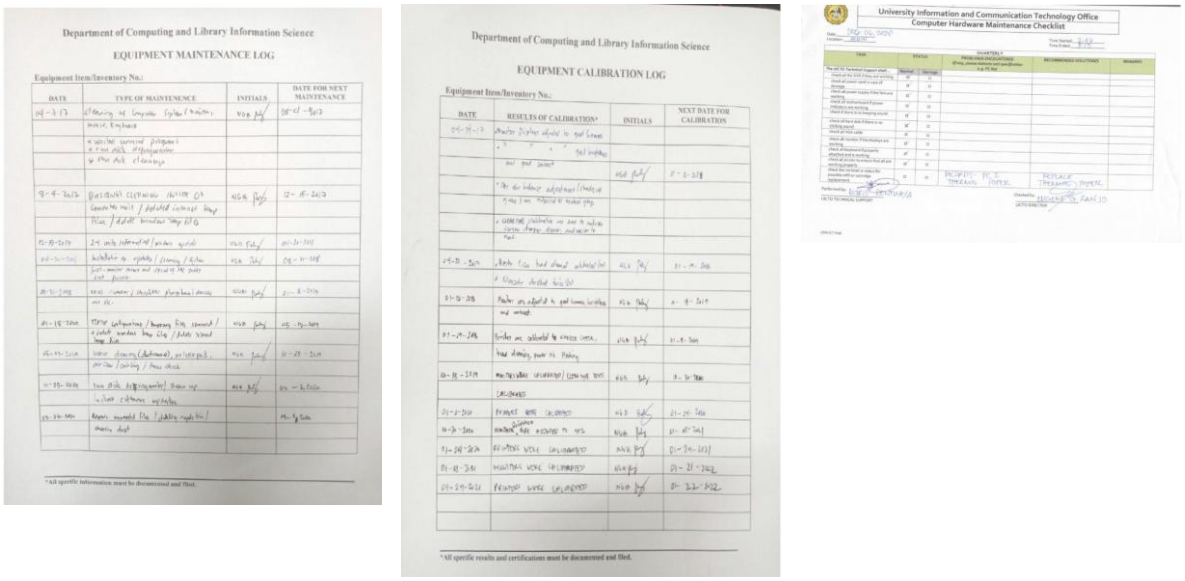


Figure 11. Equipment maintenance log and calibration log of DCLIS (2017–2020) and a UICTO computer hardware maintenance checklist.

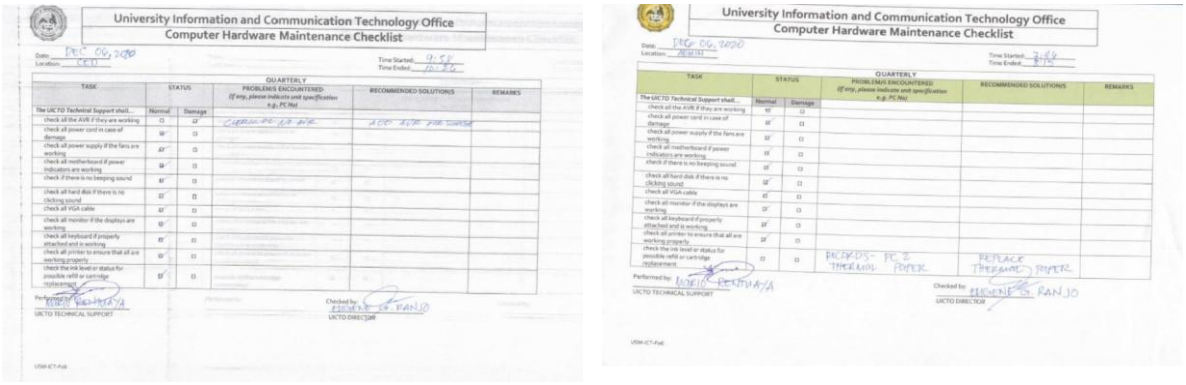


Figure 12. Samples of the quarterly computer hardware maintenance checklists.

2.5 Wise utilization of laboratory supplies and materials (I.2)

The computer laboratories have written rules of use: no food or drinks near the equipment, authorized use only, careful handling, saving and logging out, no installation of software without permission, switching off after use, and no unauthorized devices. The rules reduce damage to the equipment and the waste of supplies.

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.

Figure 13. Rules for the Computer Laboratory.

2.6 Licensed computer software (I.3)

The University buys licenses for the software it installs. In November 2020 it bought 100 Microsoft Office 365 A3 licenses for faculty (12-month subscription, ₱208,000, Purchase Order dated November 16, 2020). The certificate of completion of December 22, 2020 records the Office 365 license for 100 faculty and 2,000 students. The Microsoft Volume Licensing Service Center is used to manage the licenses. Other installed applications are free and open-source software, which the CMO allows.

3. OUTCOMES

Evidence that laboratory equipment, supplies and materials are sufficient and wisely utilized

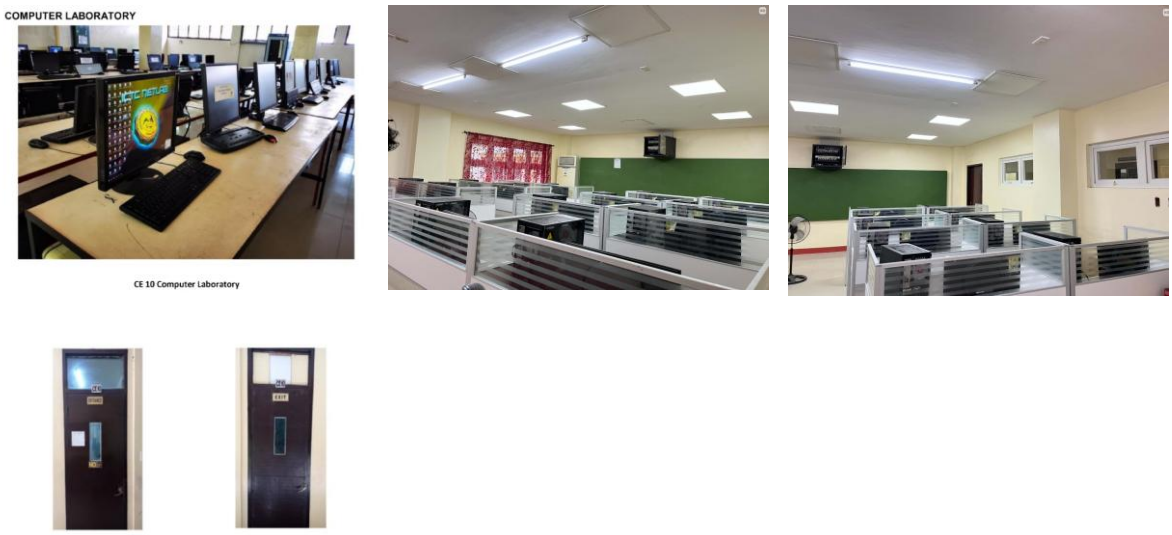


Figure 14. Computer laboratory rooms with computer units for each student.



Figure 15. Computer laboratory (CE-11), students using microscopes, and a viewing room with a projector.

Discussion

The equipment is sufficient. The list of laboratory equipment shows 150 computer units in four laboratory rooms, five projectors, four projector screens, four whiteboards, a smartboard, a

Smart TV, tablets, printers, a photocopier, switches and crimping tools for networking activities. The inventory of laboratory CEIT-CE16 records, by brand, model, serial number and location, the monitors, 41 system units (40 working), keyboards, mice, UPS and AVR. The laboratory has [number] units for [number] students in the largest class, which meets the 1:1 computer-to-student ratio of the CMO. Every laboratory has projection equipment, and the computer laboratories have servers and network cabinets that provide Internet access at [bandwidth] against the required minimum of 4 Mbps.

The supplies and materials are sufficient. The University buys laboratory supplies and equipment, software and furniture through its Annual Procurement Plan and small-value procurement, and records the purchases in the Procurement Monitoring Report. Supplies are kept in stock rooms and cabinets where they are stored in order and can be issued when needed. [Add the requisition records that show supplies are available when classes need them.]

The equipment is functional and wisely utilized. The DCLIS maintenance log, calibration log and the UICTO quarterly hardware checklist show that each item is cleaned, checked and repaired on a schedule, with the next maintenance date set. The inventory shows that nearly all listed units are working and identifies the one with motherboard damage for repair. Written rules for the computer laboratory protect the equipment and supplies from misuse. The software is licensed and managed through the University's Microsoft licensing, with free and open-source applications that the CMO allows, so that students use the tools that their courses require.

The lists, inventory, procurement records, maintenance records and photographs together show that the laboratory equipment, supplies and materials are sufficient and wisely utilized, which supports O.1.

4. BEST PRACTICES

1. **Equipment list with photographs and uses.** Each item has its quantity, use and photograph, which makes the equipment easy to verify.
2. **Detailed inventory.** The inventory records brand, model, serial number, location and status (working, for repair) for each unit.
3. **Scheduled preventive maintenance.** The DCLIS log records the date of each maintenance and the date of the next one.
4. **Calibration log.** A separate log records the calibration of equipment.
5. **Quarterly hardware checklist by UICTO.** A standard form (USM-ICT-F06) is signed by the technician and the UICTO Director.
6. **Prompt identification of damaged units.** Units with damage are marked in the inventory for repair, for example a system unit with a damaged motherboard.
7. **Written rules for the computer laboratory.** Fourteen rules protect the equipment and ensure orderly use.
8. **Licensed software.** The University buys Office 365 licenses for faculty and students, and manages the licenses through Microsoft Volume Licensing.

9. **Use of free and open-source software.** Tools such as GIMP, NetBeans, XAMPP and VS Code give students the applications they need at no license cost.
10. **Planned procurement.** Laboratory equipment, ICT equipment and software have budget lines in the Annual Procurement Plan, and purchases are tracked in a Procurement Monitoring Report.
11. **Network and servers in the laboratories.** Servers and network cabinets in the computer laboratories give reliable Internet and network access.
12. **Projection equipment in every laboratory.** Projectors, screens, a smartboard and a Smart TV support instruction and demonstrations.
13. **Stock rooms for supplies.** Equipment and supplies are stored in cabinets and rooms for orderly issue.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING

AREA IX – LABORATORIES

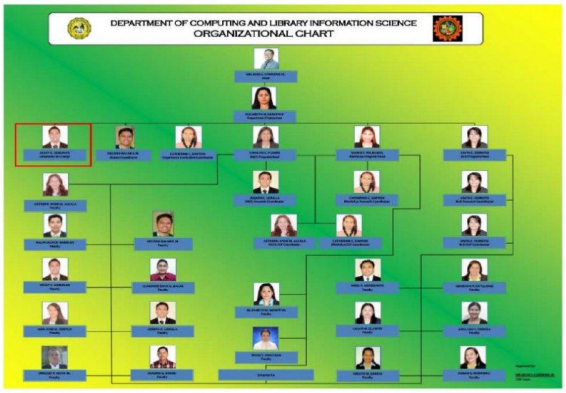
Parameter C – MAINTENANCE

1. SYSTEM – INPUTS AND PROCESSES

Staff profile assigned to the proper upkeep of the laboratories

Laboratory aides and technicians look after the laboratories, and the Physical Plant and Development Services Office (PPDSO) and the University Information and Communication Technology Office (UICTO) provide repair and technical support. The personal data sheets of the laboratory staff are on file; only the positions and education are shown here.

Name	Position	Educational attainment	Length of service
Vergie J. Sebastian	Physics laboratory staff	Bachelor of Elementary Education, University of Southern Mindanao (1997–2001)	[ ]
Samuel A. Caluyan	Biology laboratory staff / laboratory aide	BS Agriculture, University of Southern Mindanao (2006)	[ ]
Belen E. Esmejarda	Chemistry laboratory staff	BS Chemistry, University of Southern Mindanao (1997–2001); MST Chemistry (2011–present)	[ ]
Rose Suetos	Laboratory aide, Science and Technology Building	BS Information Technology	10 years (permanent)
Benjamin Fortinez	Director, Physical Plant and Development Office	Master in Civil Engineering	30 years (permanent)
Ghany Mhar G. Atih	DCLIS laboratory aide (CEIT)	[ ]	[contract of service]
Clarence Dave G. Galas; Ray John M. Jugas; Mario M. Rentuaya and others	UICTO Technical Support (head; computer maintenance technologist; technicians)	[ ]	[ ]



Maintenance personnel



Figure 1. Organizational chart of the Department of Computing and Library Information Science (DCLIS) and of the University Information and Communication Technology Office (UICTO).

Maintenance and Repair Unit (pictorial)

The University has a Maintenance and Repair Unit staffed by skilled workers: carpenters and a civil works section, electricians and an electronic technician (General Services Office), audio-visual equipment operators, laboratory aides assigned to the colleges, and the PPDSO sections for machinery and landscape, water system, electrical and civil works. Computer equipment is repaired by the UICTO technical support. The units serve on direct request.

Composition of the maintenance and repair unit

	LegalName	Designation	OfficeAssgn	ReportFormat
1	JOSHUA OMAR B. BALANGUE	Audio-Visual Equipment Operator	UPRIO	Contract COS NT
2	ARAVILA Q. DEMON	Audio-Visual Media Producer	UMPC	Contract COS NT
3	ALEJO M. NICOLAS	Carpenter	GSO - Civil Works Section	Contract COS NT
4	ARNEL L. DAOILE	Carpenter	GSO - Civil Works Section	Contract COS NT
5	EFREN A. NARCISO	Carpenter	GSO - Civil Works Section	Contract COS NT
6	JERRY BINATAK	Carpenter	GSO - Civil Works Section	Contract COS NT
7	ROWEL E. BALERA SR.	Carpenter	GSO - Civil Works Section	Contract COS NT
8	SANDER T. MAPANAO	Carpenter	GSO - Civil Works Section	Contract COS NT
9	JAMELA A. SUMANGKONG	DCE Laboratory Aide	CEIT	Contract COS NT
10	GHANY MHAR G. ATIH	DCLIS Laboratory Aide	CEIT	Contract COS NT
11	DESIRIE V. OTAÑES	DCPE Laboratory Aide	CEIT	Contract COS NT
12	LOUREIN ANNE N. ANTONIO	DCPE Laboratory Aide	CEIT	Contract COS NT
13	DESIRIE V. OTAÑES	DCpE/DECE Lab Aide	CEIT	Contract COS NT
15	MCKIENLIE A. RIVERA	Electrician	GSO - Electrical Section	Contract COS NT
17	ROLAND B. YAGONG	Electrician	GSO - Electrical Section	Contract COS NT
19	REYNALDO B. DEANG	Electronic Technician	GSO - Electrical Section	Contract COS NT
20	ELNORA L. FLORES	Laboratory Aide	PICRI/FPIC (Food Processing and Innovation Center) USMARC	Contract COS NT
21	ALPIE B. RECAPENTE	Laboratory Aide	HM Laboratory	Contract COS NT
22	ANGELO G. MORTERA	Laboratory Aide	PRTC	Contract COS NT

LIST OF PPDS PERSONNEL

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

LIST OF PERSONNEL

Machinery and Landscape

1. MAGONCIA, Rogelio
2. BUSELEY, Christopher
3. MOLINA, Arnold
4. PAGAYAO, Delfin
5. RUIZ, Artemio, Jr.
6. SENCIL, Meo
7. SENCIL, Ben

Water System

1. CABASAG, Charlie F.
2. DACANAY, Ronnie
3. SALONGA, Abdulkadil

Electrical

1. ENGR. ABRIL, Eugene Mars H.
2. AFDAL, Moem M.
3. BALIWAN, Butch
4. VITALES, Cesario III

Civil Works

1. NAVARRO, Marcelo L.
2. AQUINO, Amando G.
3. NICOLAS, Crisanto
4. DEANG, Reynaldo

BENJAMIN D. FORTINEZ, JR.
Director, PPDSO

Figure 2. Composition of the maintenance and repair unit and the list of PPDSO personnel (machinery and landscape, water system, electrical, civil works).



Figure 3. PPDO staff profile, and technicians repairing computer equipment.

2. IMPLEMENTATION

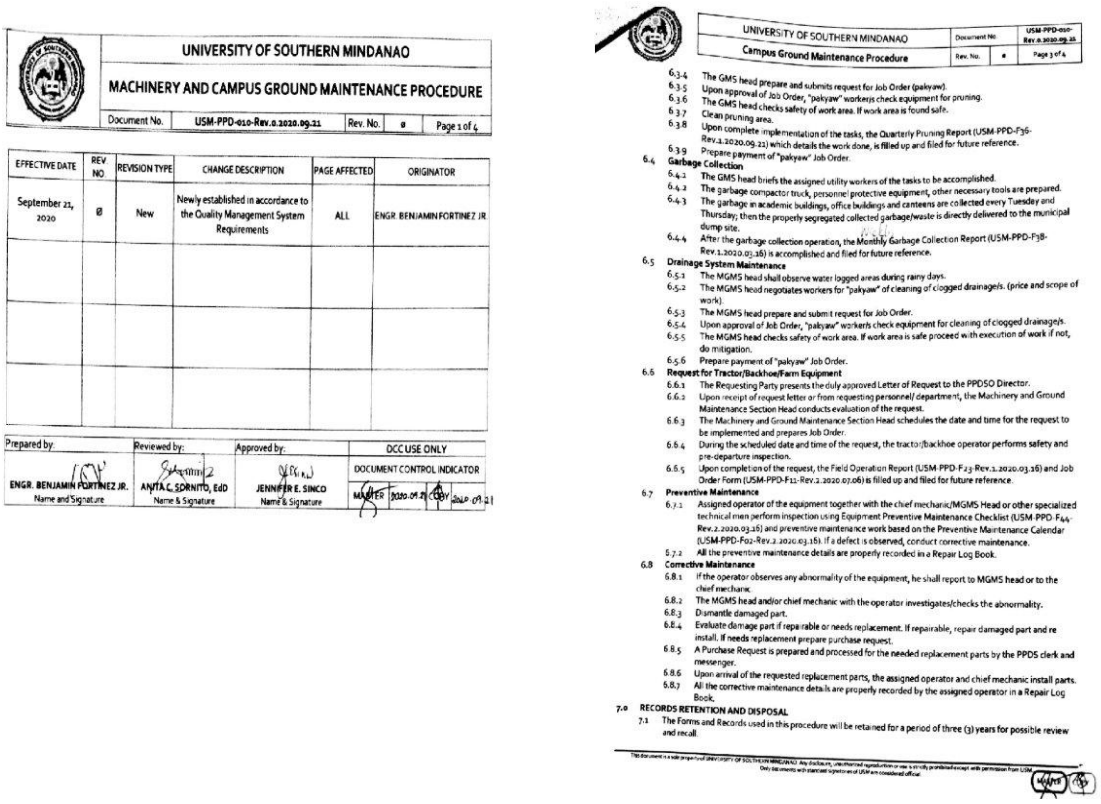
Maintenance system of the laboratories and equipment

Laboratories and equipment are maintained through documented procedures, scheduled maintenance and regular inventory and calibration:

- **Preventive and corrective maintenance.** Under the Machinery and Campus Ground Maintenance Procedure (USM-PPD-010, Rev. 0, effective September 21, 2020), an assigned operator and the chief mechanic inspect equipment using the Equipment Preventive Maintenance Checklist, follow the Preventive Maintenance Calendar, and carry out corrective maintenance if a defect is found. Repairs are recorded in a Repair Log Book, and replacement parts are requested by purchase request.
- **Computer equipment.** The DCLIS Equipment Maintenance Log and the UICTO quarterly Computer Hardware Maintenance Checklist (Form USM-ICT-F06) record cleaning, updates and checks of the computer units, with the date of the next maintenance (see Parameter B).
- **Inventory.** Laboratory equipment is listed in the Laboratory Equipment Inventory (Form USM-EDL-F08), with brand, model, serial number, property number, date of purchase, unit cost, source of fund, location and status. For example, the inventory of the Biology Central Laboratory as of January 24, 2025 was prepared by the laboratory aide and checked by the laboratory in-charge.
- **Calibration.** Instruments are calibrated by accredited laboratories. Calibration certificates are on file, for example the DOST Regional Standards and Testing Laboratory (Davao) certificate for test weights (March 2018), test and calibration certificates of Camprock Analytica Ezzentialez Trading, and a calibration certificate for the biological safety cabinet.
- **Cleanliness and waste disposal.** The USM Ecological Waste Management Program (in effect since June 2011) requires the colleges to segregate waste at their Materials Recovery Facility, and collection is made by University trucks; non-segregated waste is not collected. Under the Campus Ground Maintenance Procedure, garbage in academic

buildings, offices and canteens is collected every Tuesday and Thursday and delivered to the municipal dump site, and a Monthly Garbage Collection Report is filed.

- **Replenishment of supplies.** Supplies and materials are listed in the Annual Procurement Plan and are bought when needed (see Parameter D).



UNIVERSITY OF SOUTHERN MINDANAO

MACHINERY AND CAMPUS GROUND MAINTENANCE PROCEDURE

Document No. USM-PPD-010-Rev.0.2020.09.21 | Rev. No. 0 | Page 1 of 4

EFFECTIVE DATE	REV NO	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
September 21, 2020	0	New	Newly established in accordance to the Quality Management System Requirements	ALL	ENGR. BENJAMIN FORTINEZ JR.

Prepared by:	Reviewed by:	Approved by:	DCC USE ONLY
ENGR. BENJAMIN FORTINEZ JR. Name and Signature	ANITA C. SORNITO, EdD Name & Signature	JENNIFER E. SINCO Name & Signature	DOCUMENT CONTROL INDICATOR

UNIVERSITY OF SOUTHERN MINDANAO — Campus Ground Maintenance Procedure — Document No. USM-PPD-010-Rev.0.2020.09.21 — Rev. No. 0 — Page 3 of 4

6.3.4 The GMS head prepare and submits request for Job Order (pakyaw).
6.3.5 Upon approval of Job Order, "pakyaw" worker/s check equipment for pruning.
6.3.6 The GMS head checks safety of work area. If work area is found safe.
6.3.7 Clean pruning area.
6.3.8 Upon complete implementation of the tasks, the Quarterly Pruning Report (USM-PPD-F36-Rev.1.2020.09.21) which details the work done, is filled up and filed for future reference.
6.3.9 Prepare payment of "pakyaw" Job Order.

6.4 **Garbage Collection**
6.4.1 The GMS head briefs the assigned utility workers of the tasks to be accomplished.
6.4.2 The garbage compactor truck, personnel protective equipment, other necessary tools are prepared.
6.4.3 The garbage in academic buildings, office buildings and canteens are collected every Tuesday and Thursday, then the properly segregated collected garbage/waste is directly delivered to the municipal dump site.
6.4.4 After the garbage collection operation, the Monthly Garbage Collection Report (USM-PPD-F38-Rev.1.2020.03.16) is accomplished and filed for future reference.

6.5 **Drainage System Maintenance**
6.5.1 The MGMS head shall observe water logged areas during rainy days.
6.5.2 The MGMS head negotiates workers for "pakyaw" of cleaning of clogged drainage/s. (price and scope of work).
6.5.3 The MGMS head prepare and submit request for Job Order.
6.5.4 Upon approval of Job Order, "pakyaw" worker/s check equipment for cleaning of clogged drainage/s.
6.5.5 The MGMS head checks safety of work area. If work area is safe proceed with execution of work if not, do mitigation.
6.5.6 Prepare payment of "pakyaw" Job Order.

6.6 **Request for Tractor/Backhoe/Farm Equipment**
6.6.1 The Requesting Party presents the duly approved Letter of Request to the PPDSO Director.
6.6.2 Upon receipt of request letter or from requesting personnel/ department, the Machinery and Ground Maintenance Section Head conducts evaluation of the request.
6.6.3 The Machinery and Ground Maintenance Section Head schedules the date and time for the request to be implemented and prepares Job Order.
6.6.4 During the scheduled date and time of the request, the tractor/backhoe operator performs safety and pre-departure inspection.
6.6.5 Upon completion of the request, the Field Operation Report (USM-PPD-F23-Rev.1.2020.03.16) and Job Order Form (USM-PPD-F11-Rev.1.2020.07.06) is filled up and filed for future reference.

6.7 **Preventive Maintenance**
6.7.1 Assigned operator of the equipment together with the chief mechanic/MGMS Head or other specialized technical men perform inspection using Equipment Preventive Maintenance Checklist (USM-PPD-F44-Rev.2.2020.03.16) and preventive maintenance work based on the Preventive Maintenance Calendar (USM-PPD-F02-Rev.2.2020.03.16). If a defect is observed, conduct corrective maintenance.
6.7.2 All the preventive maintenance details are properly recorded in a Repair Log Book.

6.8 **Corrective Maintenance**
6.8.1 If the operator observes any abnormality of the equipment, he shall report to MGMS head or to the chief mechanic.
6.8.2 The MGMS head and/or chief mechanic with the operator investigates/checks the abnormality.
6.8.3 Dismantle damaged part.
6.8.4 Evaluate damage part if repairable or needs replacement. If repairable, repair damaged part and re install. If needs replacement prepare purchase request.
6.8.5 A Purchase Request is prepared and processed for the needed replacement parts by the PPDS clerk and messenger.
6.8.6 Upon arrival of the requested replacement parts, the assigned operator and chief mechanic install parts.
6.8.7 All the corrective maintenance details are properly recorded by the assigned operator in a Repair Log Book.

7.0 **RECORDS RETENTION AND DISPOSAL**
7.1 The Forms and Records used in this procedure will be retained for a period of three (3) years for possible review and recall.

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Figure 4. Machinery and Campus Ground Maintenance Procedure (USM-PPD-010).



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

LABORATORY EQUIPMENT INVENTORY AS OF JANUARY 24,2025

BIOLOGY CENTRAL LABORATORY

QTY	NAME OF EQUIPMENT	SPECIFICATIONS					DATE OF PURCHASE	UNIT COST	SOURCE OF FUND	LOCATION	STATUS (FUNCTIONAL, FOR REPAIR/ CALIBRATION / CLEANING)
		Brand	Model	Serial Number	Capacity	Property Number					
1	Aircon (2HP)	PANASONIC	N/A	N/A		LCL-221-0318		25,000.00	Lab. Fee 164	Water Lab.	Functional
1	Aircondition 1.5HP	NATIONAL	N/A	N/A		LCL-221-0318	N/A	N/A	Lab. Fee 164	Faculty Office	Functional
1	Aircondition,2.5HP	PANASONIC	CW-XC244EPH	B50600615		LU-221-0318	1/10/2008	30,383.00	Lab. Fee 164	Bio. Central lab.	Functional
1	Aircondition/Floor Mounted Split type	KOPPEL	KM366EOA	GL248650			09/01/2018	63,000	USM Admin	Bio. Central lab.	Functional
1	Aircondition Floor mounted, split type	KOPPEL	KFM-366EOA	GL248626			09/20/2018	63,000	USM Admin	BioFaculty Office	Functional
1	Aircondition/wall ttpe	DAIKEN	RN50AGXV19	K000895			09/20/2018		USM Admin	Micro Lab. 212	Functional
1	Aircondition/wall	DAIKEN	FTN50AGX	K000902			09/20/2018		USM Admin	Micro Lab.	functional

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

LABORATORY EQUIPMENT INVENTORY AS OF JANUARY 24,2025

BIOLOGY CENTRAL LABORATORY

1	type	DAIKEN	VL9 FTN50AGX VL9	K000450			09/20/2018		USM Admin	212 Ecology. Lab 216.	functional
1	Aircondition/Wall type	CHYO	AA-200 & JL-180	69467		RSTC-233-022	1/18/1995	61,875.00	DOST Funded	Bio.Central lab.	Functional
1	Analytical balance	Biobase	BA2004C	17T-0291		PCA-233-120	05/29/2017	70,800	PCAARRD	Bio. Central lab.	Functional
1	Autoclave, Digital	Hnoteck	YXQ	250A,125		PCA-233-21	05/29/2017	83,020	PCAARRD	Micro-comlex	Functional
1	Bacti- Cinerator	Biobase					12/15/2022	28,525	Lab fee 164	Bio.Central lab	Functional
4	Beam Balance		310-331	9544		RSTC-25015	1/31/1996	DOST Funded	22,000.00	Bio. Central lab.	Functional
20	Ceilinig fan	PANASONIC	3D	EF11208699		LCL-233-13012	7/7/2012	1,500.00	Lab. Fee 164	Bio.Central lab.	Functional
1	Centrifuge	CLAY ADAMS	420225	3.5003E+10		MAEP-233-002	5/12/1998	28,520.00	MAEP Funded	Bio. Central lab.	Functional
1	Centrifuge Micro Refrigerated	Thermo Fisher	LEGEND MICRO 17R	41791736		O15-05-11-0052	05/19/2015	240,000	Bio.Lab Fee	Bio. Central Lab	Functional

Figure 5. Laboratory Equipment Inventory (as of January 24, 2025).

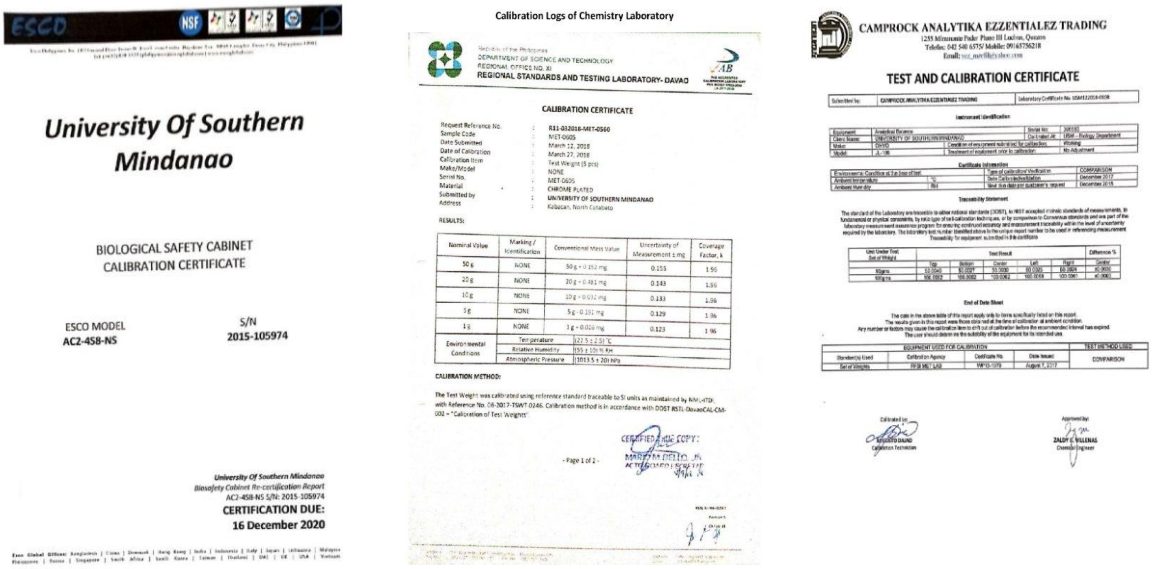


Figure 6. Calibration certificates of laboratory instruments.



Figure 7. USM Ecological Waste Management Program and garbage collection trucks.

Safety devices available

Laboratory	Safety device	Quantity
Computer laboratory (LED Lab 1)	Fire extinguisher	[ ]
Laboratory corridors	Fire extinguisher in wall cabinet	[ ]
CE-11 Laboratory	First-aid kit	[ ]
Computer laboratories	Servers in network cabinets; AVR and UPS for computer units	[ ] (see Parameter B inventory)

Laboratory	Safety device	Quantity
[Other laboratory]	[ ]	[ ]





USABLE FIRE EXTINGUISHERS ARE ACCESSIBLE TO STAFF AND STUDENTS





Fire Extinguisher in LED Lab 1

SAFETY AND PRECAUTIONARY MEASURES ARE PROVIDED AND IMPLEMENTED



First Aid Kit in the CE – 11 Laboratory Room



Figure 8. Safety devices: fire extinguishers (wall cabinet and corridor) and a first-aid kit.

3. OUTCOMES

Evidence that the laboratories and shops are functional and properly maintained

The laboratories and shops are well equipped, functional and conducive to Learning





Computer Laboratory

Figure 9. Computer laboratories in use during classes.



Figure 10. Computer laboratory rooms: Information Communication Technology Center and clean, well-lit laboratory rooms.

Discussion

The laboratories and shops are functional. The photographs show the computer laboratories in use during classes, with students working at their units, and the rooms are clean, ordered and well lit. Servers and network cabinets are installed and working. The inventory records the status of each unit as working, for repair or for calibration, and units with defects are marked for repair, for example a unit with a damaged motherboard in the CEIT-CE16 inventory.

They are properly maintained. Assigned staff look after the laboratories: laboratory aides in the colleges, the UICTO technical support for computers, and the Maintenance and Repair Unit and PPDSO for buildings, electricity, water and machinery. Maintenance is scheduled and recorded in the DCLIS maintenance log, the UICTO quarterly checklists and the Repair Log Book, and the next maintenance date is set. Equipment is coded, listed and inventoried, and instruments are calibrated by accredited laboratories, with certificates on file. Waste is segregated and collected twice each week under the USM Ecological Waste Management Program and the Campus Ground Maintenance Procedure. Safety devices such as fire extinguishers and first-aid kits are provided.

Together, the staff, repair units, procedures, records, calibration certificates and photographs show that the laboratories and shops are functional and properly maintained, which supports O.1.

4. BEST PRACTICES

1. **Documented maintenance procedure under the Quality Management System.** USM-PPD-010 sets out preventive and corrective maintenance, with checklists, a calendar and a Repair Log Book.
2. **Preventive maintenance calendar and checklists.** Equipment is checked on schedule and not only when it fails.
3. **Computer maintenance logs with the next maintenance date.** DCLIS and UICTO records list the work done and when it is due again.

4. **Quarterly hardware checklist signed by the technician and the UICTO Director.** Each check is reviewed by a supervisor.
5. **Standard laboratory equipment inventory form.** USM-EDL-F08 records brand, model, serial and property numbers, cost, source of fund, location and status.
6. **Calibration by accredited laboratories.** Certificates from the DOST Regional Standards and Testing Laboratory and other calibration providers are kept.
7. **Skilled in-house maintenance unit.** Carpenters, electricians, an electronic technician, audio-visual operators and laboratory aides are on call.
8. **Dedicated technical support for computers.** The UICTO technical support has a head, a computer maintenance technologist and technicians.
9. **Ecological waste management program.** Segregation at the Materials Recovery Facility of each college; no collection of non-segregated waste.
10. **Regular garbage collection with a monthly report.** Collection each Tuesday and Thursday, with a Monthly Garbage Collection Report.
11. **Safety devices placed in laboratories.** Fire extinguishers and first-aid kits are in the laboratories and corridors.
12. **Repair log and purchase request for parts.** Corrective maintenance is recorded and replacement parts are requested through a purchase request.

UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING

AREA IX – LABORATORIES

Parameter D – SPECIAL PROVISIONS

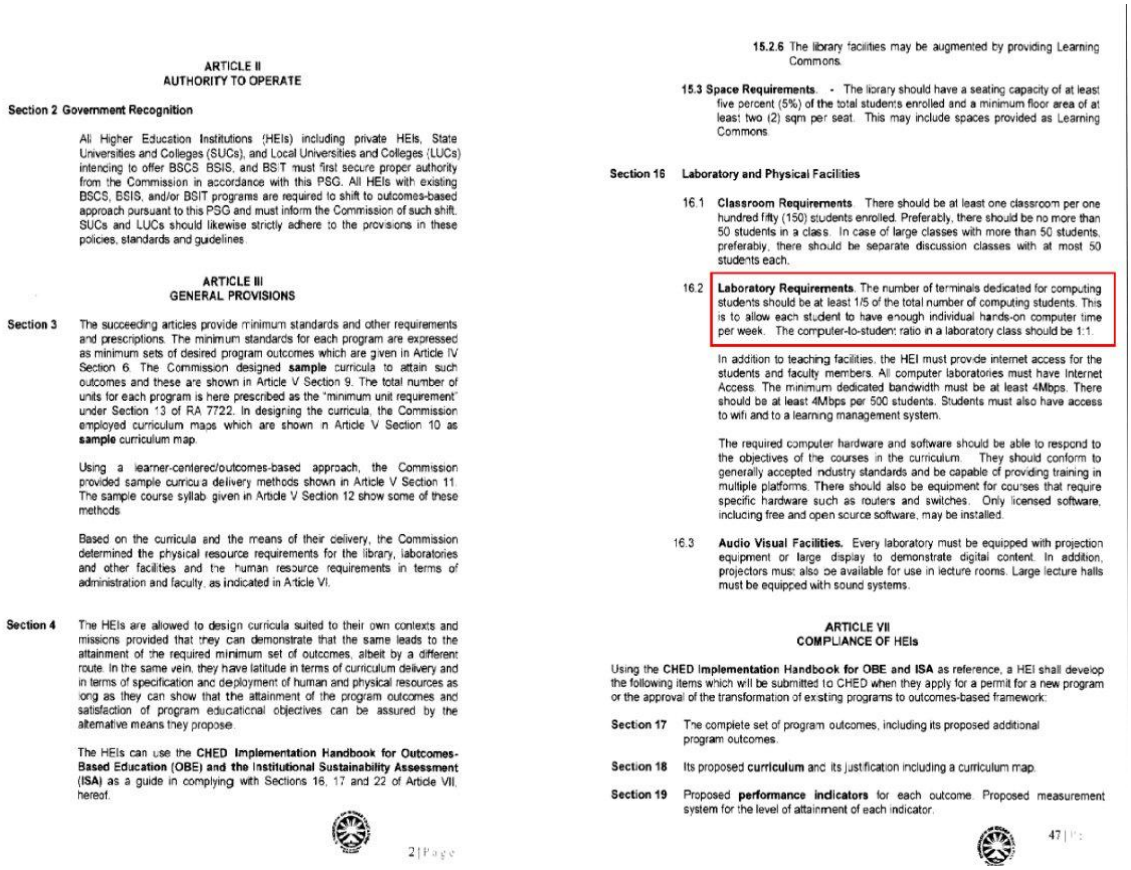
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1. SYSTEM – INPUTS AND PROCESSES

S.1 Specific program requirements in accordance with policies, guidelines and CMOs

The laboratory requirements of the program are those of the CHED Policies, Standards and Guidelines (PSG) submitted with this document. Section 16 (Laboratory and Physical Facilities) provides that:

- Terminals dedicated to computing students should be at least one fifth (1/5) of the total number of computing students, and the computer-to-student ratio in a laboratory class should be 1:1 (16.2).
- All computer laboratories must have Internet access with a minimum dedicated bandwidth of at least 4 Mbps, and at least 4 Mbps per 500 students; students must also have access to Wi-Fi and a learning management system (16.2).
- Computer hardware and software must respond to the objectives of the courses and conform to generally accepted industry standards; equipment such as routers and switches is needed for courses that require them; only licensed software, including free and open source software, may be installed (16.2).
- Every laboratory must be equipped with projection equipment or a large display, projectors must be available for lecture rooms, and large lecture halls need sound systems (16.3).



ARTICLE II
AUTHORITY TO OPERATE

Section 2 Government Recognition

All Higher Education Institutions (HEIs) including private HEIs, State Universities and Colleges (SUCs), and Local Universities and Colleges (LUCs) intending to offer BSCS, BSIS, and BSIT must first secure proper authority from the Commission in accordance with this PSG. All HEIs with existing BSCS, BSIS, and/or BSIT programs are required to shift to outcomes-based approach pursuant to this PSG and must inform the Commission of such shift. SUCs and LUCs should likewise strictly adhere to the provisions in these policies, standards and guidelines.

ARTICLE III
GENERAL PROVISIONS

Section 3 The succeeding articles provide minimum standards and other requirements and prescriptions. The minimum standards for each program are expressed as minimum sets of desired program outcomes which are given in Article IV Section 6. The Commission designed **sample** curricula to attain such outcomes and these are shown in Article V Section 9. The total number of units for each program is here prescribed as the "minimum unit requirement" under Section 13 of RA 7722. In designing the curricula, the Commission employed curriculum maps which are shown in Article V Section 10 as **sample** curriculum map.

Using a learner-centered/outcomes-based approach, the Commission provided sample curricula delivery methods shown in Article V Section 11. The sample course syllabi given in Article V Section 12 show some of these methods.

Based on the curricula and the means of their delivery, the Commission determined the physical resource requirements for the library, laboratories and other facilities and the human resource requirements in terms of administration and faculty, as indicated in Article VI.

Section 4 The HEIs are allowed to design curricula suited to their own contexts and missions provided that they can demonstrate that the same leads to the attainment of the required minimum set of outcomes, albeit by a different route. In the same vein, they have latitude in terms of curriculum delivery and in terms of specification and deployment of human and physical resources as long as they can show that the attainment of the program outcomes and satisfaction of program educational objectives can be assured by the alternative means they propose.

The HEIs can use the **CHED Implementation Handbook for Outcomes-Based Education (OBE) and the Institutional Sustainability Assessment (ISA)** as a guide in complying with Sections 16, 17 and 22 of Article VII, hereof.

2 | Page

15.2.6 The library facilities may be augmented by providing Learning Commons.

15.3 Space Requirements. - The library should have a seating capacity of at least five percent (5%) of the total students enrolled and a minimum floor area of at least two (2) sqm per seat. This may include spaces provided as Learning Commons.

Section 16 Laboratory and Physical Facilities

16.1 **Classroom Requirements**. There should be at least one classroom per one hundred fifty (150) students enrolled. Preferably, there should be no more than 50 students in a class. In case of large classes with more than 50 students, preferably, there should be separate discussion classes with at most 50 students each.

16.2 **Laboratory Requirements**. The number of terminals dedicated for computing students should be at least 1/5 of the total number of computing students. This is to allow each student to have enough individual hands-on computer time per week. The computer-to-student ratio in a laboratory class should be 1:1.

In addition to teaching facilities, the HEI must provide internet access for the students and faculty members. All computer laboratories must have Internet Access. The minimum dedicated bandwidth must be at least 4Mbps. There should be at least 4Mbps per 500 students. Students must also have access to wifi and to a learning management system.

The required computer hardware and software should be able to respond to the objectives of the courses in the curriculum. They should conform to generally accepted industry standards and be capable of providing training in multiple platforms. There should also be equipment for courses that require specific hardware such as routers and switches. Only licensed software, including free and open source software, may be installed.

16.3 **Audio Visual Facilities.** Every laboratory must be equipped with projection equipment or large display to demonstrate digital content. In addition, projectors must also be available for use in lecture rooms. Large lecture halls must be equipped with sound systems.

ARTICLE VII
COMPLIANCE OF HEIs

Using the **CHED Implementation Handbook for OBE and ISA** as reference, a HEI shall develop the following items which will be submitted to CHED when they apply for a permit for a new program or the approval of the transformation of existing programs to outcomes-based framework:

Section 17 The complete set of program outcomes, including its proposed additional program outcomes.

Section 18 Its proposed **curriculum** and its justification including a curriculum map.

Section 19 Proposed **performance indicators** for each outcome. Proposed measurement system for the level of attainment of each indicator.

47 | P a

Figure 1. CHED policies, standards and guidelines submitted: general provisions and Section 16, Laboratory and Physical Facilities (16.2 highlighted).

Laboratory equipment listings by laboratory are kept by the departments. The inventories of the computer laboratories CE-10, CE-11, CE-13, CE-15 and CE-16 (S.Y. 2016–2017) list the computers, monitors, networking utilities, tools, air-conditioning units, whiteboards and fire extinguishers of each laboratory, prepared by the laboratory in-charge and noted by the department chairperson.

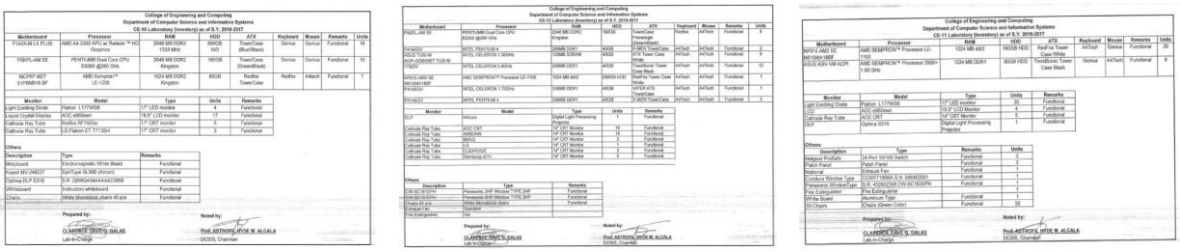
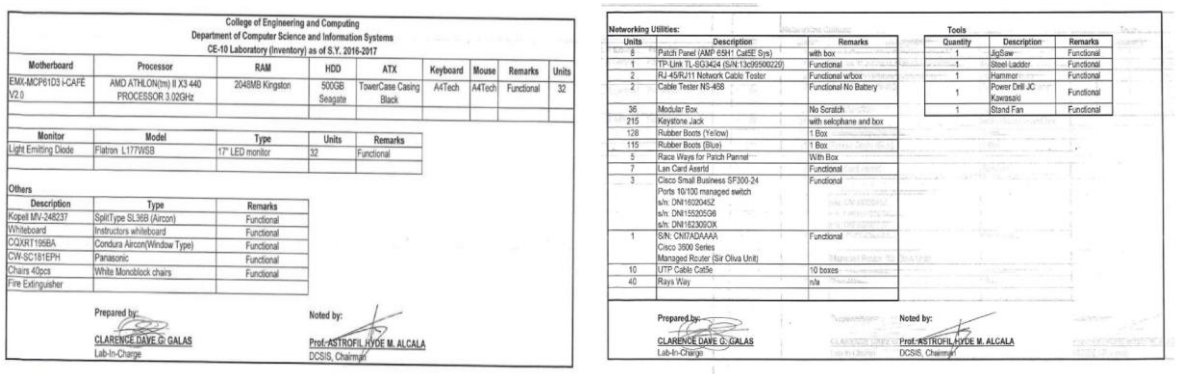


Figure 2. Computer laboratory inventories (CE-10, CE-11, CE-13) – computers, monitors and other equipment.



College of Engineering and Computing
Department of Computer Science and Information Systems
CE-10 Laboratory (Inventory) as of S.Y. 2016-2017

Motherboard	Processor	RAM	HDD	ATX	Keyboard	Mouse	Remarks	Units
EMX-MCP61D3 I-CAFE V2.0	AMD ATHLON(tm) II X3 440 PROCESSOR 3.02GHz	2048MB Kingston	500GB Seagate	TowerCase Casing Black	A4Tech	A4Tech	Functional	32

Monitor	Model	Type	Units	Remarks
Light Emitting Diode	Flatron L1775WSB	17" LED monitor	32	Functional

Others

Description	Type	Remarks
Kopell MV-248237	SplitType SL36B (Aircon)	Functional
Whiteboard	Instructors whiteboard	Functional
CQXRT1998A	Condura Aircon(Window Type)	Functional
CW-SC181EPH	Panasonic	Functional
Chairs 40pcs	White Monoblock chairs	Functional
Fire Extinguisher		

Prepared by:
CLARENCE DAVE G. GALAS
Lab-In-Charge

Noted by:
Prof. ASTROFIL HYDE M. ALCALA
DCSIS, Chairman

Networking Utilities:

Units	Description	Remarks
6	Patch Panel (AMP 6SH1 CatSE Sys)	with box
1	TP-Link TL-SG3424 (S/N:13c095900229)	Functional
2	RJ-45/RJ11 Network Cable Tester	Functional w/box
2	Cable Tester NS-468	Functional No Battery
36	Modular Box	No Scratch
215	Keystone Jack	with sellophane and box
128	Rubber Boots (Yellow)	1 Box
115	Rubber Boots (Blue)	1 Box
5	Race Ways for Patch Pannel	With Box
7	Lan Card Assrtd	Functional
3	Cisco Small Business SF300-24 Ports 10/100 managed switch s/n: DNI16020452 s/n: DNI15320506 s/n: DNI1623090X	Functional
1	S/N: CN7ADAAAA Cisco 3600 Series Managed Router (Sir Oliva Unit)	Functional
10	UTP Cable CatSe	10 boxes
40	Rays Way	n/a

Tools

Quantity	Description	Remarks
1	JigSaw	Functional
1	Steel Ladder	Functional
1	Hammer	Functional
1	Power Drill JC Kawasaki	Functional
1	Stand Fan	Functional

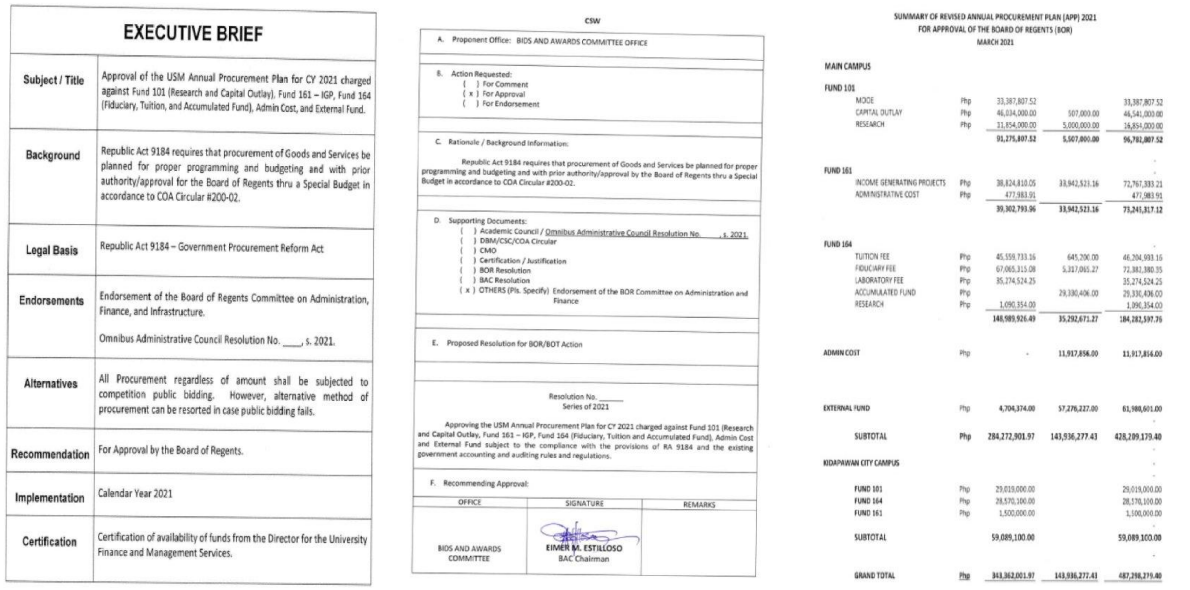
Prepared by:
CLARENCE DAVE G. GALAS
Lab-In-Charge

Noted by:
Prof. ASTROFIL HYDE M. ALCALA
DCSIS, Chairman

Figure 3. Inventories of CE-15 and the networking utilities and tools.

S.3 Approved Annual Procurement Plan (APP) listing laboratory equipment, supplies and materials

The Annual Procurement Plan for Calendar Year 2021 was submitted for approval of the Board of Regents (BOR). The Executive Brief and the Committee Summary Work-sheet state the legal basis (Republic Act 9184, the Government Procurement Reform Act), the endorsement of the BOR Committee on Administration, Finance and Infrastructure and the proposed resolution approving the University's APP for CY 2021 charged against Fund 101 (Research and Capital Outlay), Fund 161 (IGP), Fund 164 (Fiduciary, Tuition and Accumulated Fund), Admin Cost and External Fund, subject to compliance with RA 9184 and government accounting and auditing rules. The summary of the revised APP for March 2021 puts the Main Campus total at ₱428,209,179.40 and the grand total at ₱487,298,279.40, including a laboratory fee line of ₱35,274,524.25 under Fund 164.



EXECUTIVE BRIEF

Subject / Title	Approval of the USM Annual Procurement Plan for CY 2021 charged against Fund 101 (Research and Capital Outlay), Fund 161 – IGP, Fund 164 (Fiduciary, Tuition, and Accumulated Fund), Admin Cost, and External Fund.
Background	Republic Act 9184 requires that procurement of Goods and Services be planned for proper programming and budgeting and with prior authority/approval for the Board of Regents thru a Special Budget in accordance to COA Circular #200-02.
Legal Basis	Republic Act 9184 – Government Procurement Reform Act
Endorsements	Endorsement of the Board of Regents Committee on Administration, Finance, and Infrastructure. Omnibus Administrative Council Resolution No. ___, s. 2021.
Alternatives	All Procurement regardless of amount shall be subjected to competition public bidding. However, alternative method of procurement can be resorted in case public bidding fails.
Recommendation	For Approval by the Board of Regents.
Implementation	Calendar Year 2021
Certification	Certification of availability of funds from the Director for the University Finance and Management Services.

CSW

A. Proponent Office: BIDS AND AWARDS COMMITTEE OFFICE

B. Action Requested:
( ) For Comment
(x) For Approval
( ) For Endorsement

C. Rationale / Background Information:
Republic Act 9184 requires that procurement of Goods and Services be planned for proper programming and budgeting and with prior authority/approval by the Board of Regents thru a Special Budget in accordance to COA Circular #200-02.

D. Supporting Documents:
( ) Academic Council / Omnibus Administrative Council Resolution No. ___, s. 2021
( ) DBM/CSC/COA Circular
( ) CMO
( ) Certification / Justification
( ) BOR Resolution
( ) BAC Resolution
(x) OTHERS (Pls. Specify) Endorsement of the BOR Committee on Administration and Finance

E. Proposed Resolution for BOR/BOT Action

Resolution No. ___
Series of 2021

Approving the USM Annual Procurement Plan for CY 2021 charged against Fund 101 (Research and Capital Outlay, Fund 161 – IGP, Fund 164 (Fiduciary, Tuition and Accumulated Fund), Admin Cost and External Fund subject to the compliance with the provisions of RA 9184 and the existing government accounting and auditing rules and regulations.

F. Recommending Approval:

OFFICE	SIGNATURE	REMARKS
BIDS AND AWARDS COMMITTEE	EIMER M. ESTILLOSO BAC Chairman	

SUMMARY OF REVISED ANNUAL PROCUREMENT PLAN (APP) 2021
FOR APPROVAL OF THE BOARD OF REGENTS (BOR)
MARCH 2021

MAIN CAMPUS				
FUND 101				
MOOE	Php	33,387,807.52		33,387,807.52
CAPITAL OUTLAY	Php	46,034,000.00	507,000.00	46,541,000.00
RESEARCH	Php	11,854,000.00	5,000,000.00	16,854,000.00
		91,275,807.52	5,507,000.00	96,782,807.52
FUND 161				
INCOME GENERATING PROJECTS	Php	38,824,810.05	33,942,523.16	72,767,333.21
ADMINISTRATIVE COST	Php	477,983.91		477,983.91
		39,302,793.96	33,942,523.16	73,245,317.12
FUND 164				
TUITION FEE	Php	45,559,733.16	645,200.00	46,204,933.16
FIDUCIARY FEE	Php	67,065,315.08	5,317,065.27	72,382,380.35
LABORATORY FEE	Php	35,274,524.25		35,274,524.25
ACCUMULATED FUND	Php		29,330,406.00	29,330,406.00
RESEARCH	Php	1,090,354.00		1,090,354.00
		148,989,926.49	35,292,671.27	184,282,597.76
ADMIN COST	Php	-	11,917,856.00	11,917,856.00
EXTERNAL FUND	Php	4,704,374.00	57,276,227.00	61,980,601.00
SUBTOTAL	Php	284,272,901.97	143,936,277.43	428,209,179.40
KIDAPAWAN CITY CAMPUS				
FUND 101	Php	29,019,000.00		29,019,000.00
FUND 164	Php	29,570,100.00		29,570,100.00
FUND 161	Php	1,500,000.00		1,500,000.00
SUBTOTAL		59,089,100.00		59,089,100.00
GRAND TOTAL	Php	343,362,001.97	143,936,277.43	487,298,279.40

Figure 4. Executive Brief, Committee Summary Work-sheet and Summary of the Revised Annual Procurement Plan 2021 for approval of the Board of Regents.

Laboratory equipment is listed specifically in the plan. Under Fund 101 – Capital Outlay, the item "Supply and Delivery of Laboratory Equipment" (PAP code C-N-CSE 0004) has ₱507,000 for the first quarter. The plan is signed by the BAC Secretariat, the Head of the BAC Secretariat, the Vice President for Administration and Finance (recommending approval) and the University President as head of the procuring entity. Non-common-use items of the plan

also include repair and maintenance of laboratory equipment (₱63,000 for the calibration of weights and balances, first quarter), renovation of laboratory tables and cabinets (₱52,108.98) and reformatting and antivirus of ICT equipment (₱14,671.14).



Figure 5. APP CY 2021: Fund 101 – Capital Outlay (laboratory equipment, ₱507,000) and summaries of common-use and non-common-use supplies and equipment.

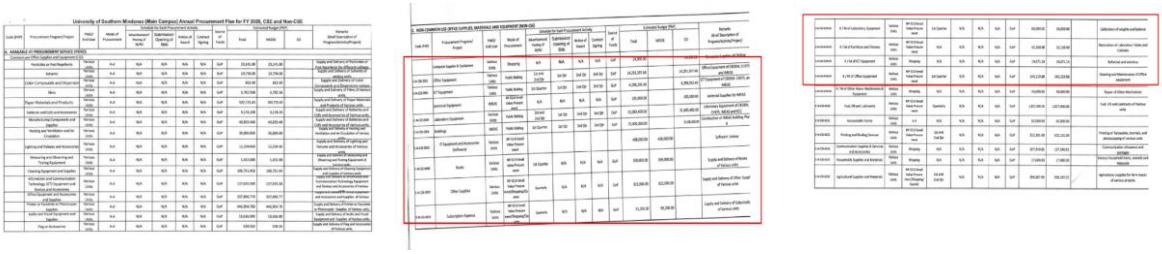


Figure 6. Non-common-use supplies, materials and equipment, and the repair and maintenance lines for laboratory equipment (calibration, laboratory tables and cabinets, ICT equipment).

2. IMPLEMENTATION

I.1 Evidence that laboratory equipment, supplies and materials are procured in accordance with RA 9184

The evidence shows that procurement is planned, approved, competitive and accounted for:

- **Planned and approved.** Procurement follows the Annual Procurement Plan, which carries the legal basis (RA 9184), the endorsement of the BOR Committee and the approval of the Board of Regents, and is signed by the officers named above. Laboratory equipment, laboratory repair and maintenance and ICT lines have their own PAP codes.
- **Competition.** The Executive Brief states that all procurement, regardless of amount, is subjected to competitive public bidding, and that an alternative method of procurement can be used if public bidding fails. Non-common-use items in the plan show their mode of procurement (public bidding, small-value procurement under Section 53.9 or shopping) and the quarter of each procurement activity.
- **Bids and Awards Committee.** A Bids and Awards Committee, with a chairperson and a BAC Secretariat, recommends the approval of the plan.
- **Property accountability.** The University keeps an Inventory Report of Property, Plant and Equipment (December 31, 2023), listing laboratory equipment by fund source and account code, and submitted the Report on the Physical Count of Inventories for Funds 01, 05 and 06 as of December 31, 2025 to the COA Audit Team Leader on February 10, 2026, as shown by the COA receiving stamp.



Figure 7. Inventory Report of USM Property, Plant and Equipment (Dec. 31, 2023) and signed property inventory forms.

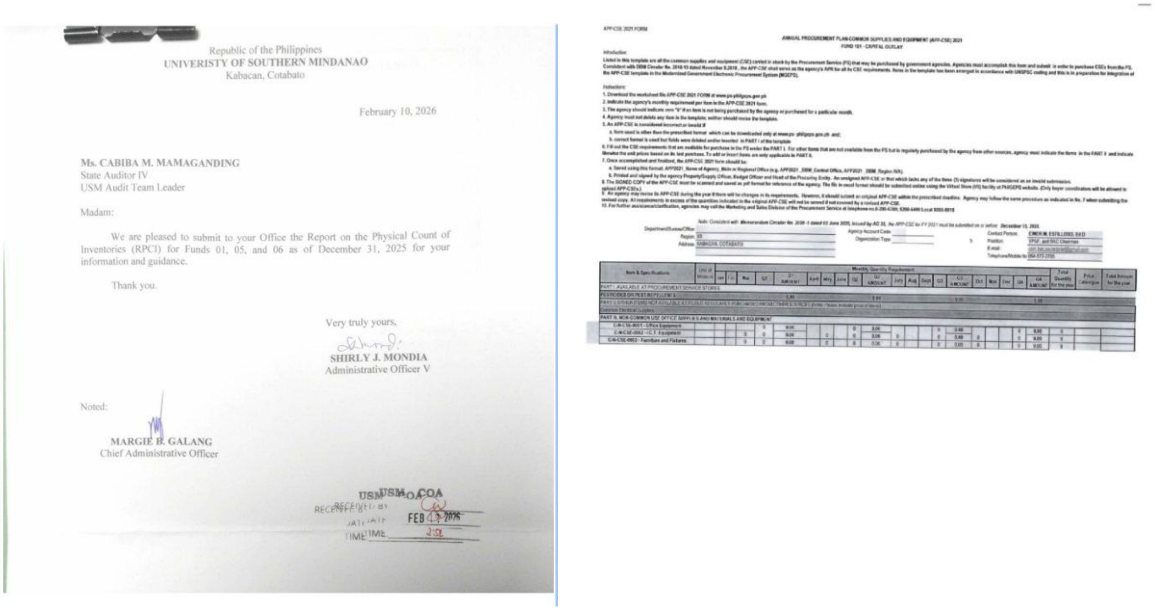


Figure 8. Transmittal of the Report on the Physical Count of Inventories (Dec. 31, 2025) to the COA, and the Annual Procurement Plan form with instructions.

3. OUTCOMES

O.1 Evidence that the special provisions in the CMO of the program are complied with



Figure 9. Computer laboratory with one computer unit for each student, network cabling and projection screen.

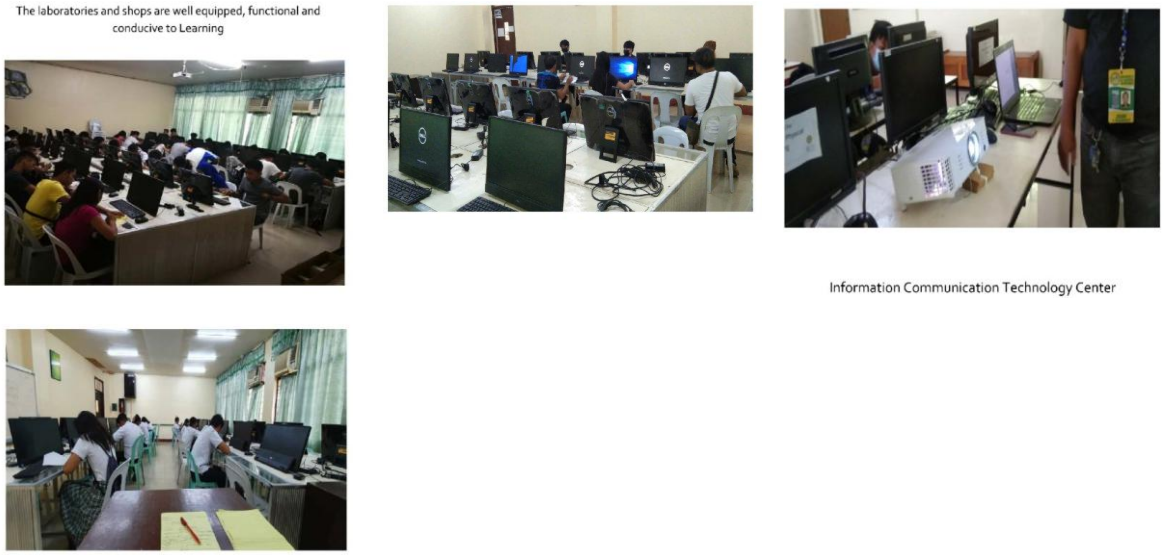


Figure 10. Students using computer units, and the Information Communication Technology Center with projector.



Figure 11. Well-lit computer laboratory rooms with ceiling lights, windows and air-conditioning, and the Speech Laboratory.

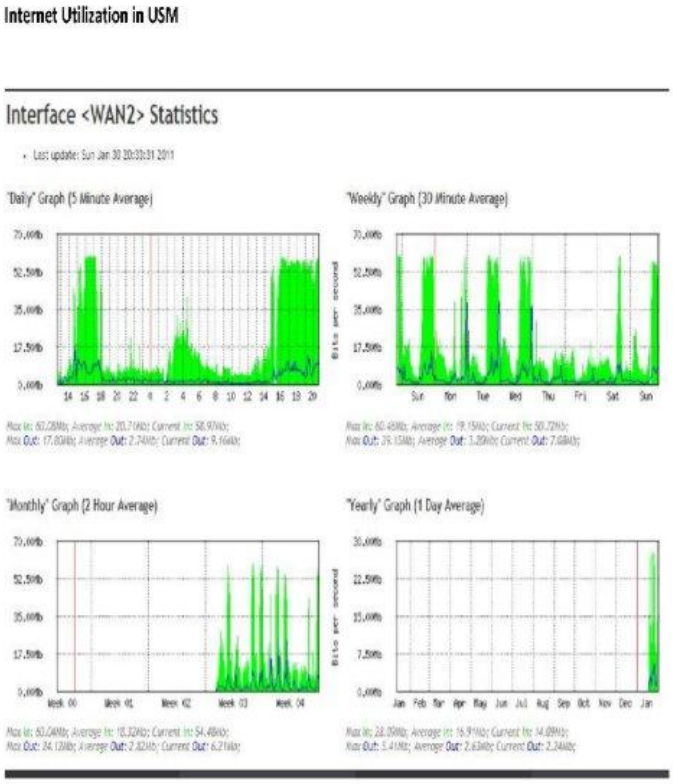


Figure 12. Internet utilization in USM (interface statistics).

Special provision (CMO / PSG)	Evidence	Compliance
Computer-to-student ratio 1:1 in a laboratory class (16.2)	Photos of the computer laboratories show a unit for each student; inventories CE-10 to CE-16 list the units.	[Units per laboratory and largest class size]
Terminals at least 1/5 of the computing students (16.2)	Laboratory inventories and the DCLIS list of equipment (see Parameter B).	[Number of students in the program]
Internet access of at least 4 Mbps, Wi-Fi and learning management system (16.2)	Network cabinets and cabling in the laboratories; Internet utilization graph.	[Current bandwidth; LMS name]
Hardware and software respond to the course objectives; licensed software only (16.2)	Software lists and Office 365 licenses (Parameter B); APP lines for ICT equipment and antivirus.	[Software required by the courses]
Projection equipment or large display in every laboratory (16.3)	Photos show projectors and screens in the laboratories and the ICT Center.	[Number of laboratories with projectors]

Discussion

The University complies with the special provisions in two steps. First, it plans the equipment the laboratories need. The Annual Procurement Plan lists laboratory equipment, the repair, calibration and maintenance of laboratory equipment, the renovation of laboratory tables and cabinets, and ICT equipment, each with a PAP code, a mode of procurement, a quarter and a source of funds. The plan is endorsed by the BOR committee, approved by the Board of Regents and signed by the accountable officers, with RA 9184 as its stated legal basis.

Second, the equipment that results meets the provisions of the PSG. The photographs show a computer laboratory in which each student has a unit, laboratory rooms that are lit, ventilated and air-conditioned, and projectors and screens for demonstration, as the PSG requires. The inventories of the laboratories record the computers, monitors, networking utilities and tools, and the University accounts for its property through an annual inventory report and a physical count that is submitted to the Commission on Audit. The special provisions in the CMO on laboratory ratio, equipment, software and projection facilities are therefore complied with, which supports O.1.

4. BEST PRACTICES

1. **Plan-based procurement.** Laboratory equipment, repair and calibration, laboratory furniture and ICT equipment each have a PAP code in the Annual Procurement Plan.
2. **Board approval of the plan.** The APP goes through the BAC, the BOR Committee on Administration, Finance and Infrastructure and the Board of Regents.
3. **Executive brief with legal basis.** The brief cites RA 9184, COA Circular No. 200-02 and the certification of funds.
4. **Certification of funds.** The Director for Finance and Management Services certifies that funds are available.

5. **Multiple funding sources.** Laboratory purchases are charged to Fund 101, the laboratory fee under Fund 164 and other funds.
6. **Budget for calibration and maintenance.** The plan includes funds for the calibration of weights and balances and the upkeep of laboratory equipment.
7. **Renovation of laboratory furniture.** The plan budgets the renovation of laboratory tables and cabinets.
8. **Competitive procurement.** Public bidding is the rule, and alternative methods are used only if bidding fails.
9. **Property inventory report.** The University issues an annual Inventory Report of Property, Plant and Equipment by fund source and account.
10. **Physical count reported to the COA.** The Report on the Physical Count of Inventories is submitted to the Audit Team Leader and acknowledged.
11. **Department laboratory inventories signed by the in-charge and the chairperson.** Each laboratory has a signed inventory of its equipment.
12. **Equipment follows the PSG.** Computer-to-student ratio, projection equipment and licensed software are planned in line with Section 16.

5. EXTENT OF COMPLIANCE WITH THE TEAM RECOMMENDATIONS FOR AREA IX – LABORATORIES IN THE LAST SURVEY VISIT

Status of the Compliance Matrix – Area IX

Team recommendation (Area IX)	Interventions done on the recommendation	Evidence	Status of compliance
[Recommendation 1]	[Interventions done, with date and office responsible]	[Evidence / attached document]	[Complied / Partially complied / Not yet]
[Recommendation 2]	[ ]	[ ]	[ ]
[Recommendation 3]	[ ]	[ ]	[ ]
[Recommendation 4]	[ ]	[ ]	[ ]

DULY ACCOMPLISHED SELF-SURVEY INSTRUMENT

Summary of Findings and Recommendations for Area IX – Laboratories

Survey visit: 1st Survey

1. Strengths

- Computer laboratories with one unit for each student, good lighting and ventilation, projectors and network connections, shown by photographs and inventories.
- Documented laboratory and maintenance procedures under the Quality Management System (USM-EDL-002, USM-EDL-005, USM-PPD-010), with revision histories.
- Scheduled maintenance, quarterly hardware checklists, calibration certificates and a University waste management program.

- A Maintenance and Repair Unit and technical support (UICTO, PPDSO) that serve on request.
- Planned and Board-approved procurement of laboratory equipment under RA 9184, with a property inventory report submitted to the COA.
- Licensed software (Office 365 and others) and free and open source software that meet the PSG.

2. Areas Needing Improvement

- The CMO for the BS Management Accounting program, the approved PPMP and the full RA 9184 purchase documents are not yet in the file.
- Laboratory counts (units, areas, exits, extinguishers, first-aid kits) and the computer-to-student ratio are not stated in numbers.
- The Internet utilization evidence is old (2011); a current bandwidth record is needed.
- Some inventories (CE laboratories, S.Y. 2016–2017) are old and should be updated.
- No locally improvised apparatus or record of utilization of supplies is documented.

3. Recommendations

- Attach the CMO of the program and map each of its laboratory provisions to evidence.
- Update the inventories of all laboratories used by the program and state the number of units per student.
- Keep a procurement file for each laboratory purchase (PR, RFQ or bid, abstract, award, PO, inspection and acceptance).
- Record the utilization of laboratory supplies and replenish them on a schedule.
- Keep a current bandwidth certificate and report.
- Complete the compliance matrix after the team’s recommendations are copied.

4. Summary of Ratings on the quantitative assessment – Area IX

Parameter	Rating	Descriptive rating
A. Laboratories, Shops and Facilities	4.28	VERY SATISFACTORY
B. Equipment, Supplies and Materials	4.11	VERY SATISFACTORY
C. Maintenance	4	VERY SATISFACTORY
D. Special Provisions	4	VERY SATISFACTORY
Area IX – Overall weighted mean	4.10	VERY SATISFACTORY