



# **PROGRAM PERFORMANCE PROFILE**

## **Area IX. LABORATORIES**

**Program: Master of Arts in Guidance and Counseling**



*"Leading to mold tomorrow's noblest"*



**PARAMETER A- LABORATORIES, SHOPS/FACILITIES**

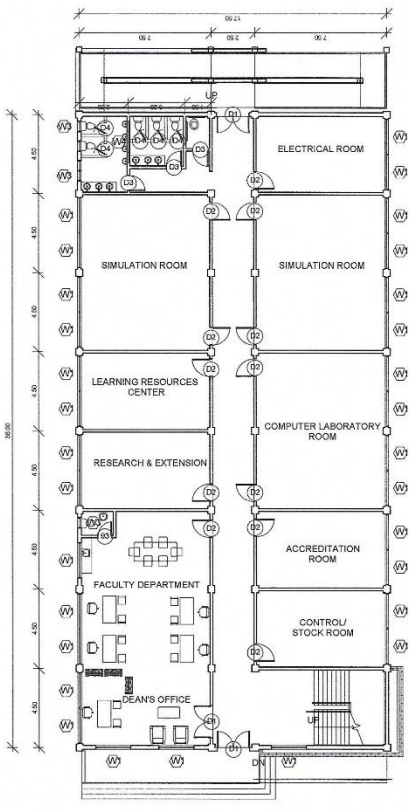


**SYSTEM-INPUTS AND PROCESSES**

- Approved building plan showing the location of laboratory rooms/shops utilized in the program and its conformity to RA 6541- National Building Code of the Philippines & PD 856 – Code of Sanitation of the Philippines.

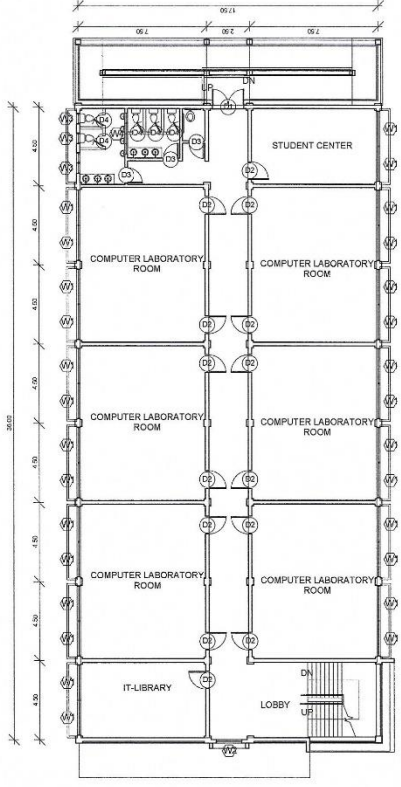


Project title / Location: <b>CICT BUILDING</b> <small>CSU, Main Campus, Virac, Catanduanes</small>	Prepared by: GERALD C. MOLINA <small>Engr. TFC</small> ENGR. CLAYTON R. UCHI <small>Engr. TFC</small>	Checked by: ENGR. JERILEE G. TADDOY <small>Chairman, TFC District, PDSB</small>	Recommending Approval: MA. THERESA E. SARMIENTO, MBA <small>US ADMINISTRATIVE AND FINANCIAL AFFAIRS</small>	Approved: MINERVA I. MORALES, Ed. D. <small>CSU President</small>	She
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**GROUND FLOOR PLAN**  
 FLOOR AREA: 640.00 m<sup>2</sup>  
 NTS

Project title / Location: <b>CICT BUILDING</b> <small>CSU, Main Campus, Virac, Catanduanes</small>	Prepared by: GERALD C. MOLINA <small>Engr. TFC</small> ENGR. CLAYTON R. UCHI <small>Engr. TFC</small>	Checked by: ENGR. JERILEE G. TADDOY <small>Chairman, TFC District, PDSB</small>	Recommending Approval: MA. THERESA E. SARMIENTO, MBA <small>US ADMINISTRATIVE AND FINANCIAL AFFAIRS</small>	Approved: MINERVA I. MORALES, Ed. D. <small>CSU President</small>
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**SECOND FLOOR PLAN**  
 FLOOR AREA: 640.00 m<sup>2</sup>  
 NTS

Project title / Location: <b>CICT BUILDING</b> <small>CSU, Main Campus, Virac, Catanduanes</small>	Prepared by: GERALD C. MOLINA <small>Engr. TFC</small> ENGR. CLAYTON R. UCHI <small>Engr. TFC</small>	Checked by: ENGR. JERILEE G. TADDOY <small>Chairman, TFC District, PDSB</small>	Recommending Approval: MA. THERESA E. SARMIENTO, MBA <small>US ADMINISTRATIVE AND FINANCIAL AFFAIRS</small>	Approved: MINERVA I. MORALES, Ed. D. <small>CSU President</small>
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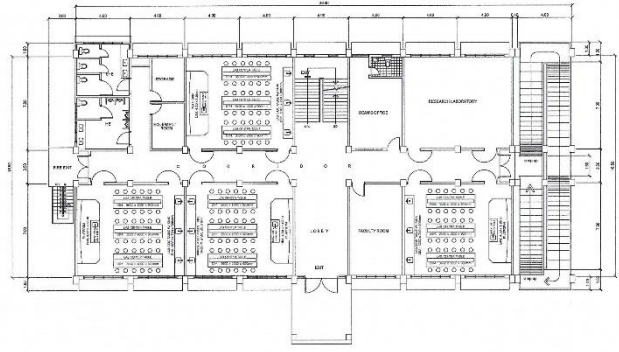


**AREA IX:  
 LABORATORIES**



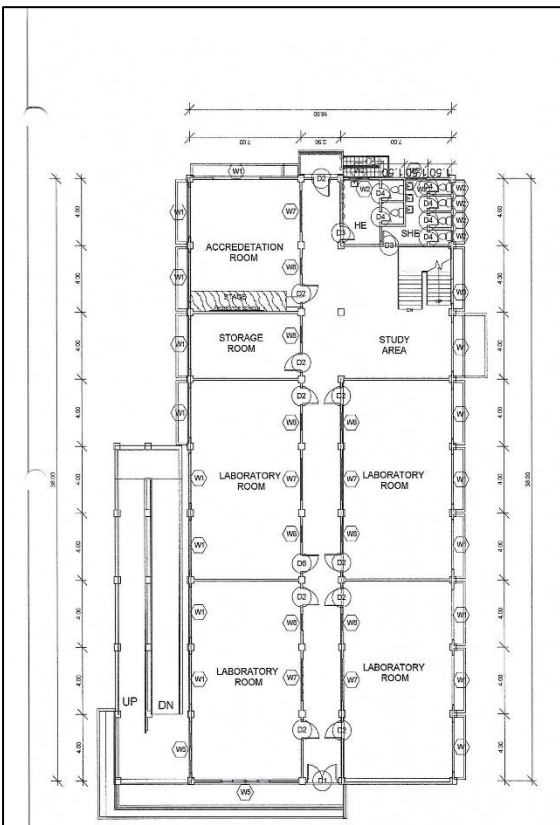
PERSPECTIVE  
 NOT TO SCALE

Project title / Location: <b>SCIENCE LABORATORY BUILDING</b> <small>COL, Virac Campus, Virac, Catanduanes</small>	Prepared by: GERALD C. MOLINA <small>Architect</small> ENGR. CLAUDIO R. UCHI <small>Master Pln</small>	Checked by: ENGR. JEREE G. TADY <small>Checked: 12/20/2018</small>	Recommending Approval: MA. TERESA E. SARMENTO, MBA <small>UP-REGISTERED PROFESSIONAL ARCHITECT</small>	Approved: MINERVA NORLES, Ed. D. <small>Principal</small>
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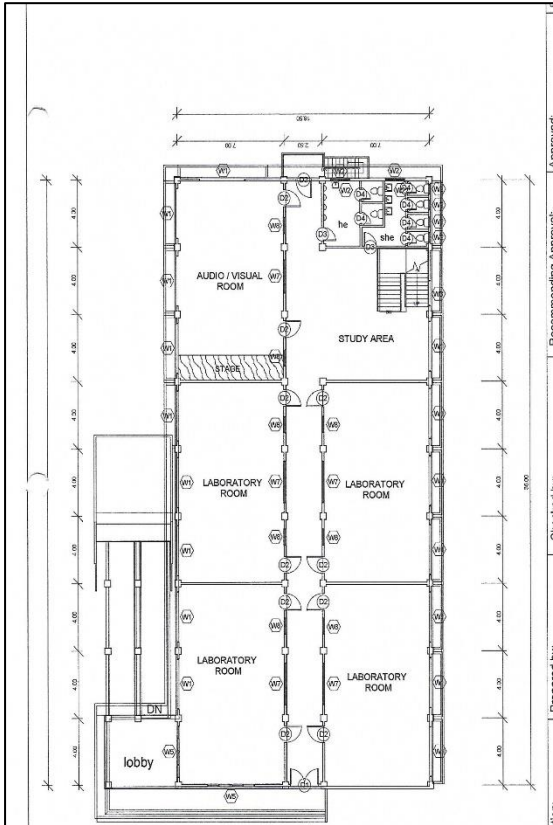
GROUND FLOOR PLAN  
 NOT TO SCALE

Project title / Location: <b>SCIENCE LABORATORY BUILDING</b> <small>COL, Virac Campus, Virac, Catanduanes</small>	Prepared by: GERALD C. MOLINA <small>Architect</small> ENGR. CLAUDIO R. UCHI <small>Master Pln</small>	Checked by: ENGR. JEREE G. TADY <small>Checked: 12/20/2018</small>	Recommending Approval: MA. TERESA E. SARMENTO, MBA <small>UP-REGISTERED PROFESSIONAL ARCHITECT</small>	Approved: MINERVA NORLES, Ed. D. <small>Principal</small>
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SECOND FLOOR PLAN  
 FLOOR AREA: 621.00 m<sup>2</sup>  
 NTS

Project title / Location: <b>ENGINEERING LABORATORY BUILDING</b> <small>COL, Virac Campus, Virac, Catanduanes</small>	Prepared by: GERALD C. MOLINA <small>Architect</small> ENGR. CLAUDIO R. UCHI <small>Master Pln</small>	Checked by: ENGR. JEREE G. TADY <small>Checked: 12/20/2018</small>	Recommending Approval: MA. TERESA E. SARMENTO, MBA <small>UP-REGISTERED PROFESSIONAL ARCHITECT</small>	Approved: MINERVA NORLES, Ed. D. <small>Principal</small>
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THIRD FLOOR PLAN  
 FLOOR AREA: 621.00 m<sup>2</sup>  
 NTS

Project title / Location: <b>ENGINEERING LABORATORY BUILDING</b> <small>COL, Virac Campus, Virac, Catanduanes</small>	Prepared by: GERALD C. MOLINA <small>Architect</small> ENGR. CLAUDIO R. UCHI <small>Master Pln</small>	Checked by: ENGR. JEREE G. TADY <small>Checked: 12/20/2018</small>	Recommending Approval: MA. TERESA E. SARMENTO, MBA <small>UP-REGISTERED PROFESSIONAL ARCHITECT</small>	Approved: MINERVA NORLES, Ed. D. <small>Principal</small>
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COMPUTER LABORATORIES LOCATED AT THE  
GROUND FLOOR OF THE ADMINISTRATION BUILDING

The seven (7) service computer laboratory rooms are located at College of Information and Communications Technology (CICT BUILDING). The CICT Building conforms to Republic Act No. 6541 (An Act to Ordain and Institute a National Building Code of the Philippines) in the following titles, such as: (1) Fire and Fire-resistive Standards; (3) Requirements Based On Occupancy; (5) Light Ventilation and Sanitation; (8) Detailed Regulation; and, (9) Electrical Regulations.

Specifically under Section 2 of RA 6541, the general conformity of the CICT Building falls under (e) *Four-Hour Fire-Resistive Time Period Rating that (1) The following partitions, walls, and floors shall have a four-hour fire resistive rating: solid masonry walls, 20 centimeters (8 inches) thick; hollow unit masonry, 30 centimeters (12 inches) thick; and solid concrete, 17.8 centimeters (7 inches) thick.* The CICT Building has at least 8 -12 inches thick flooring constructed in 2017.

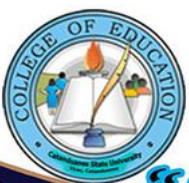
Under Title 3 – *Requirements Based On Occupancy, Chapter 3.01 – Classification of All Buildings by Use or Occupancy and General Requirements for all Occupancies*, the CICT Building conforms to (3) Group C – Education and Recreation. *Group C Occupancies shall be any building used for school or day care purposes more than eight hours per week, involving assemblage for instruction, education, or recreation, and not classed in Group I or in Divisions 1 and 2 of Group H Occupancies.*

In Title 5 – *Light, Ventilation, and Sanitation, Chapter 5.01 – Light and Ventilation Section 5.01.07: The Minimum Air Space Requirements in Determining the Size of Rooms. (1) For school rooms: 3.00 meters (106 cubic feet) with 1.00 square meter (10.7 square feet) of floor area per person.* The administration building also conforms to this standard having at least 3 meters with 1 square meter per person as a basic requirement.

In section 5.01.08: *Window Openings, (a) Every room intended for any use, not otherwise provided with air-conditioning or mechanical ventilation system as herein provided in this Code, shall be provided with a window or windows whose total area of openings shall be at least 1/10th the floor area of the room, and such shall open directly to a court, yard, public way or alley, or water course.* Every laboratory rooms in the CICT Building conforms with this standard for having at least 1/4<sup>th</sup> of the floor area is the opening/window size.

As stated in Chapter 5.02 – *Sanitation, SECTION 5.02.01: General Sanitation, (a) All buildings hereafter erected for human habitation should be provided with plumbing facilities installed in conformity with the National Plumbing Code adopted and promulgated by the National Master Plumbers Association of the Philippines pursuant to Republic Act 1378, otherwise known as the "Plumbing Law".* The CICT Building also conforms to this standard for having two (2) comfort rooms for male and female in every floors which also conforms to the standard of the Plumbing Law of the Philippines for having closed/ contained septic tank as a treatment procedure of waste water.

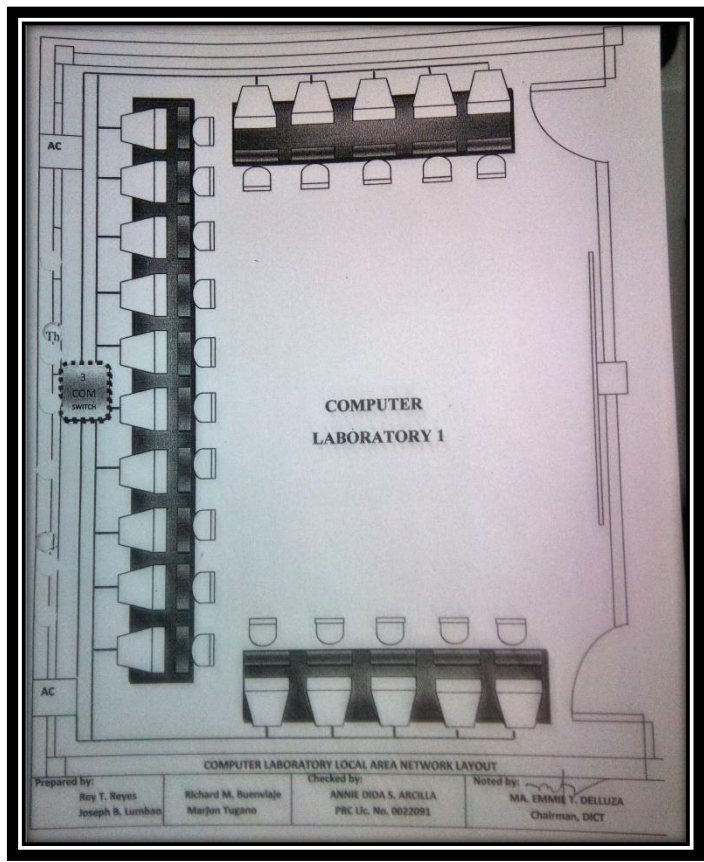
In Title 8 – *Detailed Regulations Chapter 8.01 – General Requirements, Section 8.01.07: Stairs, Exits, and Occupant Loads.* The CICT Building also conforms to this standards for having four (4) exits in the first floor, three (3) exits in the second floor and third floor with standard width and height of the stairs.



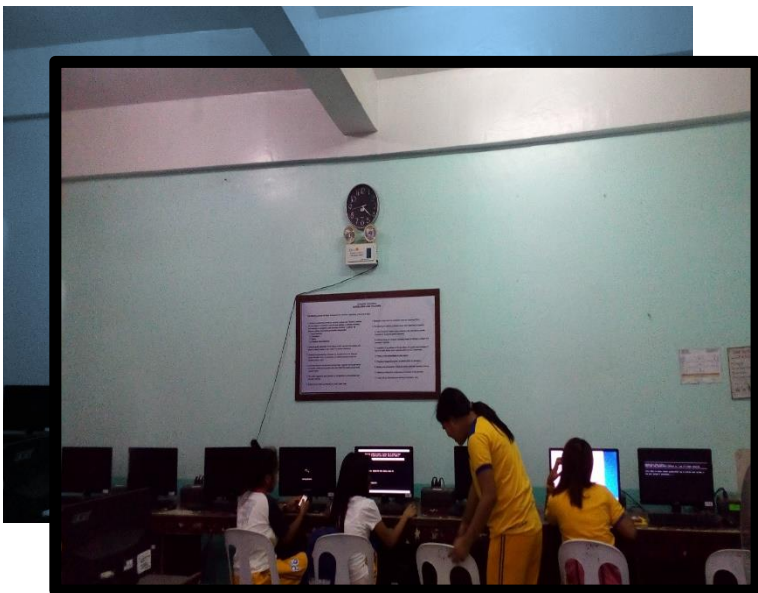
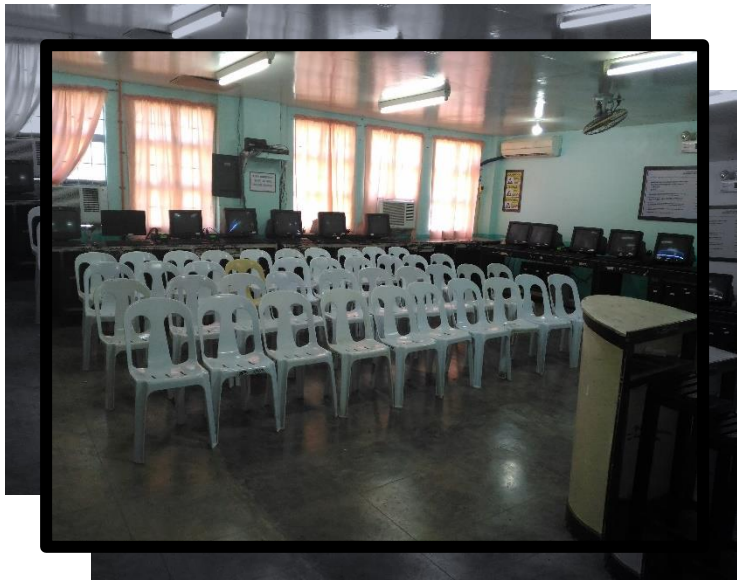
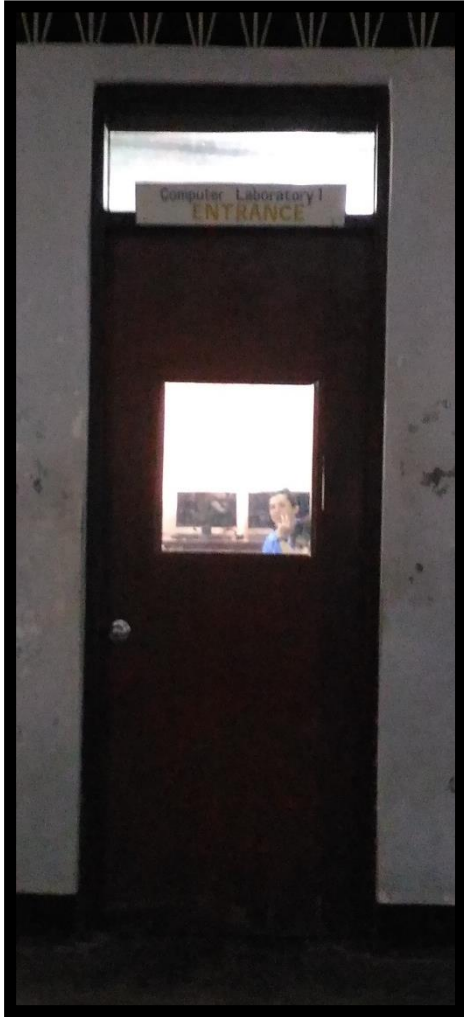




Computer Laboratory 1 – 7 Plan



# Computer Laboratory 1



*The different perspectives of computer laboratory 1 showing proper arrangement of the whole classroom*





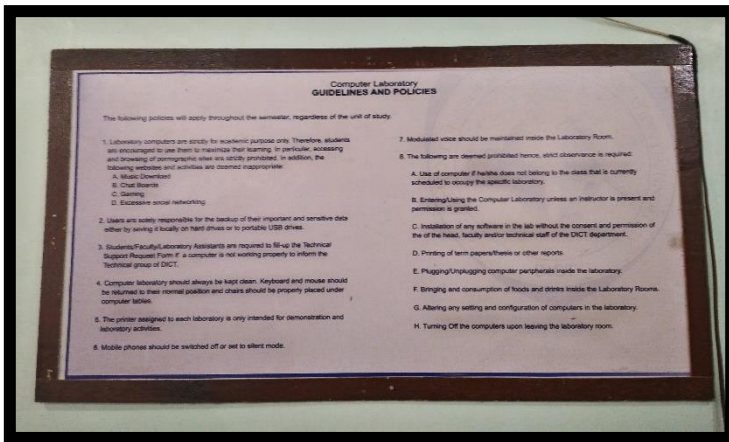
*Emergency light is mounted just above the safety procedures bulletin and is located at the right side of the room.*



*LCD projector and a white screen is used to present topics for discussion*



*An airconditioning unit is used as a ventilation for the laboratory room*

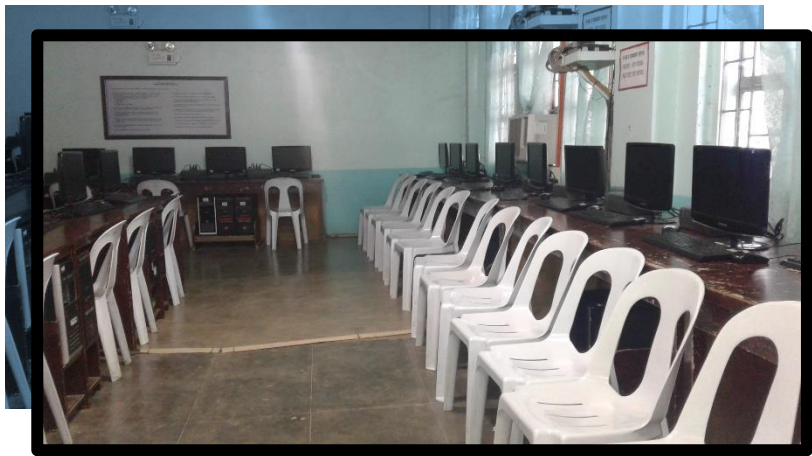
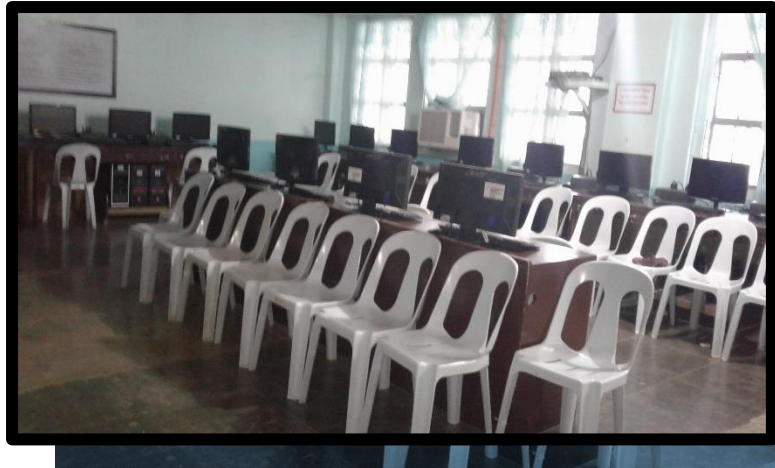
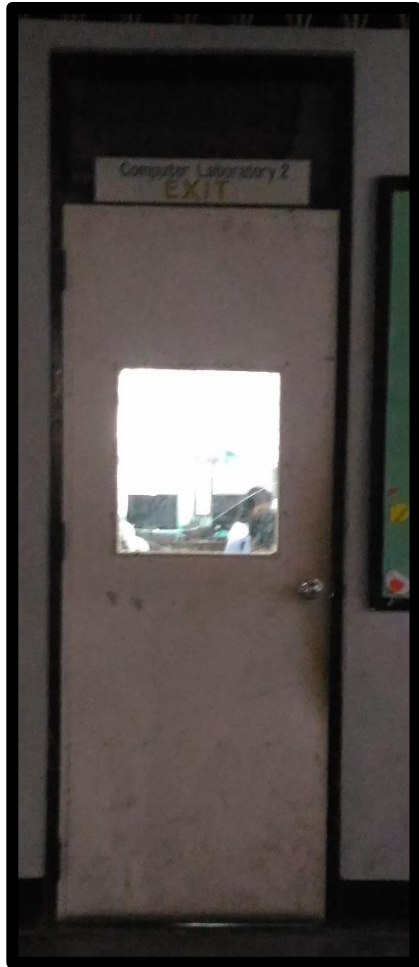


*Safety precautions and procedures are mounted on the walls of the different sides of room.*

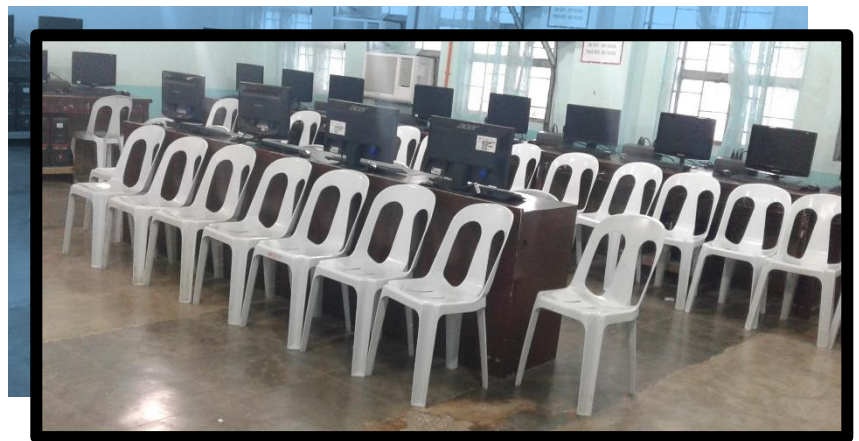




## Computer Laboratory 2



The different perspectives  
of computer laboratory 2  
showing proper  
arrangement of the whole  
classroom





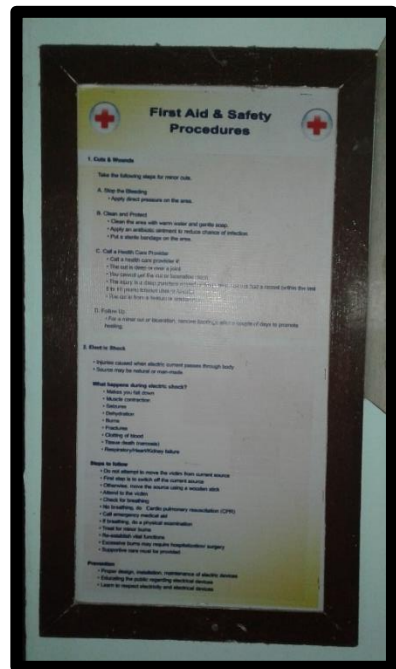
*First-aid kit is mounted on the wall just beside precautionary measures bulletin and they are located at the left side of the door*



*Emergency light is mounted just above the safety procedures bulletin and is located at the right side of the room.*



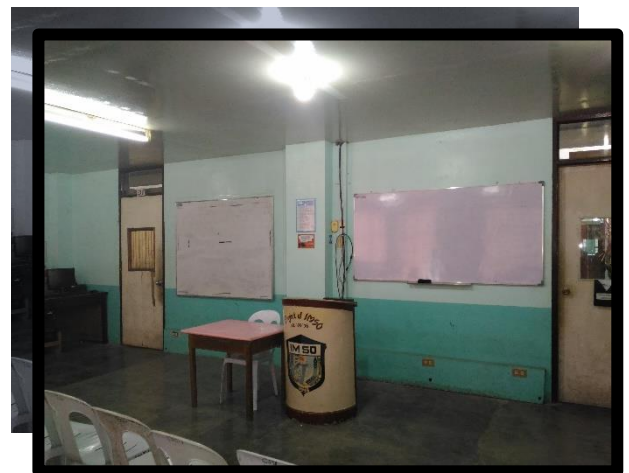
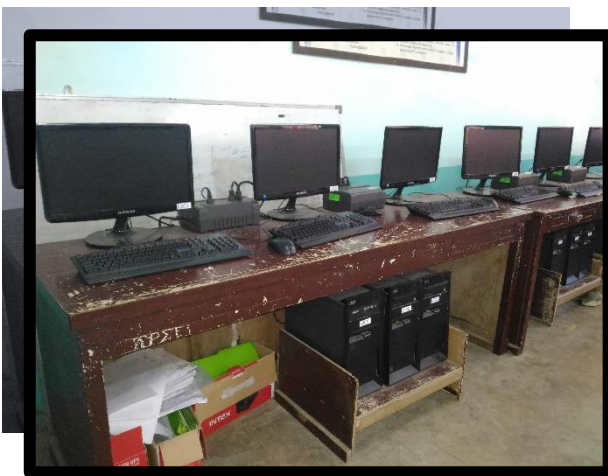
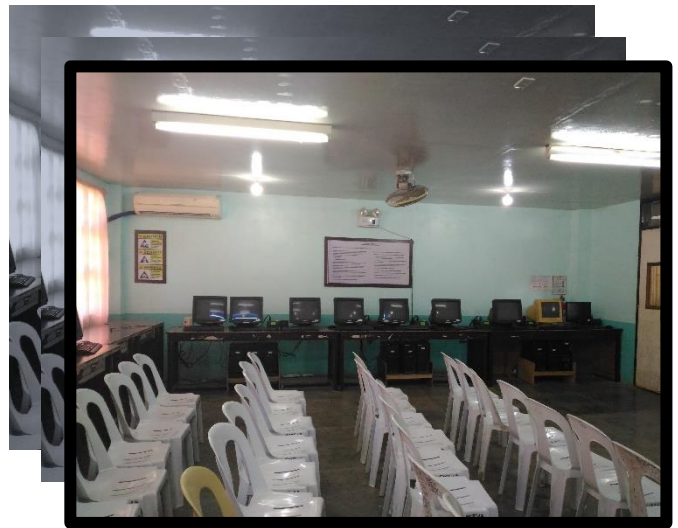
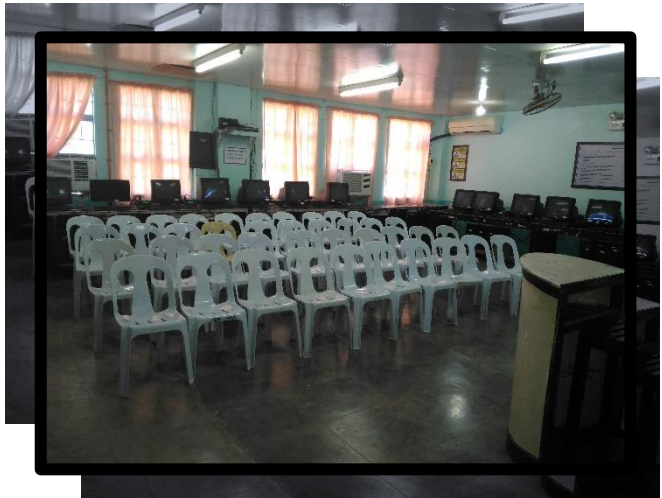
*(above image) two airconditioning units are placed on computer lab 2 mounted on opposite walls of the wall.*



*(left) precautionary procedures and measures are posted on the different side of the laboratory room.*



## Computer Laboratory 3



*The different perspectives of computer laboratory 3 showing proper arrangement of the whole classroom*





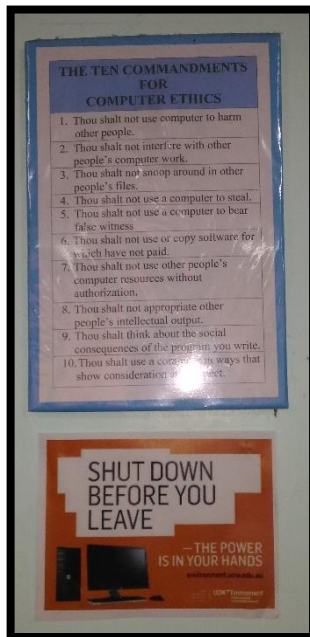
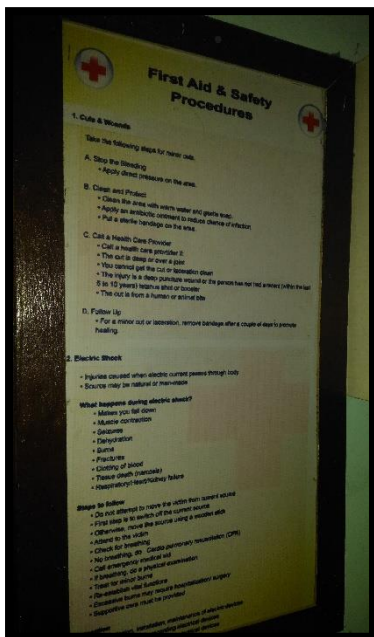
*A television is placed at the top of a cabinet and is located in front beside the rostrum.*



*Emergency light is mounted just above the safety procedures bulletin and is located at the right side of the room.*

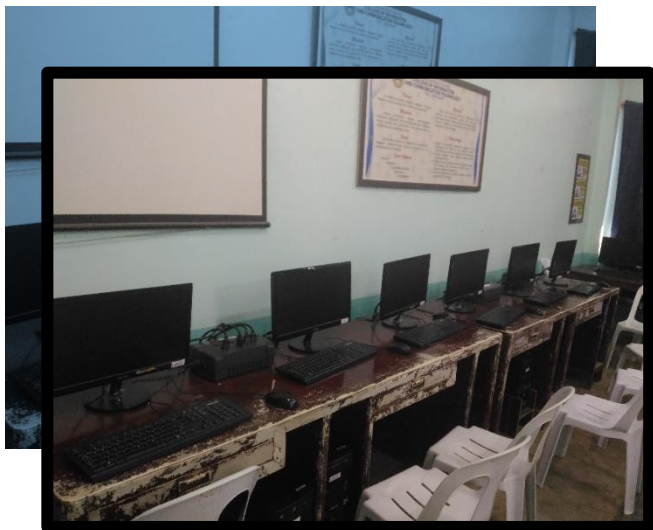
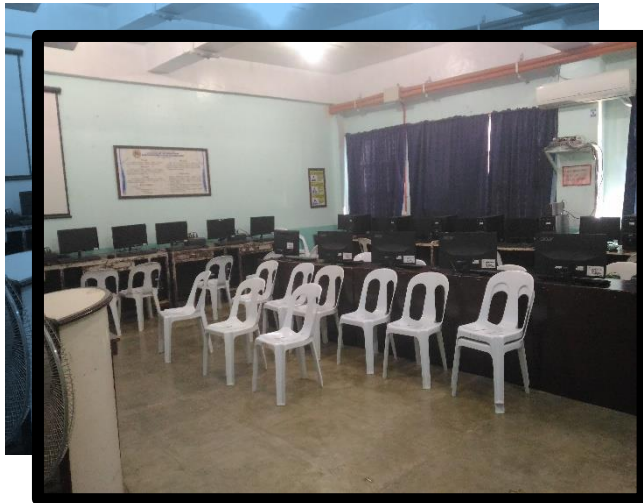
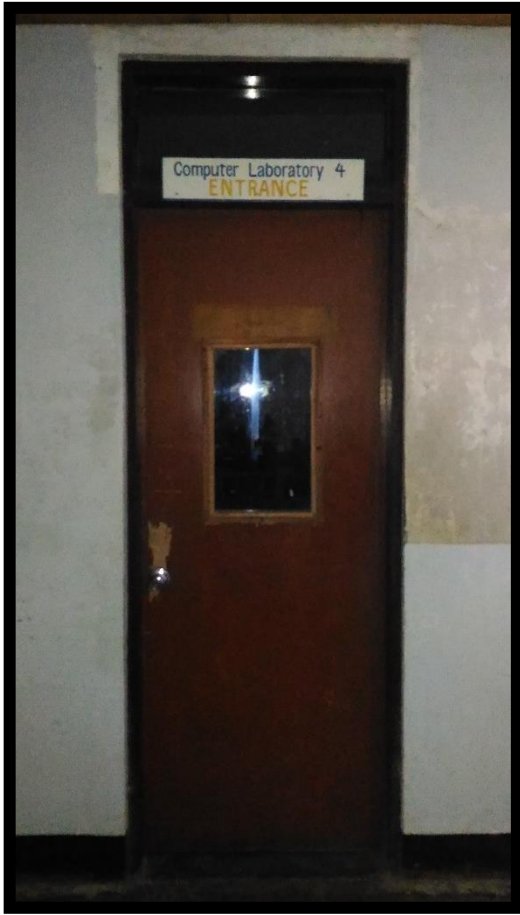


*Two airconditioning units are mounted at adjacent sides of the room*



*Safety precautions and procedures are mounted on the walls of the different sides of room.*

## Computer Laboratory 4

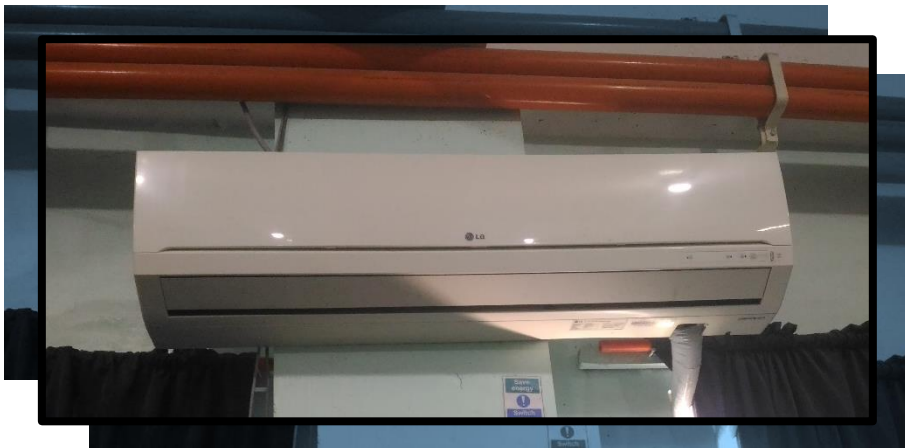


*The different perspectives of computer laboratory 4 showing proper arrangement of the whole classroom*

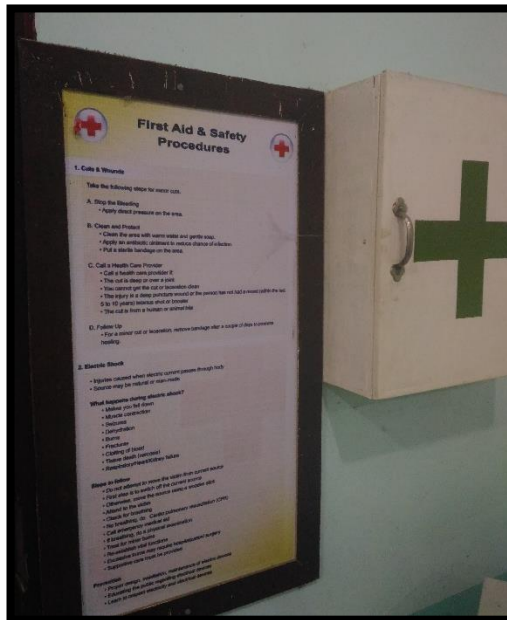
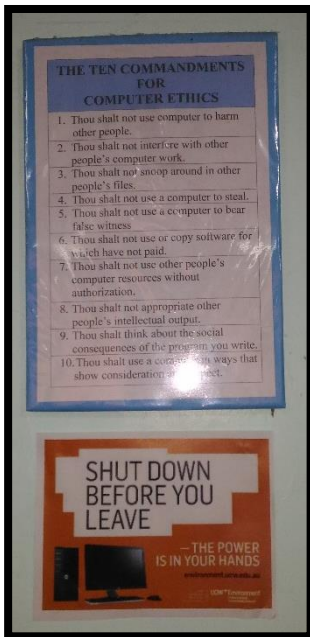




*Emergency light is mounted just above the safety procedures bulletin and is located at the right side of the room.*



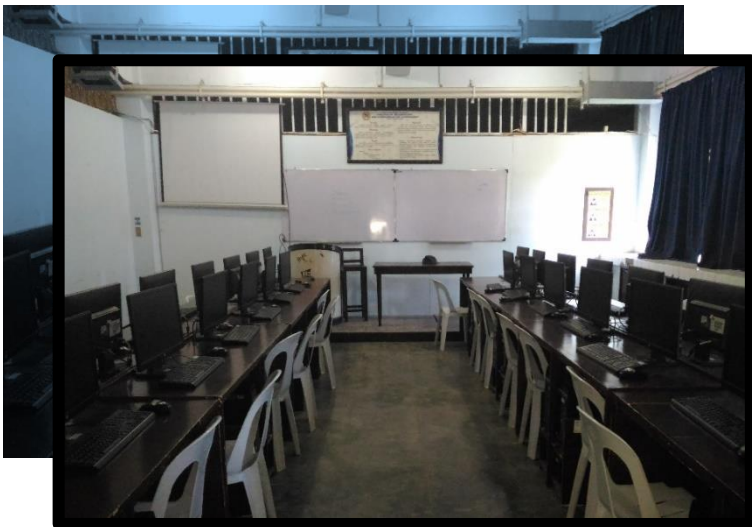
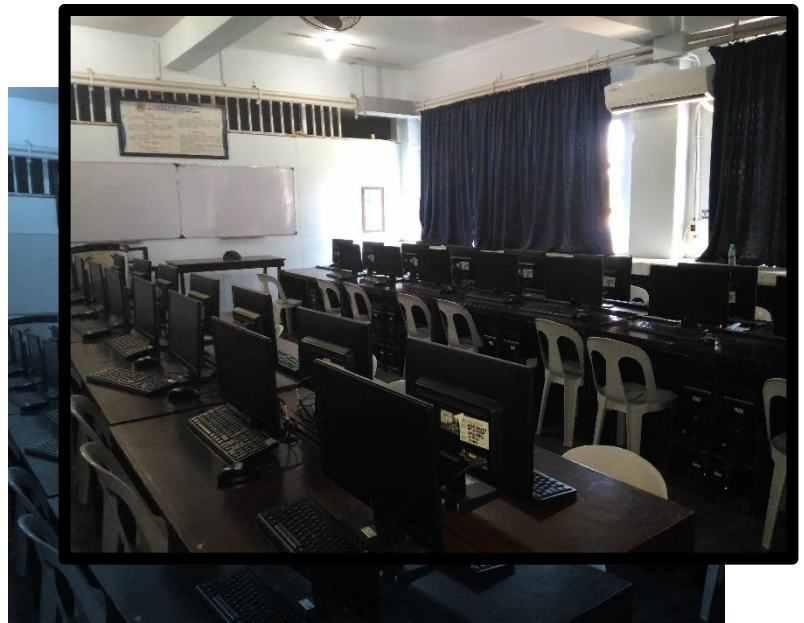
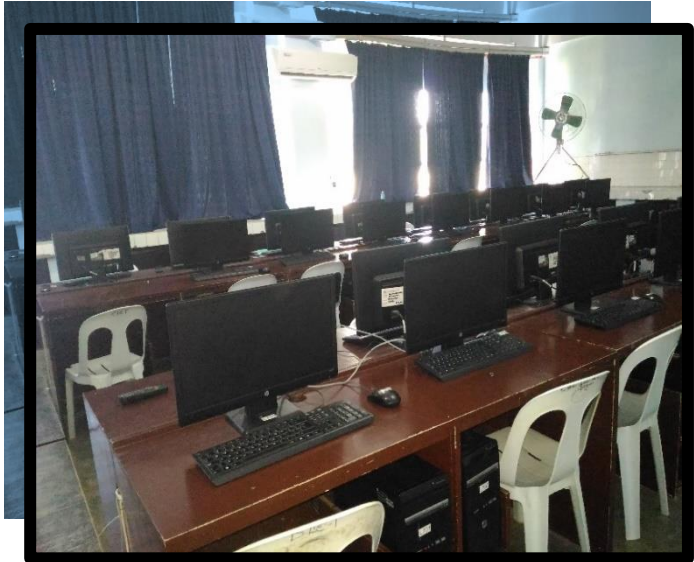
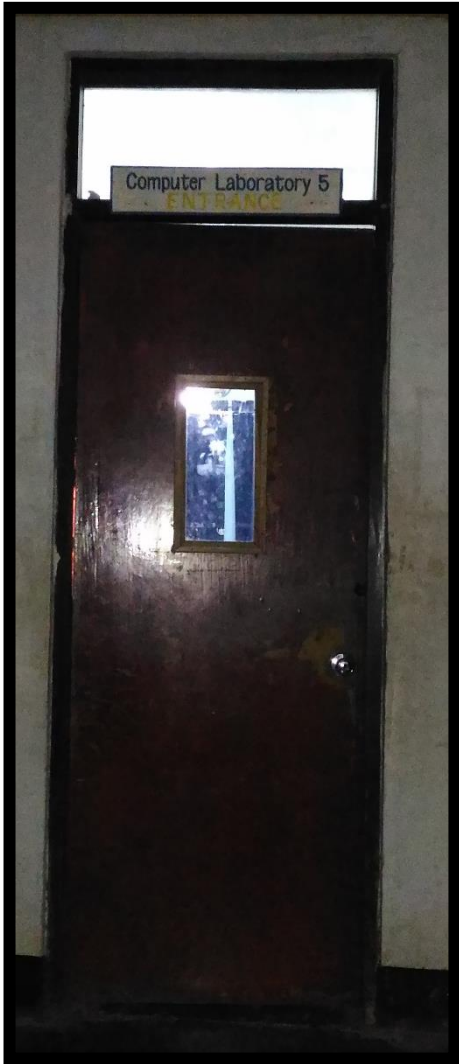
*An airconditioning unit is mounted on the wall approximately 6 ft. above the floor*



*Safety precautions and procedures are mounted on the walls of the different sides of room.*



## Computer Laboratory 5



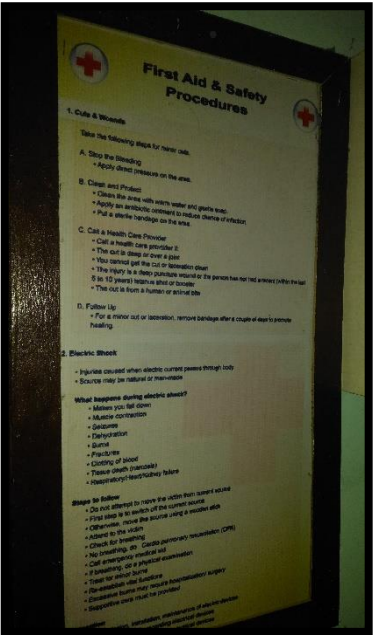
*The different perspectives of computer laboratory 5 showing proper arrangement of the whole classroom*



*Emergency light is mounted just above the safety procedures bulletin and is located at the right side of the room.*



*An airconditioning unit is used as a ventilation for the laboratory room*

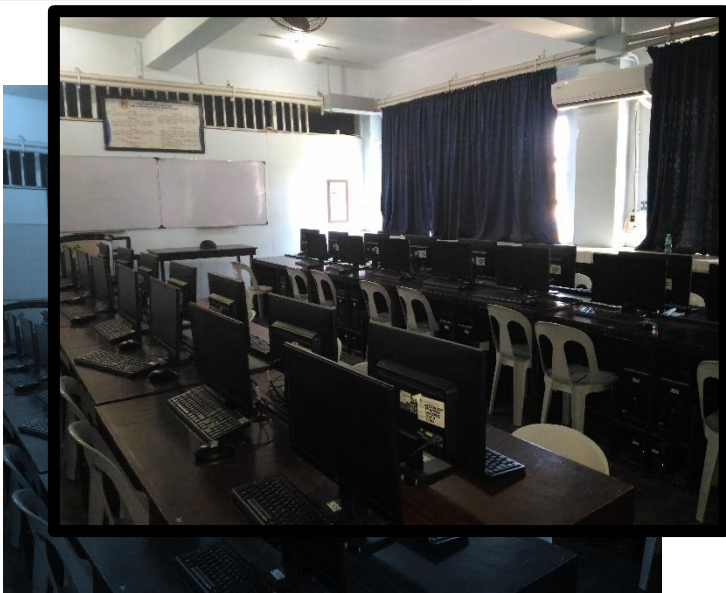
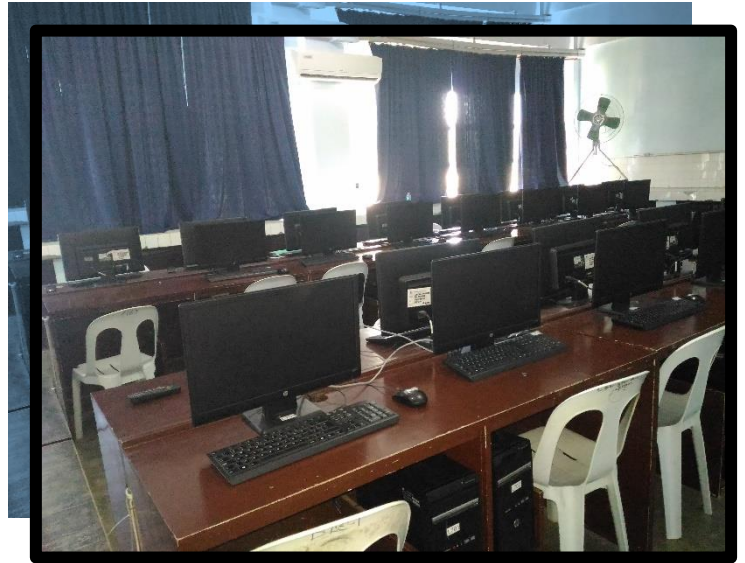
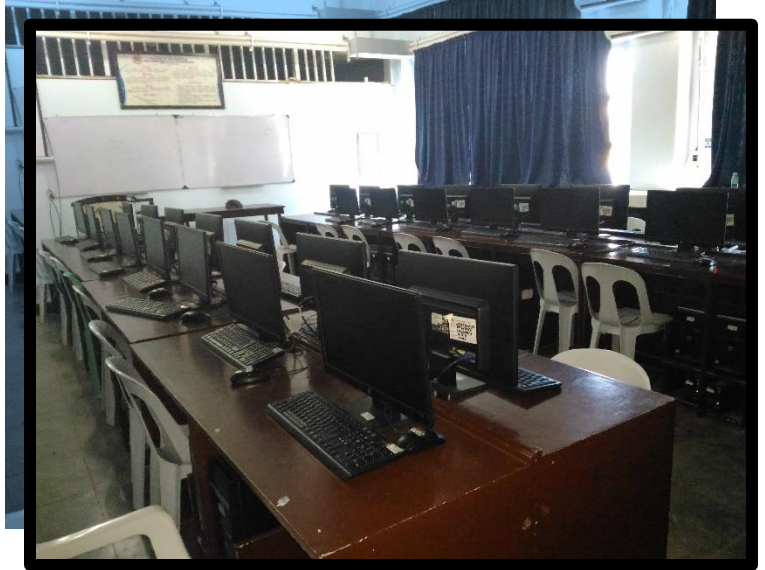
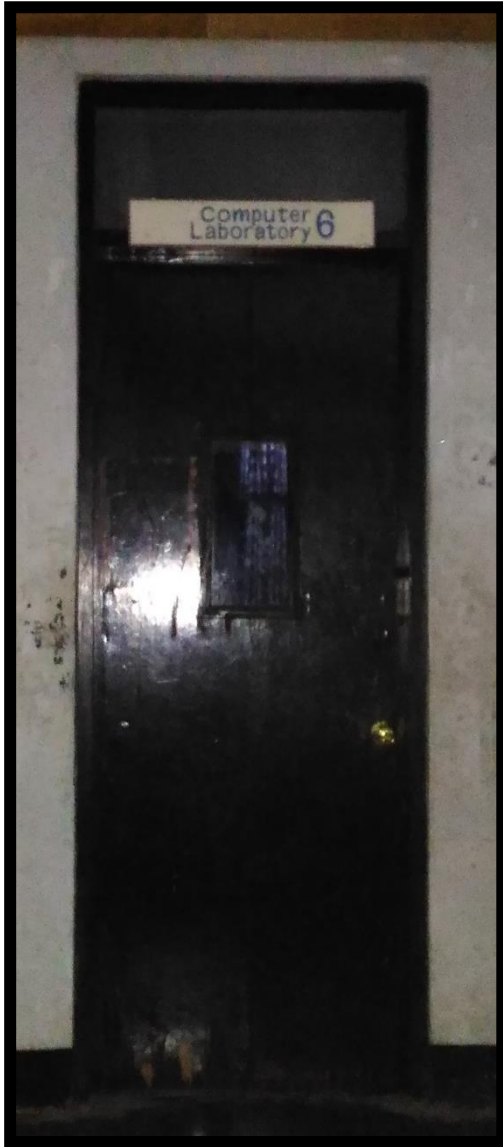


*Safety precautions and procedures are mounted on the walls of the different sides of room.*

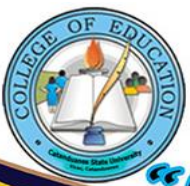




## Computer Laboratory 6



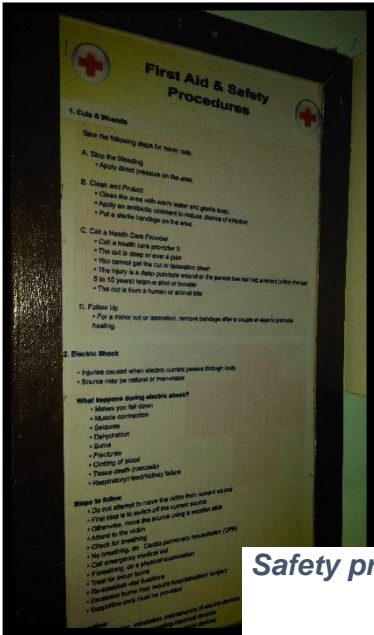
*The different perspectives of computer laboratory 6 showing proper arrangement of the whole classroom*





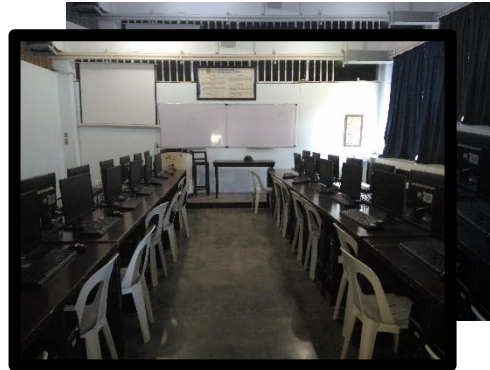
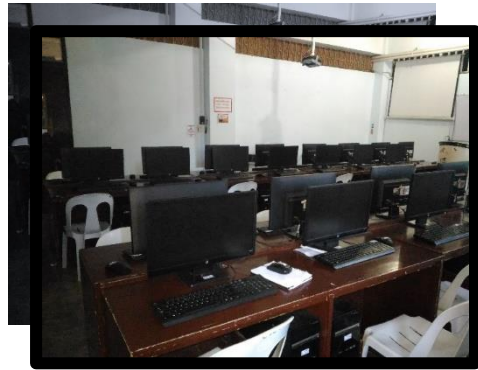


*First-aid kit is mounted on the wall just beside precautionary measures bulletin and they are located at the left side of the door*



*Safety precautions and procedures are mounted on the walls of the different sides of room.*

## Computer Laboratory 7



*Arrangement of computer equipment set at the laboratory*



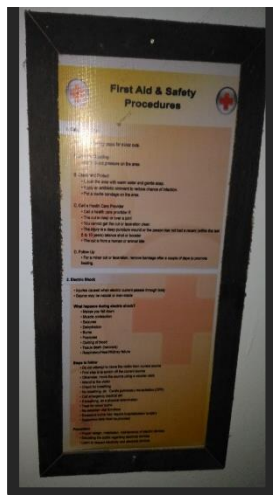
*An air-conditioning unit is mounted on the wall of the room to maintain the optimal temperature for the maintenance of computers*



*A white screen is used during class discussion to present the topics to the students*



*LCD projector is used to present topics during class discussion*



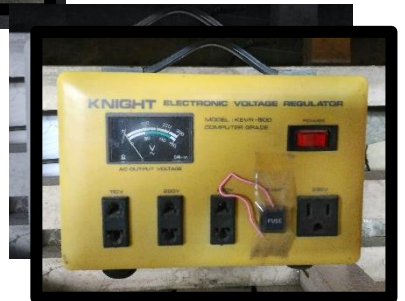
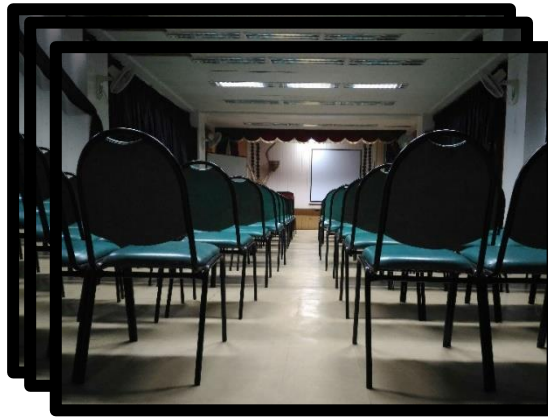
*Safety precautions and procedures are mounted on the wall just beside the door of the laboratory room.*







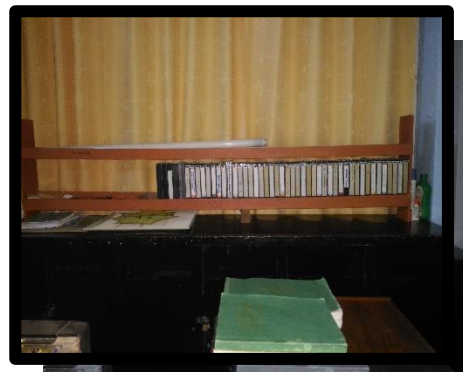
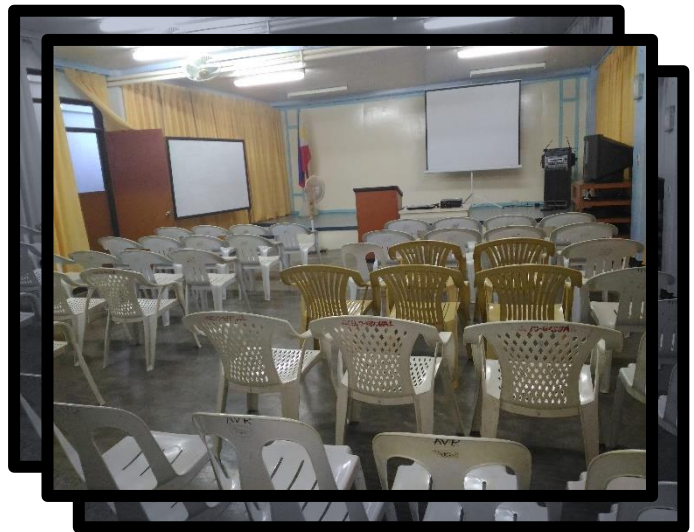
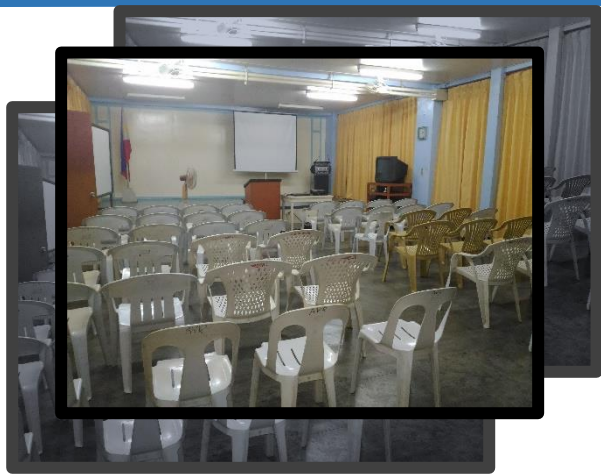
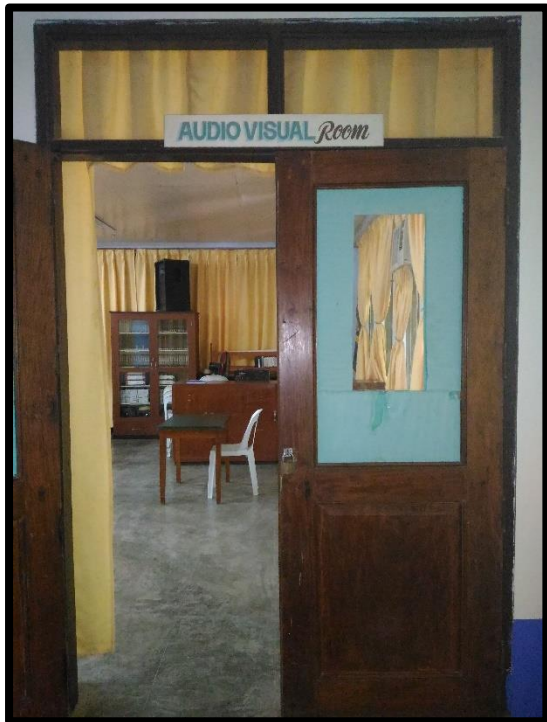
# Little Theatre



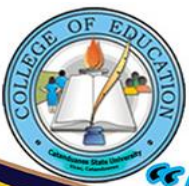




## Audio-Visual Room



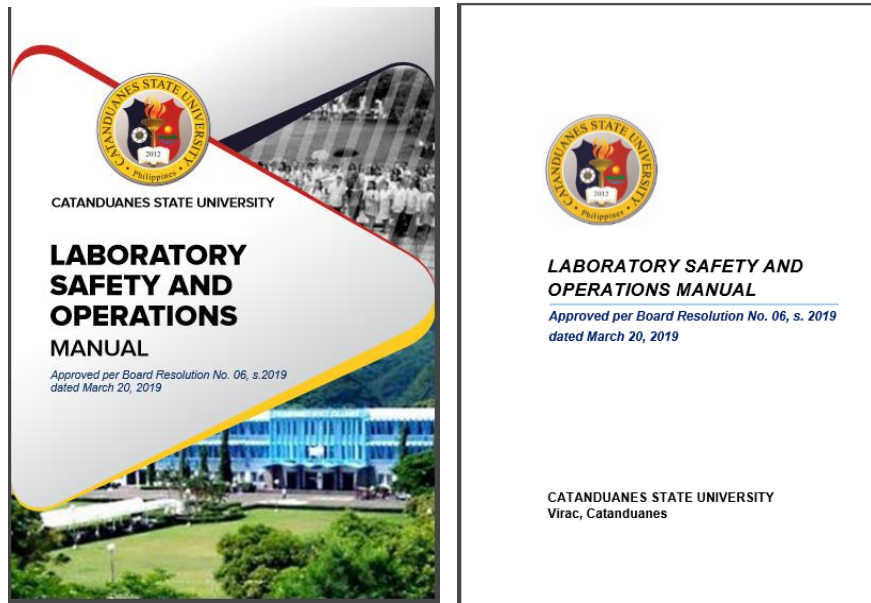
*Furniture and other fixtures at audio-visual room is maintained by property custodians and the existing equipment are still functional up to this date.*



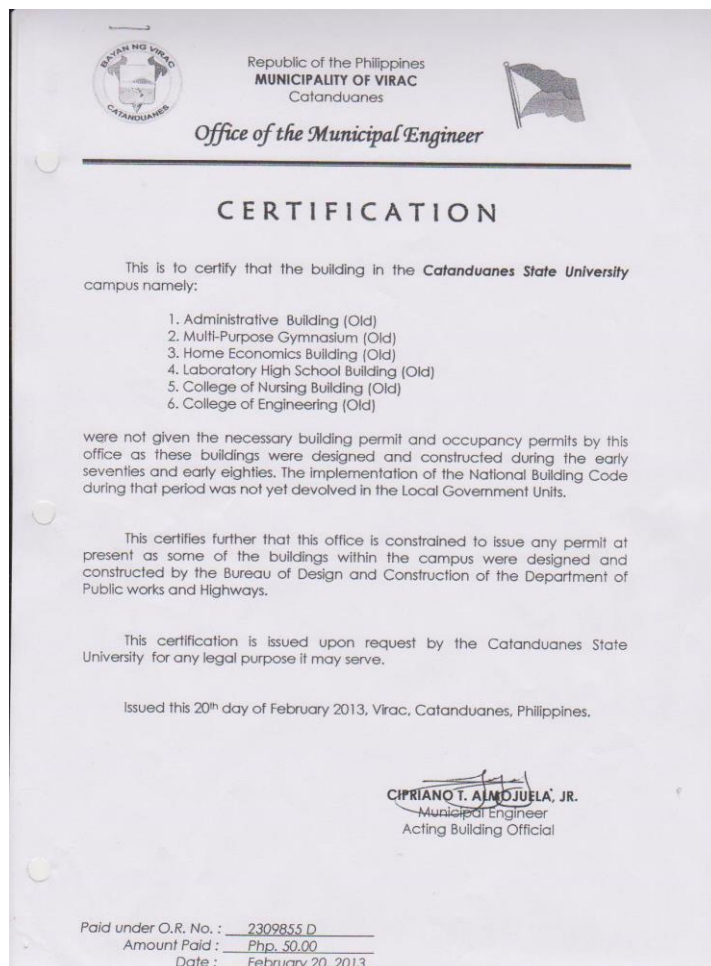




- Present sample and in pictorial form Laboratory Operations Manual for the faculty and students.



- Certification of conformity to RA 6541 and PD 856 from the Head of the Physical Plant and Site Development Office





➤ **CHED-required laboratories**

CHED Required Laboratory		Existing in the institution (Include floor area)	Not Existing in the Institution	Remarks
Computer Laboratory with at least 2 sq.m. floor space per student and not more than 2 students per terminal or work stations.				All laboratory rooms are functional
	Computer Lab 1	✓		
	Computer Lab 2	✓		
	Computer Lab 3	✓		
	Computer Lab 4	✓		
	Computer Lab 5	✓		
	Computer Lab 6	✓		
	Computer Lab 7	✓		

➤ **Description of each laboratory room**

**Computer Laboratory**

- a. **Computer Laboratory 1** is located at the second floor of CICT Building. This computer laboratory is equipped with 30 units installed Acer Veriton X480G computers that are connected to a network hub/switch, with printer, a room with an air-conditioner, a ceiling fan, and a set of fire extinguisher mounted on the wall. A whiteboard was also installed inside the room.
- b. **Computer Laboratory 2** is located at the second floor of CICT Building. This computer laboratory is equipped with 13 units installed Acer Veriton X480G and 15 units installed Clone computers that are connected to network hub/switch, with printer, a room with an air-conditioner, a ceiling fan, and a set of fire extinguisher mounted on the wall. A whiteboard is installed inside the room.
- c. **Computer Laboratory 3** is located at the second floor of CICT Building. This computer laboratory is equipped with 26 units installed IBM/Lenovo computers that are connected to network hub/switch, with printer, a room with an air-conditioner, a ceiling fan, and a set of fire extinguisher mounted on the wall. A whiteboard is installed inside the room.
- d. **Computer Laboratory 4** is located at the second floor of CICT Building. This computer laboratory is equipped with 15 units Asus BM6330 and 14 units Acer Veriton M2610G installed computers that are connected to network hub/switch, with printer, a room with an air-conditioner, a ceiling fan, and a set of fire extinguisher mounted on the wall. A whiteboard is installed inside the room.







- e. **Computer Laboratory 5** is located at the second floor of CICT Building. This computer laboratory is equipped with 30 units HP P6-2321D Desktop installed computers that are connected to network hub/switch, with Canon IP 2770 printer, a room with an air-conditioner, a ceiling fan, and a set of fire extinguisher mounted on the wall. A whiteboard is installed inside the room.
  
- f. **Computer Laboratory 6** is located at the second floor of CICT Building. This computer laboratory is equipped with 30 units HP P6-2321D Desktop installed computers that are connected to network hub/switch, with Canon IP 2770 printer, a room with an air-conditioner, a ceiling fan, and a set of fire extinguisher mounted on the wall. A whiteboard is installed inside the room.
  
- g. **Computer Laboratory 7** is located at the second floor of CICT Building. This computer laboratory is equipped with 30 units HP P6-2321D Desktop installed computers that are connected to network hub/switch, with a printer, a room with an air-conditioner, a ceiling fan, and a set of fire extinguisher mounted on the wall. A whiteboard is installed inside the room.

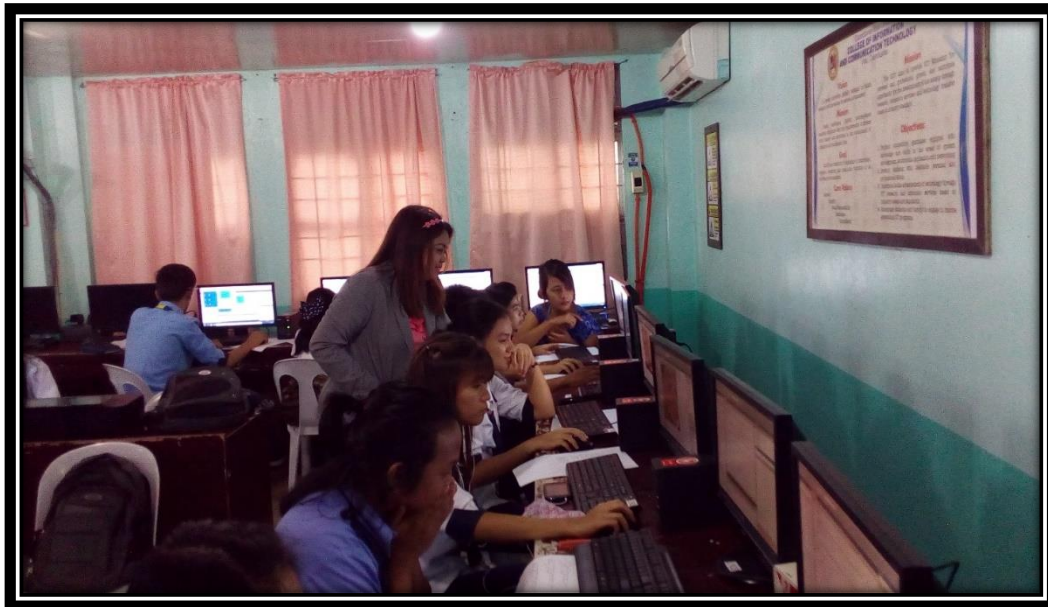
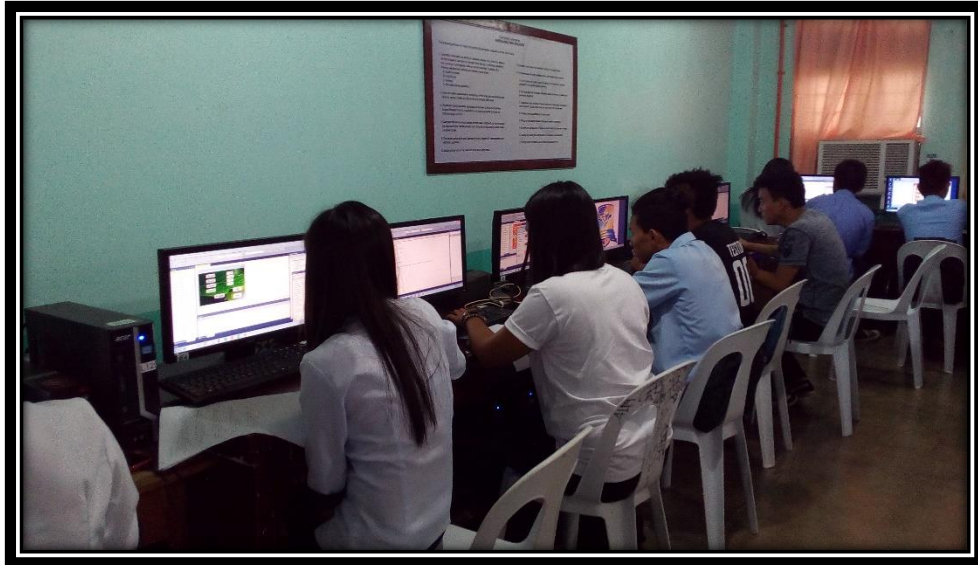
➤ **Laboratory and Operation manuals in actual use**

Name of Laboratory	Laboratory Manual Available	Operation Manual Available
Computer Laboratory 1-7	None	1. Catanduanes State University Laboratory Operations Manual



## OUTCOMES

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



There are seven (7) service computer laboratories in the Catanduanes State University. The well-equipped computer laboratories have 40 computers in each room with the latest configurations and applications. The computer laboratory can accommodate 40 students at a time. All computers are locally connected along with server Internet connectivity. The lab also provides Multimedia and graphics facilities. It is also equipped with audio-visual devices. All the workstations run on windows-latest version as Operating System with all necessary softwares like Office, Media Players, Programming IDEs, etc. The lab is well-networked enabling the sharing of resources across the network making learning a lot more efficient and effective. In addition, all computer laboratories are well-lighted, ventilated and well-arranged in a spacious manner giving enough room for learning whereby the computer teacher is able to reach each and every student comfortably.





## BEST PRACTICES

The Institution ensures the following:

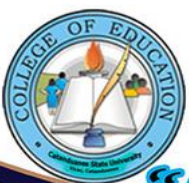
- The best practices of the university focus, among others, the management of hazardous wastes specifically in the Science Laboratory.

The Catanduanes State University is required to manage hazardous wastes in a safe and environmentally sound manner by both national and local regulations. As a generator of hazardous waste, the institution is responsible for maintaining the safety of its clientele, employees, and students. The chemical waste generated by the university is properly handled through a special packaging, labelling, and storing called the Hazardous Chemical Waste Management System. Third party disposal is applicable to the system of the university, where hiring of treatment and Disposal Company is the most practical means to have economical way of chemical waste neutralization.

The objectives of hazardous waste management Include: (1) to protect the stakeholders' health and safety; (2) to reduce hazardous chemical; and, (3) to comply with environmental regulations.

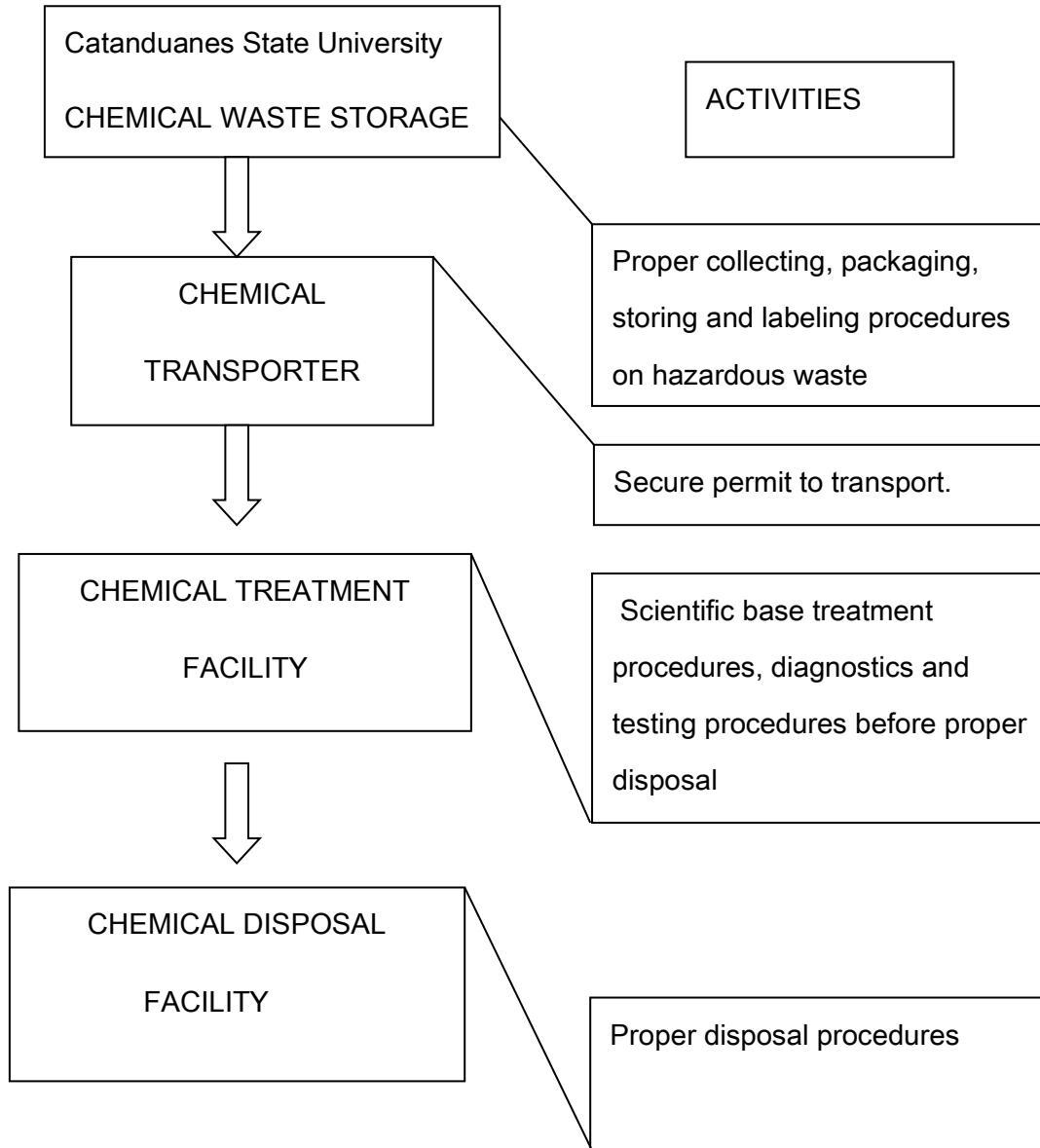
The institution provides procedures on chemical waste management which is required by the DENR-Environmental Management Bureau to meet the safety of its environment. The following are the technical procedures for the management of the hazardous wastes based on standard processes:

1. Identifying hazardous waste such as:
  - a. hazardous leaks,
  - b. process residues,
  - c. contaminated chemicals, and
  - d. empty containers of chemicals;
2. Collecting and storing of wastes in appropriate containers;
3. Labelling of containers with hazardous waste, by using permanent marking pens, which includes the following:
  - a. hazardous waste class, category and waste number,
  - b. Name and address of the generator, and
  - c. Capacity;
4. Proper storing of hazardous waste with a maximum temperature of 30 degree Celcius; and,
5. Treating and disposing of hazardous wastes through an accredited disposal company.





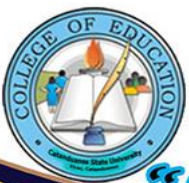
**FLOW CHART OF DISPOSAL OF CHEMICAL/HAZARDOUS  
WASTES IN THE SCIENCE LABORATORY**







**PARAMETER B- EQUIPMENT, SUPPLIES and MATERIALS**



**SYSTEM-INPUTS AND PROCESSES**

- Equipment, supplies and materials that are available in the laboratories and shops



*Fire Extinguishers are located at the exit door of each computer laboratory room*



*First-aid kit is mounted on the wall just beside precautionary measures bulletin and they are located at the left side of the door*



*Two Emergency Lights are mounted on each side of Laboratory Rooms*



*Back-UPS are connected on each computer on Laboratory Rooms*

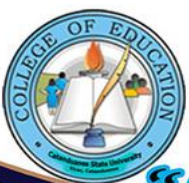




**AREA IX:  
LABORATORIES**



*One unit of television/projector is present on each room and is used to present lessons.*

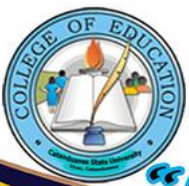




➤ Inventory of functional equipment based on CHED minimum requirements

<b>A. Computer Laboratory</b>			Mouse Keyboard Alcohol Ink CD Bond Paper Pencil Ballpen Staple wire Stapler Paper clips Glue Ammonia Cotton
<b>Computer Lab. 1</b>			
Desktop Computer	1 item per student	30	
CPU	1 item per student	30	
UPS	1 item per student	30	
keyboard	1 item per student	30	
mouse	1 item per student	30	
Network hub/switch	2 item per lab	2	
Flat Screen TV	1 item per lab	1	
LCD projector	1 item per lab	1	
Air-conditioning unit	1 item per lab	1	
emergency light	1 item per lab	2	
printer	1 item per lab	1	
LAN Cable Tester	1 item per lab	1	
Digital Trainer DT2	1 item per lab	1	
Digital Persona	1 item per lab	1	
Micro Controller Strarter Kit	3 item per lab	3	
Trainer TNZ	3 item per lab	3	

Equipment	CMO-required Quantity (If available)	Quantity of existing equipment	Supplies Available
<b>Computer Lab. 2</b>			Mouse Keyboard Alcohol Ink CD Bond Paper Pencil Ballpen Staple wire Stapler Paper clips Glue Ammonia Cotton
Desktop Computer	1 item per student	26	
CPU	1 item per student	26	
UPS	1 item per student	26	
keyboard	1 item per student	26	
mouse	1 item per student	26	
Network hub/switch	2 item per lab	2	
Flat Screen TV	1 item per lab	1	
LCD projector	1 item per lab	0	
Air-conditioning unit	1 item per lab	1	
emergency light	1 item per lab	2	
printer	1 item per lab	1	
LAN Cable Tester	1 item per lab	1	
Digital Trainer DT2	1 item per lab	1	
Digital Persona	1 item per lab	1	
Micro Controller Strarter Kit	3 item per lab	3	
Trainer TNZ	3 item per lab	3	
<b>Computer Lab. 3</b>			Mouse Keyboard Alcohol Ink CD Bond Paper Pencil Ballpen Staple wire Stapler Paper clips Glue Ammonia Cotton
Desktop Computer	1 item per student	26	
CPU	1 item per student	26	
UPS	1 item per student	26	
keyboard	1 item per student	26	
mouse	1 item per student	26	
Network hub/switch	2 item per lab	2	
Flat Screen TV	1 item per lab	1	
LCD projector	1 item per lab	0	
Air-conditioning unit	1 item per lab	1	
emergency light	1 item per lab	2	
printer	1 item per lab	0	
LAN Cable Tester	1 item per lab	0	
Digital Trainer DT2	1 item per lab	0	
Digital Persona	1 item per lab	0	



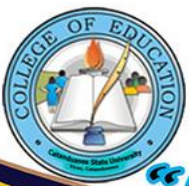




**AREA IX:  
LABORATORIES**

Micro Controller Strarter Kit	3 item per lab	0	Mouse Keyboard Alcohol Ink CD Bond Paper Pencil Ballpen Staple wire Stapler Paper clips Glue Ammonia Cotton
Trainer TNZ	3 item per lab	0	
<b>Computer Lab. 4</b>			
Desktop Computer	1 item per student	24	
CPU	1 item per student	24	
UPS	1 item per student	24	
keyboard	1 item per student	24	
mouse	1 item per student	24	
Network hub/switch	2 item per lab	2	
Flat Screen TV	1 item per lab	0	
LCD projector	1 item per lab	1	
Air-conditioning unit	1 item per lab	1	
emergency light	1 item per lab	2	
printer	1 item per lab	1	
LAN Cable Tester	1 item per lab	1	
Digital Trainer DT2	1 item per lab	1	
Digital Persona	1 item per lab	1	

Equipment	CMO-required Quantity (If available)	Quantity of existing equipment	Supplies Available
Micro Controller Strarter Kit	3 item per lab	3	Mouse Keyboard Alcohol Ink CD Bond Paper Pencil Ballpen Staple wire Stapler Paper clips Glue Ammonia Cotton
Trainer TNZ	3 item per lab	3	
<b>Computer Lab. 5</b>			
Desktop Computer	1 item per student	30	
CPU	1 item per student	30	
UPS	1 item per student	30	
keyboard	1 item per student	30	
mouse	1 item per student	30	
Network hub/switch	2 item per lab	1	
Flat Screen TV	1 item per lab	0	
LCD projector	1 item per lab	1	
Air-conditioning unit	1 item per lab	1	
emergency light	1 item per lab	0	
printer	1 item per lab	0	
LAN Cable Tester	1 item per lab	0	
Digital Trainer DT2	1 item per lab	0	
Digital Persona	1 item per lab	0	
Micro Controller Strarter Kit	3 item per lab	0	
Trainer TNZ	3 item per lab	0	
<b>Computer Lab. 6</b>			
Desktop Computer	1 item per student	20	
CPU	1 item per student	20	
UPS	1 item per student	20	
keyboard	1 item per student	20	
mouse	1 item per student	20	
Network hub/switch	2 item per lab	2	
Flat Screen TV	1 item per lab	0	
LCD projector	1 item per lab	1	
Air-conditioning unit	1 item per lab	1	
emergency light	1 item per lab	2	
printer	1 item per lab	1	
LAN Cable Tester	1 item per lab	1	
Digital Trainer DT2	1 item per lab	1	
Digital Persona	1 item per lab	1	
Micro Controller Strarter Kit	3 item per lab	3	





**AREA IX:  
LABORATORIES**

Trainer TNZ	3 item per lab	3	
<b>Computer Lab. 7</b>			
Desktop Computer	1 item per student	20	Mouse Keyboard Alcohol Ink CD Bond Paper Pencil Ballpen Staple wire Stapler Paper clips Glue Ammonia Cotton
CPU	1 item per student	20	
UPS	1 item per student	20	
keyboard	1 item per student	20	
mouse	1 item per student	20	
Network hub/switch	2 item per lab	1	
Flat Screen TV	1 item per lab	0	
LCD projector	1 item per lab	1	
Air-conditioning unit	1 item per lab	1	
emergency light	1 item per lab	2	
printer	1 item per lab	1	
LAN Cable Tester	1 item per lab	1	

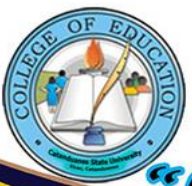
Equipment	CMO-required Quantity (If available)	Quantity of existing equipment	Supplies Available
Digital Trainer DT2	1 item per lab	1	
Digital Persona	1 item per lab	1	
Micro Controller Strarter Kit	3 item per lab	3	
Trainer TNZ	3 item per lab	0	
<b>Simulation Room</b>			Mouse Keyboard Alcohol Ink CD Bond Paper Pencil Ballpen Staple wire Stapler Paper clips Glue Ammonia Cotton
Desktop Computer	1 item per student	6	
CPU	1 item per student	6	
UPS	1 item per student	6	
keyboard	1 item per student	6	
mouse	1 item per student	6	
Network hub/switch	2 item per lab	1	
Flat Screen TV	1 item per lab	1	
LCD projector	1 item per lab	1	
Air-conditioning unit	1 item per lab	1	
emergency light	1 item per lab	2	
printer	1 item per lab	1	
LAN Cable Tester	1 item per lab	1	
Digital Trainer DT2	1 item per lab	0	
Digital Persona	1 item per lab	0	
Micro Controller Strarter Kit	3 item per lab	0	
Trainer TNZ	3 item per lab	0	







**PARAMETER C – MAINTENANCE**





**SYSTEM-INPUTS AND PROCESSES**

- *Present the staff profile assigned in the proper upkeep of the laboratory.*

**COMPUTER LABORATORY**

Staff	Position	Function
Rommel A. Magtangob Education: BSECE License/ Eligibility: RA 1080 Experience: 15years	Computer Maintenance Technologist II	<ul style="list-style-type: none"> <li>Supervises the operation and maintenance of computer system and other peripheral devices</li> <li>Performs network and system administration</li> <li>Manages the local area network</li> <li>Troubleshoots , maintains, and updates, network operating systems and Hardware</li> <li>Assists in the security and administration of college-wide corporate data base</li> <li>Performs other task as may be assigned by immediate supervisor</li> </ul>
Rey T. Reyes Education: Computer Technology License/ Eligibility: TESDA Civil Service Experience: 15years	Computer Operator	<ul style="list-style-type: none"> <li>Prepares and initializes computer units at all laboratories for software and hardware</li> <li>Performs preventive maintenance of all unit in the college</li> <li>Logs all calls and actions performed in the response of such calls</li> <li>Maintains maintenance history of computer units</li> <li>Installs/ updates/ configures computer requirements</li> <li>Maintains cleanliness and orderliness of all laboratories</li> <li>Responsible for up keeping LAN Center , equipment tools and other materials</li> <li>Performs such other function /duties may be assigned by the immediate supervisor</li> </ul>
Joseph Lumbao Education: Computer Technology License/ Eligibility: TESDA Civil Service Sub- Professional Experience: 5years	Computer Operator	<ul style="list-style-type: none"> <li>Prepares and initializes computer units at all laboratories for software and hardware</li> <li>Performs preventive maintenance of all unit in the college</li> <li>Logs all calls and actions performed in the response of such calls</li> <li>Maintains maintenance history of computer units</li> <li>Installs/ updates/ configures computer requirements</li> <li>Maintains cleanliness and orderliness of all laboratories</li> <li>Responsible in upkeeping LAN Center , equipment tools and other material</li> </ul>





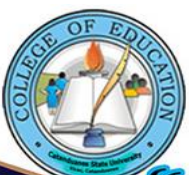


**CURRICULUM INSTRUCTIONAL MEDIA CENTER STAFF PROFILE**

UNIVERSITY LIBRARY SERVICES			
AUDIOVISUAL TECHNICIAN'S DUTIES & RESPONSIBILITIES			
NAME	POSITION/TITLE	EDUCATIONAL QUALIFICATIONS	DUTIES & RESPONSIBILITIES
JERICO T. PADILLA	Administrative Assistant IV Audio Visual Technician III	<ul style="list-style-type: none"> <li>❖ Bachelor of Science in Industrial Technology Major in Electronics <i>Catanduanes State University</i></li> <li>❖ Master of Arts Industrial Education (18 units) <i>Catanduanes State University</i></li> </ul>	<ul style="list-style-type: none"> <li>❖ Operate and maintain/repair audio visual equipment/facilities</li> <li>❖ Supervise – operation of multi-media facilities/equipment;</li> <li>❖ Edit Video documentary activities</li> <li>❖ Assists mechanical phases of library works</li> <li>❖ Assist in service training of teachers/personnel.</li> </ul>
ANTONIO J. SALVADOR	Administrative Aide VI Audio Visual Technician	<ul style="list-style-type: none"> <li>❖ Bachelor of Science in Industrial Technology Major in Electronics <i>Catanduanes State University</i></li> <li>❖ Graduate Certificate in College Teaching <i>Catanduanes State University</i></li> </ul>	<ul style="list-style-type: none"> <li>❖ Repairs and maintain the audio visual equipment</li> <li>❖ Installs and operates the audio visual equipments</li> <li>❖ Covers and Edits video documentary activities</li> <li>❖ Assists in the mechanical phases of library work (in spectrum maintenance shelving, labelling and circulation)</li> <li>❖ Assists in the in-service trainings of teachers.</li> </ul>

**BUILDING AND GROUNDS SERVICES STAFF PROFILE**

Staff	Position	Function
Rafael S. Tioxon	Carpenter, General Foreman	<ul style="list-style-type: none"> <li>• Estimates and prepares project plan</li> <li>• Supervises and participates in the construction of the projects undertaken by the administration</li> <li>• Supervises the repair of buildings and furniture</li> <li>• Layouts patterns of project and furniture making</li> <li>• Works other task assigned by supervisor</li> </ul>
Arnold V. Reyes	Carpenter II	<ul style="list-style-type: none"> <li>• Performs carpentry work and other related services</li> <li>• Assists in carpentry shop housekeeping and tool keeping</li> <li>• Assumes responsibility for tools and materials issued from time to time</li> <li>• Assumes responsibilities as given by senior carpenter from time to time</li> </ul>
Ernesto Avila	Carpenter II	<ul style="list-style-type: none"> <li>• Performs carpentry works and other related services</li> <li>• Assists in carpentry shop housekeeping and tool keeping</li> <li>• Assumes responsibility for tools and materials issued from time to time</li> <li>• Assumes responsibilities as given by senior carpenter from time to time</li> </ul>



Staff	Position	Function
Larry Socao	Plumber	<ul style="list-style-type: none"> <li>• Performs plumbing works and other related services</li> <li>• Assists in plumbing shop housekeeping and tool keeping</li> <li>• Assumes responsibility for tools and materials issued from time to time</li> <li>• Assumes responsibilities as given by senior carpenter from time to time</li> </ul>
Rey S. Tejerero	Utility Worker	<ul style="list-style-type: none"> <li>• Performs daily cleaning works inside and outside the building</li> <li>• Performs daily cleaning works of white boards, floorings, compartments</li> <li>• Assumes responsibility for tools and materials issued from time to time</li> <li>• Assumes responsibilities as given by senior carpenter from time to time</li> <li>• Performs daily segregation of solid waste</li> </ul>

➤ Present in pictorial form the availability of a maintenance and Repair Unit.



Computer Technician's Office



**IMPLEMENTATION**

➤ **Description of the Maintenance System of the Laboratories and Equipment**

Catanduanes State University employs three (3) permanent computer technicians to maintain the laboratories. Their job description includes: supervise the operation and maintenance of computer system and other peripheral devices; perform network and system administration; manage local area network administration and operation; troubleshoot, maintains, updates, upgrades network operating system and hardware; assist in the security administration of college-wide corporate database; and perform other tasks as maybe prescribe by immediate supervisor. Computer repair tools are available in the technician’s room. Computer spare parts such as memory, hard disk and network interface card, network cables and terminators are maintained on stock. The computer technicians are on standby at the control room in order to respond promptly when there is a computer malfunction.

➤ **Safety Devices Available in the Laboratories**

Laboratory	Safety Device	Quantity
Computer Laboratory	Fire Extinguisher	7 units
	Medicines for emergency, first aid cabinets	unit per laboratory

➤ **Waste Disposal Management**



OUTCOMES

**COMPUTER LABORATORY**



**4. BEST PRACTICES**

- *Cite as many best practices as you can on Parameter C (Maintenance).*

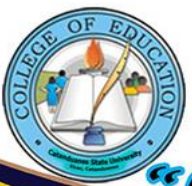
**BEST PRACTICES IN ALL LABORATORIES**

The systems of maintenance in all laboratories have orderly and systematic approach to planning, organizing, monitoring and evaluating maintenance activities and their costs. Generally, all of the categories of this maintenance system are used, such as: (a) routine – ongoing maintenance activities; (b) preventive – periodic inspection; (c) major projects projections; (d) emergency – unpredictable or reactive type of maintenance and are more difficult to schedule. The laboratory maintenance system adheres to the standard planning, such as the following activities: Identifying maintenance type, maintenance planning, inventory, determining task detail, plotting task schedule, balancing work load, providing work orders, and projecting maintenance cost.





**PARAMETER D – SPECIAL PROVISIONS**





## SYSTEM-INPUTS AND PROCESSES

- ***Description of Specific Program Requirements in Accordance with Policies/Guidelines, CMO's and Other Legal Issuances.***

CMO No. 15 s. 2019

### **Section 16. Laboratories and Other Facilities**

The laboratories and facilities for graduate programs and other education professionals shall be augmented with:

- a. Appropriate research facilities and the basic sciences, if applicable;

Graduate Section and Internet Services at the Catanduanes State University Main Library provides research facilities for graduate programs and the Science Laboratory Building of the College of Arts and Sciences provides appropriate basic sciences laboratory as needed by programs in the master's degree.

- b. Instructional laboratories, as needed;

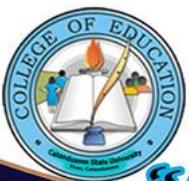
Seven (7) functional Computer Laboratories are located at the ground floor of Catanduanes State University Main Building as well as Biology, Chemistry and Physics Laboratories at the Science Laboratory Building offers various services as stated on the OBE Course Syllabus of each Master's Degree Program.

- c. Resources need or research (e.g., statistical software and other equipment or analysis of research data); and

Desktop computers at computer laboratories are installed with Microsoft Office Excel for analysis of data in research and also in Statistics.

- d. Information and communication technology facilities.

ICT facilities are existing at the Catanduanes State University and were being maintained by technicians at the College of Information and Communications Technology.







## BEST PRACTICES

The laboratories and facilities for graduate programs and other education professionals shall be augmented with:

- a. Appropriate research facilities and the basic sciences, if applicable;

Graduate Section and Internet Services at the Catanduanes State University Main Library provides research facilities for graduate programs and the Science Laboratory Building of the College of Arts and Sciences provides appropriate basic sciences laboratory as needed by programs in the master's degree.

- b. Instructional laboratories, as needed;

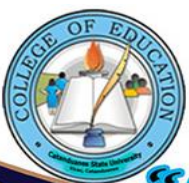
Seven (7) functional Computer Laboratories are located at the ground floor of Catanduanes State University Main Building offers various services as stated on the OBE Course Syllabus of each Doctor's Degree Program

- c. Resources need or research (e.g., statistical software and other equipment or analysis of research data); and

Desktop computers at computer laboratories are installed with Microsoft Office Excel for analysis of data in research and also in Statistics.

- d. Information and communication technology facilities.

ICT facilities are existing at the Catanduanes State University and were being maintained by technicians at the College of Information and Communications Technology.





**OUTCOMES**

- Present evidences that the laboratory equipment, supplies and materials are procured in accordance with RA 9184.

**Sample Purchase Order**

**PURCHASE ORDER**  
 CATANDUANES STATE UNIVERSITY  
 VIRAC, CATANDUANES

Supplier: LEE CARE DISTRIBUTORS P.O. NO.: 2014-03-061  
 Address: Bgy. Bonot (POB) Legazpi City Date: 3/11/2014  
 E-Mail Address: P.R. No. 2013-02-0102  
 Telephone No: Mode of Procurement: I  
 TIN: Negotiated Procurement (Sec. 53.1)  
 Cost/Item: \_\_\_\_\_

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

Place of Delivery: Supply Office, CSU Main Campus, Virac, Catanduanes Delivery Term: within 20 days after receipt of P.O.  
 Date of Delivery: \_\_\_\_\_ Payment Term: \_\_\_\_\_

Item No.	UNIT	Brief Description	QTY	UNIT PRICE	TOTAL COST
1	liter	Acetone, 99.9% pure Package in Poly coated bottle	4	1296L	5,184.00
2	liter	Acetaldehyde 99.9% pure	1	1769.50/L	1,769.50
3	gram	Acetophenone	500	949/500g	474,500.00
4	liter	Acetic Acid, 99.7% A.C.S. reagent Package in Poly coated bottle with Color coded caps	5	4699/2.5L	23,495.00
5	gram	Acid Fuchsin	100	7999/100g	799,900.00
6	gram	Aluminum Potassium Sulphate	500	1769/500g	884,500.00
7	gram	Ammonium molybdate	20	8699/20g	173,980.00
8	gram	Albumin powdered, pure	20	9399/20g	187,980.00
9	gram	Basic Fuchsin	50	5299/50g	264,950.00
10	liter	Benzene - Pure 99.9%	2	2949/L	5,898.00
11	gram	Bismuth Subnitrate	100	6399/100g	639,900.00
12	gram	Bone Black	500	1769/500g	884,500.00
13	gram	Calciferol	500	742/500g	371,000.00
14	gram	Copper powder	500	589/500g	294,500.00
15	gram	Clove oil	500	1769/500g	884,500.00
16	kg	Copper wire coiled	1	589/kg	589.00
17	ml	Cotton seed oil	250	1474/250ml	368,500.00
18	gram	Dextrin	500	1980/500g	990,000.00
19	gram	Eosine, Yellow	500	2477/500g	1,238,500.00
20	liter	Ethyl-ether 99% pure	2	2099/L	4,198.00
21	gram	Fast Green	500	739/500g	369,500.00
22	gram	Franc Chloride, Anhydrous	250	1554/250g	388,500.00
23	roll	Filter paper, Ordinary	5	399/yard	1,995.00
24	box	Filter paper, wadman	5	749/box	3,745.00
25	liter	Formaldehyde 37% in water, historical grade			
26	ml	Gemsa Stain			
27	gram	Glycine pure, powdered			
28	liter	Glycerine			
29	gram	Gum Arabic			
30	gram	Hematoxylin			
31	gram	Iodine crystals			
32	gram	Magnesium Chloride, crystals			
33	liter	Methanol			
34	gram	Methyl Orange			
35	gram	Methyl Salicylate			
36	gram	Molasses			
37	liter	N-butyl alcohol			
38	gram	Neutral red			
44	gram	Phenol Crystal	500	3499/500g	1,749,500.00
45	gram	Phenolphthalein	200	1299/200g	259,800.00
46	gram	Phenyl Salicylate	250	2099/250g	524,750.00
47	gram	Phosphomolybdic Acid	50	4699/50g	234,950.00
48	ml	Phosphorus Pentachloride	250	1769/250ml	442,250.00
49	ml	Phosphotungstic Acid TS	500	5299/500ml	2,649,500.00
50	gram	Potassium Dichromate	500	2099/500g	1,049,500.00
51	gram	Potassium Ferrous Cyanide	500	2499/500g	1,249,500.00
52	gram	Potassium Iodide, ACS reagent	250	4499/250g	1,124,750.00
53	liter	Potassium Mercuric iodine	1	2299/L	2,299.00
54	gram	Rebofin	500	4699/500g	2,349,500.00
55	gram	Resin	100	2199/100g	219,900.00
56	liter	Secondary Butyl Alcohol-Absolute	2	2099/L	4,198.00
57	gram	Salicylic Acid Crystal	500	899/500g	449,500.00
58	gram	Silica gel, 99.9%, Desiccant, ACS reagent	500	3199/500g	1,599,500.00
59	gram	Shellac	100	469/100g	46,900.00
60	kg	Sodium Acetate-99% ACS reagent	1	2199/kg	2,199.00
61	kg	Sodium bicarbonate powder	2	809/kg	1,618.00
62	gram	Sodium Benzoate			
63	gram	Sodium Bromide			
64	gram	Sodium Carbonate			
65	gram	Sodium Chlorate			
66	gram	Sodium Chloride			
67	gram	Sodium Phosphate			
68	gram	Sodium Tartrate			
69	liter	Sulfuric Acid-99.9% Chemically Pure			
70	liter	Tertiary butyl Alcohol Absolute			
71	gram	Thiamine hydrochloride, white Powder			
72	gram	Toluidine Blue	10	1799/g	17,990.00
73	kg	Urea, Powder	1	399.9/kg	399.90
<b>TOTAL</b>					<b>217,793.00</b>

AMOUNT TWO HUNDRED SEVENTEEN THOUSAND SEVEN HUNDRED NINETY IN THREE PESOS ONLY  
 In case of failure to make the full delivery within the time specified above, the amount of liquidated percent (0.1%) of the cost of unperformed

**Sample Contract Agreement**

**CONTRACT AGREEMENT**

THIS AGREEMENT made this DEC 14 2015 between Catanduanes State University, Virac, Catanduanes represented by Dr. Minerva I. Morales (hereinafter called "the Entity") of the one part and Xianex Marketing, of 4118 South Biano, Brgy. 37 Biano (Pob) Legazpi City, Albay, represented by Ms. Jeanette B. Medalla (hereinafter called "the Supplier") of the other part.

WHEREAS the Entity invited bids for certain goods and ancillary services, viz. Negotiated Procurement of Laboratory Equipments (Ref. No. 4433928) and has accepted a bid by the Supplier for the supply of these goods and services in the sum of Three Hundred Nine Thousand Pesos Only (P=309,000.00) (hereinafter called "the Contract Price")

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
- The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Entity's Notification of Award.

consideration of the payments to be made by the Entity to the Supplier as aforesaid mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity with all aspects of the Contract.

Entity hereby covenants to pay the Supplier in consideration of the provision of goods and services and the remedying of defects therein, the Contract Price in other sum as may become payable under the provisions of the contract in and in the manner prescribed by the contract.

WITNESSETH the parties hereto have caused this Agreement to be signed with the laws of the Republic of the Philippines on the day and in the place written.

REPUBLIC OF THE PHILIPPINES  
 PROVINCE OF CATANDUANES, I.S.S.  
 MUNICIPALITY OF VIRAC, CATANDUANES

**ACKNOWLEDGEMENT**

BEFORE ME, As Notary Public for and within the Province of Catanduanes personally appeared MINERVA I. MORALES, E.D., SUC President III, representing the CATANDUANES STATE UNIVERSITY as the ENTITY with Community Tax Certificate No. 2259021 issued on March 20, 2015 at Virac, Catanduanes and MS. JEANETTE B. MEDALLA, SUC President III, representing XIANEX MARKETING with Community Tax Certificate No. 26649774 issued on 1-6-15 at Legazpi City, Albay known to me that the same being free and voluntary act and deed.

Witness my hand and Official Seal this DEC 14 2015, 2015 at Virac, Catanduanes.

Doc No: 267  
 Page No: 27  
 Book No: 9072  
 Series of: 9072

JOSE M. MAPA  
 Notary Public  
 Virac, Catanduanes  
 My Comm. No. 1-8279  
 Exp. on 12-31-18  
 117 St. A. - Virac - Catanduanes

**Sample Resolution**

Republic of the Philippines  
**CATANDUANES STATE UNIVERSITY**  
 Virac, Catanduanes

Project reference No. 4433928  
 Name of Project: Negotiated Procurement of Laboratory Equipment  
 Location of the Project: CSU Main Campus

**RESOLUTION NO. 466 s. 2015**

WHEREAS, THE Catanduanes State University advertised on September 18, 2015 the Negotiated Procurement of Laboratory Equipments (ABC P=450,000.00) and posted the same in the G-EPIS, in conspicuous places at the premises of the Catanduanes State University, Virac Municipal Office and Provincial Capitol Office, continuously for 14 days;

WHEREAS, the Committee invited three (3) prospective suppliers namely: DKL Laboratory Supplies, Xianex Marketing and FSB Pharma Trading;

WHEREAS, in response to the said invitation, only one (1) bidder submitted its bid, Xianex Marketing and its bid did not exceed the total agency estimate.

WHEREAS, the Committee found that the legal and technical document submitted by Xianex Marketing met the minimum technical requirements. The best and final offer made by Xianex Marketing for items 2, 3 and 5 were found not to have exceeded the agency estimate, and were therefore considered as responsive bid based on the Summary of Bid Evaluation attached;

NOW THEREFORE, We the Members of the Bids and Awards Committee, hereby RESOLVE as it is hereby RESOLVED:

- To recommend that items 2, 3 and 5 be awarded to XIANEX MARKETING;
- To declare failure of negotiated procurement for items 1 & 4;
- To recommend for approval by the SUC President III of the CATANDUANES STATE UNIVERSITY, the foregoing findings.

RESOLVED, at the BAC Secretariat Office, this 7th day of October, 2015.

MA. THERESA E. SARMIENTO  
 Chairperson

Atty. GREGORIO B. SARMIENTO, JR.  
 Vice Chairperson

Eagr. PEDRO R. ARCILLA, JR.  
 Member

SANTOS B. SORRA  
 Member

ELISEO B. SORRA  
 Member

MINERVA I. MORALES, E.D.

**Sample Notice of Award**

Republic of the Philippines  
**CATANDUANES STATE UNIVERSITY**  
 Virac, Catanduanes

**NOTICE OF AWARD**

27 October 2015

Ms. Jeanette B. Medalla  
 Proprietor  
 XIANEX Marketing  
 4019 South Biano Brgy. 37  
 Biano (Pob.) Legazpi City  
 Albay

Dear Ms. Medalla:

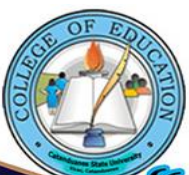
This is to notify you that your bid on October 02, 2015 for the Negotiated Procurement of **LABORATORY EQUIPMENT (Ref. No. 4433928) for Item Nos. 2, 3, and 5 for the Contract Price equivalent to THREE HUNDRED NINE THOUSAND PESOS ONLY (P=309,000.00)** as corrected and modified with the instructions to Bidders, is hereby accepted.

You are hereby required to provide within ten (10) days the performance security in the form and to the amount stipulated in the Instructions to Bidders. Failure to provide the performance security shall constitute a sufficient ground for cancellation of the award and forfeiture of the bid security.

Very truly yours,  
MINERVA I. MORALES, E.D.  
 SUC President III

Confirmed: JEANETTE B. MEDALLA  
 (Signature (Last-First Name of Bidder/Bidder's Representative))  
 (Date) Oct 27, 2015

CSUP-BAC-03 Rev. 0 Effectivity Date: June 1, 2013





List of equipment by each computer laboratory room utilized by the program under survey:

**1. Computer Laboratory 1**

Location	:	second floor of CICT Building
Room Dimension	:	9.0 m x 7.0 m
Floor area	:	63.0 square meters
Entrance/exit	:	2
Desktop Computers	:	30 units Acer Veriton X4620G
Air-Conditioners	:	2 units
Fire Extinguishers	:	1 unit
Network hub/switch	:	2 units
Network	:	30 units connected to LAN
Internet access	:	30 units

**2. Computer Laboratory 2**

Location	:	second floor of CICT Building
Room Dimension	:	9.0 m x 7.0 m
Floor area	:	63.0 square meters
Entrance/exit	:	2
Desktop Computers	:	13 units Acer Veriton X4620G 15 units Vision Clone
Air-Conditioners	:	2 units
Fire Extinguishers	:	1 unit
Network hub/switch	:	2 units
Network	:	28 units connected to LAN
Internet access	:	28 units

**3. Computer Laboratory 3**

Location	:	second floor of CICT Building
Room Dimension	:	9.0 m x 7.0 m
Floor area	:	63.0 square meters
Entrance/exit	:	2
Desktop Computers	:	26 units IBM/Lenovo
Air-Conditioners	:	2 units
Fire Extinguishers	:	1 unit
Network hub/switch	:	2 units
Network	:	26 units connected to LAN
Internet access	:	26 units

**4. Computer Laboratory 4**

Location	:	second floor of CICT Building
Room Dimension	:	9.0 m x 7.0 m
Floor area	:	63.0 square meters
Entrance/exit	:	2
Desktop Computers	:	15 units Asus BM6330 14 Acer Veriton M2610G
Air-Conditioners	:	2 units
Fire Extinguishers	:	1 unit
Network hub/switch	:	2 units
Network	:	29 units connected to LAN
Internet access	:	29 units

**5. Computer Laboratory 5**

Location	:	second floor of CICT Building
Room Dimension	:	9.0 m x 7.0 m
Floor area	:	63.0 square meters







Entrance/exit	:	1
Desktop Computers	:	30 units HP P6-232ID
Air-Conditioners	:	2 units
Fire Extinguishers	:	1 unit
Network hub/switch	:	2 units
Network	:	30 units connected to LAN
Internet access	:	30 units

#### **6. Computer Laboratory 6**

Location	:	second floor of CICT Building
Room Dimension	:	9.0 m x 7.0 m
Floor area	:	63.0 square meters
Entrance/exit	:	2
Desktop Computers	:	30 units HP P6-232ID
Air-Conditioners	:	2 units
Fire Extinguishers	:	1 unit
Network hub/switch	:	2 units
Network	:	30 units connected to LAN
Internet access	:	30 units

#### **7. Computer Laboratory 7**

Location	:	second floor of CICT Building
	:	Room Dimension
	:	9.0 m x 7.0 m
Floor area	:	63.0 square meters
Entrance/exit	:	2
Desktop Computers	:	30 units HP P6-232ID
Air-Conditioners	:	2 units
Fire Extinguishers	:	1 unit
Network hub/switch	:	2 units
Network	:	30 units connected to LAN
Internet access	:	30 units

***There are no recommendations given from the Preliminary Survey Visit last July 22-24, 2019.***

