


Procedure No:	ADM-PROC-PAMD-0001
Procedure Title:	Requesting for the Use of Laboratory and Equipment
Related Policy:	ADM-POL-PAMD-0001 Laboratory and Equipment Utilization Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
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Office of Origin: (Procedure Expert)	Public Affairs and Media Development
"Supersedes" Notification:	
Procedure Description:	This procedure contains the requisition, approval and evaluation of all requests for use of laboratories and equipments.
Areas of Responsibility:	Public Affairs and Media Development
Procedure Details:	<p>Internal Clients</p> <p>Step 1. The requisitioner submits an accomplished facilities / equipment reservation slip to the PAMD.</p> <p>Step 2. The PAMD staff checks the availability of the laboratory. In cases there are conflicts in schedule, the requisitioner is given alternative dates.</p> <p>Step 3. The request is forwarded to the Director of the PAMD for approval.</p> <p>Step 4. The requisitioner is informed of the approval or denial of the request.</p> <p>Step 5. When the request has been approved, the requisitioner should further discuss the details and materials needed for the activity.</p> <p>Step 6. After the event, the PAMD staff inspects the laboratory / equipment to ensure that there are no damages and losses incurred from the event.</p> <p>Step 7. In cases of losses and damages, the requisitioner will be informed and asked to discuss with the office of the actions that will be undertaken.</p> <p>External Clients</p> <p>Step 1. The external client should schedule a meeting to the PAMD Director or Assistant Director.</p> <p>Step 2. The PAMD evaluates the needs of the client.</p> <p>Step 3. The PAMD forwards the rental fee of the laboratory of the Financial Affairs Division.</p> <p>Step 4. The external client is informed of the cost and policies of the Colegio on towards external clients.</p> <p>Step 5. A memorandum of agreement is signed between the Colegio and the external client.</p> <p>Step 6. The external client can utilize the facility on the agreed date.</p> <p>Step 7. The PAMD evaluates the condition of the facilities used.</p> <p>Step 8. The external client is informed of the evaluation results.</p> <p>Step 9. Payment settlements are made in case there are facilities need to be repaired or replaced.</p>
Procedure Approval Authority:	Director of the Public Affairs and Media Development
References:	Reservation Slip
Definition:	
Help Page:	Public Affairs and Media Development
Prepared by:	Planning, Funding and Development Office
Approved by:	 <hr/> Ms. Jhennie Villar
Date of Approval:	