

## AREA IX LABORATORIES

### PARAMETERS

- A. Laboratories, Shops/Facilities
- B. Equipment and Supplies
- C. Maintenance
- D. Special Provisions

Program : Master of Arts in Guidance and Counseling

Level : 1

SUC : Catanduanes State University

Campus : Catanduanes State University -MAIN

Date of Actual Survey : May 10-14, 2021

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

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);



### AREA IX: LABORATORIES

RATING SCALE								
NA	0	1	2	3	4	5		
-	-	<b>Poor</b>	<b>Fair</b>	<b>Satisfactory</b>	<b>Very Satisfactory</b>	<b>Excellent</b>		
<i>Not Applicable</i>	<i>Missing</i>	<i>Criterion is met minimally in some respects, but much improvement is needed to overcome weaknesses</i>  <i>(75% lesser than the standards)</i>	<i>Criterion is met in most respects, but some improvement is needed to overcome weaknesses</i>  <i>(50% lesser than the standards)</i>	<i>Criterion is met in all respects</i>  <i>(100% compliance with the standards)</i>	<i>Criterion is fully met in all respects, at a level that demonstrates good practice</i>  <i>(50% greater than the standards)</i>	<i>Criterion is fully met with substantial number of good practices, at a level that provides a model for others</i>  <i>(75% greater than the standards)</i>		
<b>Indicators</b>						<b>Item Rating (IR)</b>	<b>System – Implementation – Outcome Mean (SIOM)</b>	<b>Parameter Mean (PM)</b>
<b>PARAMETER A: LABORATORIES, SHOPS AND FACILITIES</b>								
<b>SYSTEM – INPUTS AND PROCESSES</b>								
S.1. The layout of the Computer Laboratory, Instructional Laboratories, Research Laboratory, Science Laboratory, Speech Laboratory, and other laboratories in the Institution/College conform with acceptable standards (RA 6541 National Building Code of the Philippines/PD 856 "Code of Sanitation of the Philippines) and to particular needs of the Graduate Teacher Education Program.						4		
S.2. Room lightings conform to the standard requirements of fluorescent bulbs relative to the size of the room.						5		
S.3. The laboratories are properly lighted and well-ventilated.						5		
S.4. Each laboratory room has at least two exit doors that open outward.						5		

Indicators	IR	SOM	PM
S.5. There are appropriate laboratories for instruction and research needs with information and communication technology facilities and licensed statistical software for analysis of data.	4		
S.6. There is a computer laboratory with at least 15 usable computer units and a printer, and a speech laboratory ( <i>if applicable</i> ) with at least 20 cubicles.	4	4.5	

IMPLEMENTATION			
I.1. Furniture/equipment arrangement allows free flow of movement and enables students to work comfortably without interference.	5		
I.2. Safety and precautionary measures are implemented.	5		
I.3. Usable fire extinguishers are accessible to staff and students.	5		
I.4. Laboratory Operation Manuals for the faculty and students are provided in each laboratory.	4		
I.5. Demonstration and training on the proper 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 always available in each laboratory room.	5		
I.7. A student's access to a computer is at least 18 hours per semester for every subject.	5		
I.8. Appropriate internet stations are adequately equipped and well-maintained and can be used by graduate students during office hours.	4		
I.9. A well-equipped Multimedia Center is maintained.	5		
I.10. Gas, water and electricity are utilized for class practicum activities.	5		



Indicators	IR	SLOM	PM
I.11. A demonstration table equipped with sink, water, electrical and gas outlets, is available and utilized.	4		
I.12. Laboratory supplies and equipment are properly labeled and are well-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.	5		
O.2. Laboratories and shops are safe for use by concerned students.	5		
O.3. Any untoward incident or accident is properly responded to immediately by the faculty and assigned laboratory staff/aide.	5		
		5.0	
			4.6

PARAMETER B: EQUIPMENT, SUPPLIES AND MATERIALS			
<b>SYSTEM – INPUTS AND PROCESSES</b>			
S.1. The equipment, instruments, and materials needed in the classrooms are available.	5		
S.2. Apparatuses, tools and materials conform to the specifications required for the subjects in accordance with the CMO of the program.	5		
S.3. Varied computer software are available.	4		
S.4. The computers conform to generally accepted industry standards and are capable of providing information in the micro, mid-range, or main-frame environments.	4		
S.5. Each terminal is equipped with necessary accessories	4		
		4.4	

Indicators	IR	OM	M
<b>IMPLEMENTATION</b>			
I.1. Equipment are well-maintained.	5		
I.2. Laboratory supplies and materials are wisely utilized.	4		
I.3. Licensed computer software are installed and utilized.	4		
I.4. At least 20% of the equipment are manufactured within the last four (4) years.	4		
		4,2	

OUTCOME/S	IR	OM	M
O.1. The laboratory equipment, supplies and materials are sufficient and wisely utilized.	5		
		5,0	
			4,5

PARAMETER C: MAINTENANCE	IR	OM	M
<b>SYSTEM – INPUTS AND PROCESSES</b>			
S.1. A laboratory technician/assistant is available for the proper upkeep of the laboratory.	5		
S.2. The institution has a Maintenance and Repair Department/Unit manned by skilled personnel who provides services on direct call.	5		
		5,0	

IMPLEMENTATION	IR	OM	M
I.1. The institution keeps the laboratories neat, clean and orderly.	4		
I.2. Laboratory supplies and materials are regularly replenished/replaced whenever applicable.	4		
I.3. The inventory of laboratory facilities and equipment is systematically and periodically conducted.	5		



Indicators	IR	SIOM	PM
I.4. The laboratory equipment/instruments are in good condition and are periodically calibrated.	5		
I.5. Waste disposal is efficiently and effectively managed.	5		
I.6. There are skilled personnel who are available and on call at all times to provide services to clients.	5		
I.7. The following are properly maintained by trained staff/technicians:	4.5		
I.7.1. computer laboratory;	5		
I.7.2. multi-media center/educational technology center;	5		
I.7.3. research facility; and	4		
I.7.4. general education laboratory;	4	4.6	
I.7.4.1. natural science/physical science;	4		
I.7.4.2. speech laboratory; and	4		
I.7.5. others (please specify) _____	6		

OUTCOME/S	IR	SIOM	PM
O.1. The laboratories and shops are functional, and are properly maintained.	5		
O.2. Faculty and students do not have problems using the different laboratories in the institution/college.	4	4.5	4.1

PARAMETER D: SPECIAL PROVISIONS	IR	SIOM	PM
SYSTEM – INPUTS AND PROCESSES			
S.1. Specific program requirements for each of the laboratory subjects are in accordance with guidelines/policies embodied in the CMO.	5		



Indicators	IR	SOM	PM
S.2. There is an approved Project Procurement Management Plan (PPMP).	5		
S.3. There is an approved Annual Procurement Plan (APP) for laboratory equipment, supplies and materials.	5	5.0	
<b>IMPLEMENTATION</b>			
I.1. The institution implements the special provisions as listed in the CMO.	4		
I.2. The approved APP for laboratory equipment, supplies and materials are procured on time.	4	4.0	
<b>OUTCOME/S</b>			
O.1. The special provisions in the CMO of the program are complied with.	4	4.0	4.3
<b>Area Mean:</b>			4.5

**SUMMARY OF RATINGS**

**AREA IX: LABORATORIES**

	<b>Parameters</b>	<b>Numerical Rating</b>	<b>Descriptive Rating</b>
<b>A</b>	LABORATORIES, SHOPS AND FACILITIES	4.6	VS
<b>B</b>	EQUIPMENT, SUPPLIES AND MATERIALS	4.5	VS
<b>C</b>	MAINTENANCE	4.7	VS
<b>D</b>	SPECIAL PROVISIONS	4.3	VS

**Total:** 18.1

**Mean:** 4.5 VS

**LEAD ACCREDITOR/S:**

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