


Policy No:	ADM-POL-PAMD-0001
Policy Title:	Laboratory and Equipment Utilization Policy
Implementation Procedure:	ADM-PROC-PAMD-0001 Requesting for the Use of Media Center Laboratories
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Public Affairs and Media Development
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to detail the Colegio's rules and regulations in utilizing any of the Media Center Laboratory.
Detailed Policy Statement:	<ul style="list-style-type: none"> • The following are the laboratories and equipments which students and employees can utilize <ol style="list-style-type: none"> 1.1 Television Studio 1.2 Recording Studio 1.3 Radio Laboratory 1.4 Photo Laboratories 1.5 Mac Laboratory 1.6 Viewing Room 1.7 Equipments <ul style="list-style-type: none"> • Projector / Screen • Laptop • Camera (Photo and Video) • TV • Radio • Students and employees who wish to avail any of the laboratories should submit an accomplished reservation form. • All requests should be made at least two days before the activity. The "first come first served" policy shall be observed in valuing the reservations. • In cases when schedule of requests shall conflict with on-going classes, the classes shall be prioritized. • Students and employees shall be liable to any form of damages made to any of the facility provided in the laboratory. • In cases of damages, the student or employee will shoulder the expenses for the repair. If the damage is not repairable, the student or person concerned has to replace the equipment with the same of greater value. • External Clients should first coordinate with the Director or the Assistant Director of the department to establish the terms and conditions of their utilization. • External Clients will be charged with a utilization fee which will be determined by the Financial Affairs Division. • External Clients shall be liable to any form of deliberate and non-deliberate damages made while using the laboratory.
Applicability:	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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