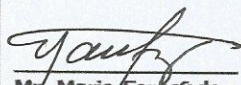


Procedure No:	ADM-PROC-ITC-0008
Procedure Title:	Use of Computer Laboratory
Related Policy:	ADM-POL-ITC-0009 Computer Laboratory Policies
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Information Technology Center
"Supersedes" Notification:	
Procedure Description:	This procedure details the Colegio's policy in the requisition and utilization of computer laboratories for faculty members who are handling non-computer subjects.
Areas of Responsibility:	Information Technology Center
Procedure Details:	<p>Step 1. The Faculty Member secures a copy of the Request for Use of Facilities Form from the Auxiliary Department.</p> <p>Step 2. The Dean signs the Request for Use of Facilities Form.</p> <p>Step 3. The Faculty Member forwards the Request for Use of Facilities Form to the Data & Administrative Staff.</p> <p>Step 4. The Data & Administrative Staff informs the Faculty Member is informed of the possible computer laboratories available. In case there is no computer laboratory available, the Faculty Member is requested to adjust the schedule of his activity.</p> <p>Step 5. The ITC Director signs the Request for Use of Facilities form.</p> <p>Step 6. The accomplished Request for Use of Facilities form is submitted by the Faculty Member to the Auxiliary Services Office.</p> <p>Step 7. The Faculty Member can utilize the computer laboratory on the assigned date.</p>
Procedure Approval Authority:	ITC Director
References:	
Definition:	
Help Page:	
Prepared by:	Planning, Funding and Development Office
Approved by:	 Mr. Mario Fernandez
Date of Approval:	8/14/2012

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