Policy and Procedure Manual | Colegio de San Juan de Letran - Manila

**Procedure No:** ACA-PROC-0016  
**Procedure Title:** Procedure on Utilizing Science Laboratories  
**Related Policy:** ACA-POL-0034 : General Policies on the Usage of Science Laboratories  
ACA-POL-0035 : Policies on the Utilization of Science Laboratories  
**Date of Issuance:** November 28, 2014  
**Effectivity:** AY 2014 to present  
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**Office of Origin:** Office of the Dean  
**“Supersedes” Notification:** None  

**Procedure Description:** This procedure is designed to administer and control the pre-enrollment of students in the college department.

**Areas of Responsibility:**
- Dean – College of Liberal Arts and Sciences
- Laboratory Technician

**Procedure Details:**

**Utilization of Science Laboratories (Collegiate Department) within Class Hours**
Step 1 - The Faculty Member proceeds to the Science Laboratory before the class starts.
Step 2 – The Faculty Member secures all the materials needed for the class from the Laboratory Technician.
Step 3 – The Laboratory Technician distributes the materials to the students.
Step 4 – The Faculty Member collects all the materials used by the students.
Step 5 – The Laboratory Technician checks the condition of the material and equipment. In cases of damage or breakages, the Laboratory Technician assesses the extent of damage and the need for replacement.

**Utilization of Science Laboratories (Collegiate Department) beyond Class Hours**
Step 1 - The requesting student / faculty member submits a letter of request to the Dean.
Step 2 – The Dean forwards his reply through the Laboratory Technician.
Step 3 – The Laboratory Technician informs the Faculty Member of the Dean’s response.
Step 4 – In cases of approval, the Faculty Member coordinates with the Laboratory Technician with the schedule of the activity and the materials needed.
Step 5 – The Student and Faculty Member utilizes the laboratory.
Step 6 – Once the activity is done, the Faculty Member and Students clean the laboratory and materials borrowed.
Step 7 – The Laboratory Technician assesses the material and equipment used. In cases of damage or breakages, the Laboratory Technician assesses the extent of damage and the need for replacement.

**Procedure Approval**

**Authority:** Dean  
**References:**

**Definition:**

**Help Page:** Office of the Dean  
**Prepared by:** Planning and Development Office  
**Approved by:**  
Asst. Prof. Louie Benedict Ignacio  
Dean, CLAS  

**Date Approved:**