### Instructional Hardware Circulation Procedure

<table>
<thead>
<tr>
<th>Procedure No:</th>
<th>ADM-PROC-PAMD-0004</th>
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<tbody>
<tr>
<td>Procedure Title:</td>
<td>Instructional Hardware Circulation Procedure</td>
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<tr>
<td>Related Policy:</td>
<td>ADM-POL-PAMD-0004 Instructional Hardware Circulation Policy</td>
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<td>Date of Issuance:</td>
<td>S.Y. 2010 to 2011</td>
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<td>Effectivity:</td>
<td>S.Y. 2010 to present</td>
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<td>Page Number:</td>
<td>One (1)</td>
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<td>Office of Origin:</td>
<td>Public Affairs and Media Development</td>
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**“Supersedes” Notification:**

**Procedure Description:** This procedure contains the requisition and approval of all requests for instructional hardware equipments.

**Areas of Responsibility:**

Public Affairs and Media Development

**Procedure Details:**
- Step 1. The requisitioner submits an accomplished reservation slip.
- Step 2. The PAMD staff verifies if the requested material is available.
- Step 3. The requisitioner picks up the equipment on the date of reservation.
- Step 4. The requisitioner returns the equipment on the agreed return date.
- Step 5. The PAMD staff checks the borrowed equipment for possible damages.
- Step 6. In cases of damages, the PAMD personnel submits a report to his department head.
- Step 7. The department head informs the employee and his superior or professor for students, on the extent of damage made in the equipment.
- Step 8. The employee or student coordinates with the Media Center on the procedure on how to settle accountability.

**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. Jhenlie Villar

**Date of Approval:**

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