


Policy No:	ADM-POL-PAMD-0004
Policy Title:	Instructional Hardware Circulation Policy
Implementation Procedure:	ADM-PROC-PAMD-0004 Graphic Design Production Procedure
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
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Office of Origin: (Policy Expert)	Public Affairs and Media Development
"Supersedes" Notification:	
Purpose of Policy:	The policy details the Colegio's terms and conditions in requisition and approval of all requests for instructional hardware.
Detailed Policy Statement:	<ul style="list-style-type: none"> • The following are the resources that may be borrowed for classroom use or within the premises of the Colegio by any enrolled student or any employee <ol style="list-style-type: none"> 1.1 LCD Projectors 1.2 Laptop Computers 1.3 Overhead Projectors 1.4 Projector Screen 1.5 Cassette with CD Player 1.6 Karaoke 1.7 Slide Projector 1.8 Video Camera. • All employees and students should submit an accomplished reservation slip. • All requests should be made at least one day before the activity. • The Media Center owns the discretion of declining requests, as a result of situations beyond their control. • Students and employees, who wish to use any of the hardware equipments outside the campus, should submit an accomplished reservation slip and pull-out slip from the Property Section. • Use of hardware equipments outside the Colegio is allowed only for official activities. • In cases of damages to the equipment, the requisitioner has to shoulder the expenses for repair. • If the damages incurred are not repairable, the requisitioner should replace the equipment with the same or greater value.
	All students and employees
Policy Approval Authority:	Director of the Public Affairs and Media Development
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 _____ Ms Jhennie Villar
Date of Approval	

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