AREA IX: LABORATORIES

Laboratories are included in the support systems for any academic program. Broadly defined, they cover science laboratories, speech laboratories, demonstration farms, shops, and other facilities for practicum activities essential to the successful implementation of curricular programs inclusive of their use and functions.

A. Laboratories, Shops/Facilities

In general, facilities include well-equipped rooms which are adequately ventilated/air-conditioned, and lighted. The furniture are properly arranged. Safety devices and measures to cope with emergency situations are available. Facilities conform with accepted standards.

B. Equipment and Supplies

Certain courses require specific equipment, materials and supplies. The list of these equipment, materials and supplies should be included under the section on special provisions for the academic program. Apparatuses, tools and materials conform to specifications as required.

C. Maintenance

All laboratory equipment should be stored properly, maintained, and checked regularly to ascertain their good working condition.

D. Special Provisions

The special provisions should include the program requirements (listing of materials and equipment as per CMO). There should be an approved Annual Procurement Plan (APP).

The following documents, additional information and exhibits will be useful in evaluating this Area, and should be made available, preferably at the Accreditation Center:

1. Approved building plans showing the location of laboratory rooms/shops utilized in the program;
2. Copies of lists of prescribed minimum requirements (CHED, PRC, etc.);
3. Copies of procedural guidelines on the proper use of equipment and safety devices posted in conspicuous places;
4. List of functional locally-improvised apparatuses (supported with pictures and manuals of operation);

5. List of laboratory equipment (apparatuses and tools) available for use in the program (indicate the models and specifications);
6. List of laboratory rooms/shops utilized in the program;
7. List of safety equipment and devices which are available within easy reach in case of emergency;
8. List of supplies and materials utilized in the program;
9. List of titles of experiments/projects in the course/program;
10. Maintenance system employed to ensure the good working condition of the equipment at all times;
11. Photocopies of laboratory rooms/shops (including the storeroom) showing the proper arrangement of fixtures and equipment; and
12. Photocopies of storeroom plans for chemicals and materials showing properly labeled containers, shelves and cabinets.

AREA IX: LABORATORIES

RATING SCALE						
NA	0	1	2	3	4	5
-	-	Poor	Fair	Satisfactory	Very Satisfactory	Excellent
Not Applicable	*Missing*	*Criterion is met minimally in some respects, but much improvement is needed to overcome weaknesses (75% lesser than the standards)*	*Criterion is met in most respects, but some improvement is needed to overcome weaknesses (50% lesser than the standards)*	*Criterion is met in all respects (100% compliance with the standards)*	*Criterion is fully met in all respects, at a level that demonstrates good practice (50% greater than the standards)*	*Criterion is fully met with substantial number of good practices, at a level that provides a model for others (75% greater than the standards)*

Indicators	Item Rating (IR)	System – Implementation – Outcome Mean (SIOM)	Parameter Mean (PM)
PARAMETER A: LABORATORIES, SHOPS AND FACILITIES			
SYSTEM – INPUTS AND PROCESSES			
S.1. The laboratory layout conforms with standards (RA 6541 National Building Code of the Philippines/PD 856 "Code of Sanitation of the Philippines) and to particular needs of the program.	5		
S.2. Rooms have lightings in accordance to the standard requirements of fluorescent bulbs relative to their size.	4		
S.3. The laboratories have proper lighting and ventilation.	4		
S.4. Each laboratory room has at least two exit doors that open outward.	4		
S.5. There is a laboratory for shop work for specific technologies.	4		
S.6. There is a computer laboratory with at least 15 usable computer units and a printer.	5	4.33	

Indicators	IR	SIOM	PM
IMPLEMENTATION			
I.1. Furniture and equipment arrangement allows mobility and enables students to work comfortably without interference.	4		
I.2. Safety and precautionary measures are implemented.	4		
I.3. Usable fire extinguishers are accessible to staff and students.	5		
I.4. Laboratory Operations Manuals for the faculty and students are provided in each laboratory.	4		
I.5. Demonstrations and training on the use of fire extinguishers, first-aid kit and other emergency measures are periodically conducted.	4		
I.6. A well-equipped first-aid kit, charts for antidotes and neutralizing solutions are made available in each laboratory room.	4		
I.7. A student's access to a computer is at least 18 hours per semester for every subject.	5		
I.8. Appropriate laboratories for general education subjects are adequately equipped and well-maintained.	4		
I.9. A well-equipped Multimedia Center is maintained.	4		
I.10. Gas, water and electricity are utilized for class practicum activities.	4		
I.11. A demonstration table, equipped with sink, water, electrical and gas outlets is available and utilized.	4		
I.12. Laboratory equipment, supplies and materials are kept in separate stock rooms.	4	4.5	

OUTCOME/S			
O.1. The laboratories and shops are well- equipped, functional and are conducive to learning.	4	4	4.28

Indicators	IR	SIOM	PM
PARAMETER B: EQUIPMENT, SUPPLIES AND MATERIALS			
SYSTEM – INPUTS AND PROCESSES			
S.1. The equipment, instruments and materials needed in the classroom are available.	4		
S.2. Apparatuses, tools and materials conform with the standard required for the subject in accordance with the CMO No. 3 s 2007 of the program.	4		
S.3. Varied computer software are available.	4		
		4	
IMPLEMENTATION			
I.1. Equipment are well-maintained.	4		
I.2. Laboratory supplies and materials are wisely utilized.	4		
I.3. Licensed computer software are installed and utilized.	5		
		4.33	
OUTCOME/S			
O.1. The laboratory equipment, supplies and materials are sufficient and wisely utilized.	4		
		4	
			4.11
PARAMETER C: MAINTENANCE			
SYSTEM – INPUTS AND PROCESSES			
S.1. A laboratory technician/assistant is available for the proper upkeep of the laboratories.	4		
S.2. The institution has a Maintenance and Repair Department/Unit managed by skilled personnel who provides services on direct call.	4		
		4	

Indicators	IR	SIOM	PM
IMPLEMENTATION			
I.1. The institution keeps the laboratories neat, clean and orderly.	4		
I.2. There is regular replenishment/replacement of laboratory supplies and materials, whenever applicable.	4		
I.3. The inventory of laboratory, facilities and equipment is systematically and periodically conducted.	4		
I.4. The laboratory equipment and instruments are periodically calibrated.	4		
I.5. Waste disposal is efficiently and effectively managed.	4		
I.6. The following are properly maintained by trained staff/technicians:	4.05		
I.6.1. shops;	3		
I.6.2. computer laboratory;	4		
I.6.3. multi-media/educational technology center;	4		
I.6.4. research facility;	5		
I.6.5. general education;	4.33	4.01	
I.6.5.1. Natural/physical sciences;	4		
I.6.5.2. speech laboratory;	4		
I.6.5.3. physical education; and	5		
I.6.6. others (please specify)_____.	4		

OUTCOME/S			
O.1. The laboratories and shops are functional and are properly maintained.	4	4	4

Indicators	IR	SIOM	PM
PARAMETER D: SPECIAL PROVISIONS			
SYSTEM – INPUTS AND PROCESSES			
S.1. Specific program requirements (listing of materials and equipment as per CMO) are in accordance with guidelines/policies embodied in official issuances.	4		
S.2. There is an approved Annual Procurement Plan (APP) for laboratory equipment, supplies and materials.	4	4	
IMPLEMENTATION			
I.1. The institution implements the provisions as stated in the CMO.	4	4	
OUTCOME/S			
O.1. The special provisions in the CMO of the program are complied with.	4	4	4
		Area Mean:	4.10

SUMMARY OF RATINGS

AREA IX: LABORATORIES

Parameters		Numerical Rating	Descriptive Rating
A	LABORATORIES, SHOPS AND FACILITIES	4.28	VERY SATISFACTORY
B	EQUIPMENT, SUPPLIESAND MATERIALS	4.11	VERY SATISFACTORY
C	MAINTENANCE	4	VERY SATISFACTORY
D	SPECIAL PROVISIONS	4	VERY SATISFACTORY

Total: 16.39

Mean: 4.10 VERY SATISFACTORY

LEAD ACCREDITOR/S: