**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  
**Page Number:** One (1)  
**Office of Origin:** 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:**  
**Internal Clients**  
Step 1. The requisitioner submits an accomplished facilities / equipment reservation slip to the PAMD.  
Step 2. The PAMD staff checks the availability of the laboratory. In cases there are conflicts in schedule, the requisitioner is given alternative dates.  
Step 3. The request is forwarded to the Director of the PAMD for approval.  
Step 4. The requisitioner is informed of the approval or denial of the request.  
Step 5. When the request has been approved, the requisitioner should further discuss the details and materials needed for the activity.  
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.  
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.  
**External Clients**  
Step 1. The external client should schedule a meeting to the PAMD Director or Assistant Director.  
Step 2. The PAMD evaluates the needs of the client.  
Step 3. The PAMD forwards the rental fee of the laboratory of the Financial Affairs Division.  
Step 4. The external client is informed of the cost and policies of the Colegio on towards external clients.  
Step 5. A memorandum of agreement is signed between the Colegio and the external client.  
Step 6. The external client can utilize the facility on the agreed date.  
Step 7. The PAMD evaluates the condition of the facilities used.  
Step 8. The external client is informed of the evaluation results.  
Step 9. Payment settlements are made in case there are facilities need to be repaired or replaced.  
**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:** Ms. Jhennie Villar  
**Date of Approval:**