


Procedure No:	ADM-PROC-PAMD-0004
Procedure Title:	Instructional Hardware Circulation Procedure
Related Policy:	ADM-POL-PAMD-0004 Instructional Hardware Circulation 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 and approval of all requests for instructional hardware equipments.
Areas of Responsibility:	Public Affairs and Media Development
Procedure Details:	<p>Step 1. The requisitioner submits an accomplished reservation slip.</p> <p>Step 2. The PAMD staff verifies if the requested material is available.</p> <p>Step 3. The requisitioner picks up the equipment on the date of reservation.</p> <p>Step 4. The requisitioner returns the equipment on the agreed return date.</p> <p>Step 5. The PAMD staff checks the borrowed equipment for possible damages.</p> <p>Step 6. In cases of damages, the PAMD personnel submits a report to his department head.</p> <p>Step 7. The department head informs the employee and his superior or professor for students, on the extent of damage made in the equipment.</p> <p>Step 8. The employee or student coordinates with the Media Center on the procedure on how to settle accountability.</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:	

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