



I.8 Appropriate laboratories for general education subjects are adequately equipped and well-maintained and can be used by graduate students during office hours

The Laboratories used by Master of Arts in Guidance and Counselling is equipped and well-maintained. The following evidences are shown with an equivalent justifications.

Documents presented to support the claim	Justification
1. Computer laboratory technicians profile.	The laboratory technicians are skilled enough to maintain the conditions of the equipment.
2. Technical request form.	Serves as an evidence that technicians are working to maintain the equipment.
3. Software installed on the computer.	The software installed on the computer is used by the students and regularly checked by the maintenance officer.
4. Inventory of the computer laboratory rooms.	Checked quarterly or annually by the technicians/maintenance officers to ensure the 1:1 ratio of students and computer.





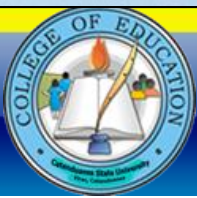
B. DUTIES AND RESPONSIBILITIES

Faculty

1. On the first day of holding a class in the computer laboratory, professor/instructor must identify the following:
 - a. The location of emergency equipment, including first aid kits, fire extinguisher, and other essential items.
 - b. The procedures required for fire drills, lockdown and medical emergencies.
 - c. The machines, tools and other areas that are not specifically designated as part of the course or which are strictly **OFF LIMITS**.
2. The laboratory instructor is responsible for the full implementation of all laboratory safety policies.
3. The technical support request by students must be verified by instructor.
4. Re-check the availability of all needed software/hardware in the laboratory rooms before the scheduled laboratory activity.
5. Conduct lectures and facilitate laboratory activities required in the subject based on the standards.

Computer Technician

1. Prepare and initialize units at all laboratories at the start of the day which include troubleshooting of hardware and/or software.
2. Perform preventive maintenance of all units in the laboratory rooms including peripherals and/or other devices.
3. Log all job calls and actions performed in response to such calls.
4. Manage maintenance history of all units to facilitate future response/ activities to calls.
5. When necessary, install/re-install and/or configure hardware settings and/or software's.
6. Maintain cleanliness and orderliness of all laboratories, CICT offices.
7. Responsible for the upkeep of the Computer Simulation Laboratory, its equipment, tool, ports and other pertinent materials.
8. Perform other function/duties given by the immediate superior from time to time.





TECHNICAL SUPPORT REQUEST FORM

Computer No.: <u>L106</u>	Job Schedule: Date: <u>2/29</u> Time: <u>11AM</u>	Control No: <u>2016-02-0022</u>
Lab No./Office: <u>LAB 1</u>	Date Requested: <u>2/29/16</u>	Expected time of completion: <u>6PM</u>
Property No: <u>164-223-302 2102</u>		

Computer Problem/Description	Findings/Corrective Actions/Recommendations/Remarks	Remarks
CPU No Power	DEFECTIVE UPS APC ES 500, SN 78202L04703 - NOT CHARGING - NEEDED REPLACEMENT	Job Start Date: <u>2/29</u> Time: <u>11AM</u>
		Job End Date: <u>2/29</u> Time: <u>2pm</u>
		Status/Remarks: REPLACE INTEX UPS 650VA SN 00250060132400077
Requested By: <u>ASTER UNIVERC. ORDROS</u> Printed Name & Signature	Action Taken by concerned staff: <u>JELLYMBAO</u> Technician Name & Signature	Checked by: <u>ASTER UNIVERC. ORDROS</u> Immediate Supervisor/End-User

CSU-F-ACAD-32

Rev. 0

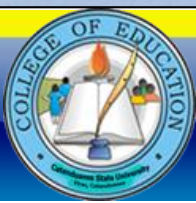
Effectivity Date: June 1, 2015



TECHNICAL SUPPORT REQUEST FORM

Computer No.: <u>L127</u>	Job Schedule: Date: <u>2/29/16</u> Time: <u>10:45</u>	Control No: <u>2016-02-0019</u>
Lab No./Office: <u>1</u>	Date Requested: <u>2/29/16</u>	Expected time of completion: <u>11AM</u>
Property No: <u>164-223-210-222</u>		

Computer Problem/Description	Findings/Corrective Actions/Recommendations/Remarks	Remarks
MySQL workbench not behaving properly in PC #27 & #26	- SOFTWARE DEBUG - REINSTALL MYSQL WORKBENCH	Job Start Date: <u>2/29</u> Time: <u>10:45</u>
		Job End Date: <u>2/29</u> Time: <u>11AM</u>
		Status/Remarks: <u>WORKING</u>
Requested By: <u>x</u>	Action Taken by concerned staff: <u>JB</u>	Checked by: <u>x</u>





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TECHNICAL SUPPORT REQUEST FORM

Computer No.: <u>L307/2308</u>	Job Schedule: Date: <u>2/18/14</u> Time: <u>1:00</u>	Control No: <u>2016-02-0015</u>
Lab No./Office: <u>L3</u>	Expected time of completion: <u>2/18/14 4pm</u>	Property No: <u>No Property</u>
Date Requested: <u>2/18</u>		

Computer Problem/Description	Findings/Corrective Actions/Recommendations/Remarks	Remarks
<u>Defective UPS</u>	<u>Can't turn on UPS APC / re-charge 3 to 4 hours. / For replacement the unit 7B1247L02719</u> <u>Install new unit UPS INTEX</u> <u>S/N 00250060132401468</u> <u>06250000132400140</u>	<u>Job Start Date: 2/18/14 Time: 1:15</u> <u>Job End Date: 2/18/14 Time: 4:10</u> <u>Status/Remarks: Unserviceable unit APC UPS. L3UPS05</u> <u>Install new Intex ups Comp # 7 & 8</u>
Requested By: <u>CHARLIE F. MORON</u> Printed Name & Signature	Action Taken by concerned staff: <u>MRS. J. MESTER</u> Technician Name & Signature	Checked by: <u>[Signature]</u> Immediate Supervisor/End-User

CSU-F-ACAD-32

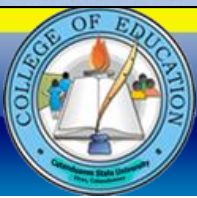
Rev. 0

Effectivity Date: June 1, 20

TECHNICAL SUPPORT REQUEST FORM

Computer No.: <u>L317</u>	Job Schedule: Date: <u>2/18/14</u> Time: <u>1:30</u>	Control No: <u>2016-02-0016</u>
Lab No./Office: <u>Lab 3</u>	Expected time of completion: <u>2/18/14 5pm</u>	Property No: <u>No property</u>
Date Requested: <u>2/18</u>		

Computer Problem/Description	Findings/Corrective Actions/Recommendations/Remarks	Remarks
<u>No Boot OS Windows XP</u>	<u>Re-start windows xp O.S. / Re-format O.S., can't install completely, defective hardisk. / For replacement the unit.</u>	<u>Job Start Date: 2/18 Time: 1:35</u> <u>Job End Date: Time: 4:30</u> <u>Status/Remarks: Unserviceable hardisk S/N - 4JX0W7TA</u> <u>Install old hardisk S/N - 4JX0W7TZ</u> <u>working</u>
Requested By: <u>CHARLIE F. MORON</u> Printed Name & Signature	Action Taken by concerned staff: <u>MRS. J. MESTER</u> Technician Name & Signature	Checked by: <u>[Signature]</u> Immediate Supervisor/End-User





PREVENTIVE MAINTENANCE PLAN
MONTHLY CHECK-UP OF NON-CALIBRATION REQUIRED EQUIPMENTS
SCIENCE LABORATORY UNIT
CY 2016

DESCRIPTION	MONTH											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Furnace	M	M	M	M	M	M	M	M	M	M	M	M
2. Autoclave	M	M	M	M	M	M	M	M	M	M	M	M
3. Hotplate	M	M	M	M	M	M	M	M	M	M	M	M
4. Centrifuge	M	M	M	M	M	M	M	M	M	M	M	M
5. Microscopes	M	M	M	M	M	M	M	M	M	M	M	M
6. Colony Counter	M	M	M	M	M	M	M	M	M	M	M	M
7. Distilling Apparatus	M	M	M	M	M	M	M	M	M	M	M	M

LEGEND: M - Monthly Q - Quarterly A - Annually

Prepared by: MARIA SOCORRO S. VARGAS Laboratory Technician I	Reviewed by: FRANCIS JAY O. OLONAN Laboratory Inspector II	Approved by: NOEL B. DE LEON, Ed.D. Dean
Date:	Date:	Date:





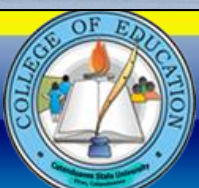
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 Virac, Catanduanes

**PREVENTIVE MAINTENANCE PLAN
 CALIBRATION OF EQUIPMENT
 SCIENCE LABORATORY UNIT
 CY 2016**

DESCRIPTION	MONTH											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Oven, Memmert Brand				A								
2. Analytical Balance (digital type, up to 210g)				A								
3. Incubator (Mettler, 32 liter capacity)												
4. Micropipette (analog type, 0-20 ml)				A								
5. Double beam Balance (Ohaus)				A								
6. Triple Beam Balance (Ohaus)				A								
7. Slingshot Psychrometer				A								
8. Set of Weights				A								
9. Graduate Cylinder				A								
10. Pipette				A								
11. Erlenmeyer Flask				A								
12. Volumetric Flask				A								
13. Beaker				A								

LEGEND: M - Monthly Q - Quarterly A - Annually

Prepared by: <i>[Signature]</i> MARIA SOCORRO S. VARGAS Laboratory Technician I	Reviewed by: <i>[Signature]</i> FRANCIS JAY O. OLONAN Laboratory Inspector II	Approved by: <i>[Signature]</i> NOEL B. DE LEON, Ed.D. Dean
Date:	Date:	Date:

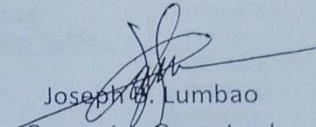





LIST OF SOFTWARE USED BY THE COLLEGE

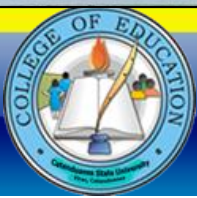
1. Autodesk 3DS Max 2010
2. Adobe Photoshop CS3
3. Adobe Dreamweaver CS6
4. Aurora 3D
5. Blender
6. Brackets
7. Dreamweaver 8
8. Google SketchUp Pro
9. GMetrixSMS
10. Java Eclipse
11. Microsoft Office Professional 2013
12. Microsoft Visio 2003
13. MySQL Workbench
14. NetBeans IDE
15. NotePad ++
16. Photodex Proshow Producer
17. SQL Management Studio
18. Turbo C
19. Visual Studio 2010
20. Windows Movie Maker
21. Xampp

Prepared by:


Joseph B. Lumbao
Computer Operator I

Noted:


Engr. ROMMEL A. MAGTAGNOB
CMT-III





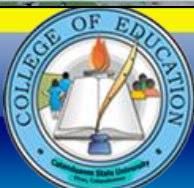
INVENTORY OF CLASSROOMS AS OF THE NUMBER OF LIGHTS, CHAIRS FURNITURE, EQUIPMENT AND OTHER INSTRUCTIONAL MATERIALS.

The college prepares a complete listing of instructional material and equipment of computer laboratories and classrooms to ensure accurate and on-going control of said materials.

Room	Area (sqm)	Number of				
		Chairs	Lights	White board	Furniture	IT Resources/ Appliances/ Equipment
Computer Lab 1	63	40	8 LED light bulbs 1 Emergency light	2	1 wooden cabinet 1 table 2 wooden chair Rostrum 11 Comp Table	1 48" LED TV 2 Network switch 30 Desktop Computers 1 Printer
Computer Lab 2	63	40	8 LED light bulbs 1 Emergency light	2	1 wooden cabinet 1 table 2 chair Rostrum 10 Comp Table	1 40" LED TV 2 network switch 30 Desktop Computers 1 Printer
Computer Lab 3	63	40	8 LED light bulbs 1 Emergency light	2	1 wooden cabinet 1 table 2 chair Rostrum 11 Comp Table	1 40" LED TV 2 network switch 26 Desktop Computers 1 Printer
Computer Lab 4	63	40	8 LED light bulbs 1 Emergency light	2	1 wooden cabinet 1 table 2 chair Rostrum 11 Comp Table	1 40" LED TV 2 network switch 1 Projector 30 Desktop Computers 1 Printer
IT Laboratory	63	40	8 light bulbs	2	1 cabinet 1 table 1 chair Rostrum 16 Comp Table	1 wireless router 1 projector 30 Desktop Computers 1 Printer
Computer Lab 5	94.5	40	8 light bulbs	2	1 cabinet 1 table 1 chair Rostrum 16 Comp Table	2 network switch 1 projector 30 Desktop Computers 1 Printer
Computer Lab 6	63	40	8 light bulbs	2	1 cabinet 1 table 1 chair Rostrum 16 Comp Table	1 wireless router 1 projector 30 Desktop Computers 1 Printer
Network Simulation room	84.5 9	40	4 light bulbs	1	1 cabinet 1 table 1 chair 2 Simulation table	1 32" LED TV 3 working computer 3 not working comp for simulation purposes 1 network switch 1 computer server 1 Printer
IT Room 1	40	40	6 light bulbs	2	Rostrum	Portable projector
IT Room 2	40	40	4 light bulbs	2	Rostrum	Portable projector
IT Room 3	40	40	4 light bulbs	2	Rostrum	Portable projector
IT Room 4	40	40	6 light bulbs	2	Rostrum	Portable projector
IT Room 5	40	40	3 light bulbs	2	Rostrum	Portable projector

Prepared by:

Joseph Lumbao
 JOSEPH LUMBABO
 Laboratory Technician





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ASSIGNMENT, DUTIES AND FUNCTION OF UTILITY

Name	Designation	Employment Status	Office Assignment	Duties and Function
1. Emmanuel M. Zafe	Utility Foreman	Permanent	1 st floor, administration building	<ul style="list-style-type: none"> Supervise the maintenance of the whole campus inside and outside. Give orders and instructions to his utility men with respect to their assignment. Cleaning of classrooms and wiping of classroom windows. Polishing the corridors and main lobby. Sweeping the 1st floor stairways and center stairways.
2. Florencio B. Porte	Janitor	Permanent	2 nd floor, administration building	<ul style="list-style-type: none"> Cleaning of office rooms and office windows. Polishing the passage ways and wiping of passage windows Sweeping the 2nd floor stairways and center stairways.
3. Eustaquio L. Ariate	Janitor	Permanent	3 rd floor, left wing administration building	<ul style="list-style-type: none"> Cleaning of office rooms and office windows. Polishing the passage ways Sweeping the 3rd floor stairways and center stairways.
4. Rafael T. Bernal	Janitor	Permanent	3 rd floor, Right wing administration building	<ul style="list-style-type: none"> Cleaning of office rooms and office windows. Polishing the passage ways Sweeping the 3rd floor stairways and center stairways.
5. Evelyn M. Tabinas	Janitor	Permanent	Male/Female Toilet, administration building	<ul style="list-style-type: none"> Maintain the cleanliness of the male and female toilet at the administration building from ground floor to 3rd floor, Left wing
6. Evelyn T. Tioxon	Janitor	Job Order	Male/Female Toilet, administration building	<ul style="list-style-type: none"> Maintain the cleanliness of the male and female toilet at the administration building from ground floor to 3rd floor, right wing
7. Romeo Rodriguez	Janitor	Job Order	CSU Elementary Laboratory school	<ul style="list-style-type: none"> Maintain the cleanliness of the whole CSU Elem. Lab. School building, inside and outside Cleans the classrooms and offices Swiping of windows Ground landscaping Clean the toilet's and benches
8. Ramon R. Rodriguez	Janitor	Permanent	Gymnasium	<ul style="list-style-type: none"> Maintain the cleanliness of the gymnasium, inside and outside Sweeping of the right and left audience seats and center area Swiping of the left and right wing windows Maintenance of gym toilet's Cleaning of classrooms and classroom windows

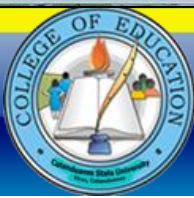




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Name	Designation	Employment Status	Office Assignment	Duties and Function
9. Oscar Cervantes	Janitor	Permanent	CSU Laboratory High School	<ul style="list-style-type: none"> Maintain the cleanliness of the whole CSU Lab. High School building, inside and outside Cleans the classrooms and offices Swiping of windows Ground landscaping Clean the toilet's
10. Domingo A. Sarmiento	Janitor	Permanent	Marcos Type and PGT Building	<ul style="list-style-type: none"> Maintain the cleanliness of the whole Marcos Type and PGT building, inside and outside Cleans the classrooms and offices Swiping of windows Ground landscaping Clean the toilet's
11. Dioscoro Toamgan	Janitor	Permanent	CSU Main Library	<ul style="list-style-type: none"> Maintain the cleanliness of the whole main library inside and outside Cleans the classrooms and offices Swiping of windows Ground landscaping Clean the toilet's
12. Rey Tejerero	Janitor	Permanent	CAS Laboratory Building	<ul style="list-style-type: none"> Maintain the cleanliness of the whole CAS Laboratory building inside and outside Cleans the classrooms and offices Swiping of windows Ground landscaping Clean the toilet's
13. Ulyses Abundo	Janitor	Job Order		
14. Jolito Tanteo	Janitor	Job Order	College of Engineering	<ul style="list-style-type: none"> Maintain the cleanliness of the whole Engineering building inside and outside Cleans the classrooms and offices Swiping of windows Ground landscaping Clean the toilet's
15. Rolly Santos	Janitor	Job Order	College of Industrial Technology A	<ul style="list-style-type: none"> Maintain the cleanliness of the whole College of Industrial Technology building A inside and outside Cleans the classrooms and offices





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Name	Designation	Employment Status	Office Assignment	Duties and Function
16. Eleuterio Tabo	Janitor	Permanent	College of Industrial Technology B	<ul style="list-style-type: none"> • Swiping of windows • Ground landscaping • Clean the toilet's • Maintain the cleanliness of the whole College of Industrial Technology building B inside and outside • Cleans the classrooms and offices • Swiping of windows • Ground landscaping • Clean the toilet's
17. Jorge Aldave	Janitor	Job Order	College of Education	<ul style="list-style-type: none"> • Maintain the cleanliness of the whole College of Education building inside and outside • Cleans the classrooms and offices • Swiping of windows • Ground landscaping • Clean the toilet's
18. Ely Teves	Janitor	Permanent	College of health and Sciences	<ul style="list-style-type: none"> • Maintain the cleanliness of the whole College of Health and Sciences building inside and outside • Cleans the classrooms and offices • Swiping of windows • Ground landscaping • Clean the toilet's
19. Jose Michel G. Avila	Janitor	Job Order	Nutrition Dietetics Building	<ul style="list-style-type: none"> • Maintain the cleanliness of the whole Nutrition Dietetics building inside and outside • Cleans the classrooms and offices • Swiping of windows • Ground landscaping • Clean the toilet's
20. Pio G. Valeza Jr.	Janitor	Permanent	Grounds and road way back administration building, covered court and faculty center	<ul style="list-style-type: none"> • Cleaning of classrooms and wiping of classroom windows. • Polishing the corridors and main lobby. • Sweeping the 1st floor stairways and center stairways. • Sweeping of grounds and roadway.





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Name	Designation	Employment Status	Office Assignment	Duties and Function
21. Alvin Z. Talan	Janitor	Permanent	Grounds and road way front of administration building and atrium ground floor of Administration building	<ul style="list-style-type: none"> • Sweeping of grounds and roadway front of administration building. • cleaning of atrium • Ground landscaping • Pruning/weeding/trimming of trees/shrubs/ ornamental plants • Watering of plants

Prepared by:

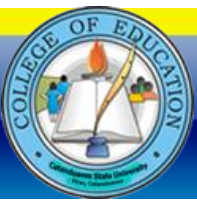
Valentino E. Valeza
 VALENTINO E. VALEZA
 OIC-Building and Grounds Services

Recommending Approval:

Gregorio M. Sarmiento Jr.
 ATTY. GREGORIO M. SARMIENTO JR.
 Chief Administrative Officer

Approved:

Theresa E. Sarmiento
 MA. THERESA E. SARMIENTO
 VP- Administrative and Financial Affairs





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MATERIALS AND EQUIPMENT OF JANITORIAL STAFF

CLEANING MATERIALS	CLEANING EQUIPMENT
1. Floorwax (red)	1. Brush Cutters – 4 units
2. Floorwax (natural color)	2. Electric Floor Polisher – 1 unit
3. Soft Broom (walis tambo)	3. Electric Mop – 1 unit
4. Broom (walis ting-ting)	
5. Deodorant cake (sampaguita/lemon scent)	
6. Tuff TBC (big)	
7. Tide powder (1kg/pack)	
8. Ajax cleanser	
9. Toilet brush with handle	
10. Mop handle	
11. Bath soap Safeguard (small)	
12. Family Rubbing Alcohol (big)	
13. Air Freshener Bayfresh (spray) sampaguita scent	
14. Car Air Freshener, orange or lemon scent (in can)	
15. Muriatic acid	
16. Brushes	
17. Pails and Drums	
18. Mop head	

Prepared by:

(Signature)
 VALENTINO L. VALEZA
 OIC, Building and Grounds Services

Recommending Approval:

(Signature)
 ATTY. GREGORIO M. SARMIENTO JR.
 Chief Administrative Officer

Approved:

(Signature)
 MA. THERESA E. SARMIENTO
 VP-Administrative and Financial Affairs

