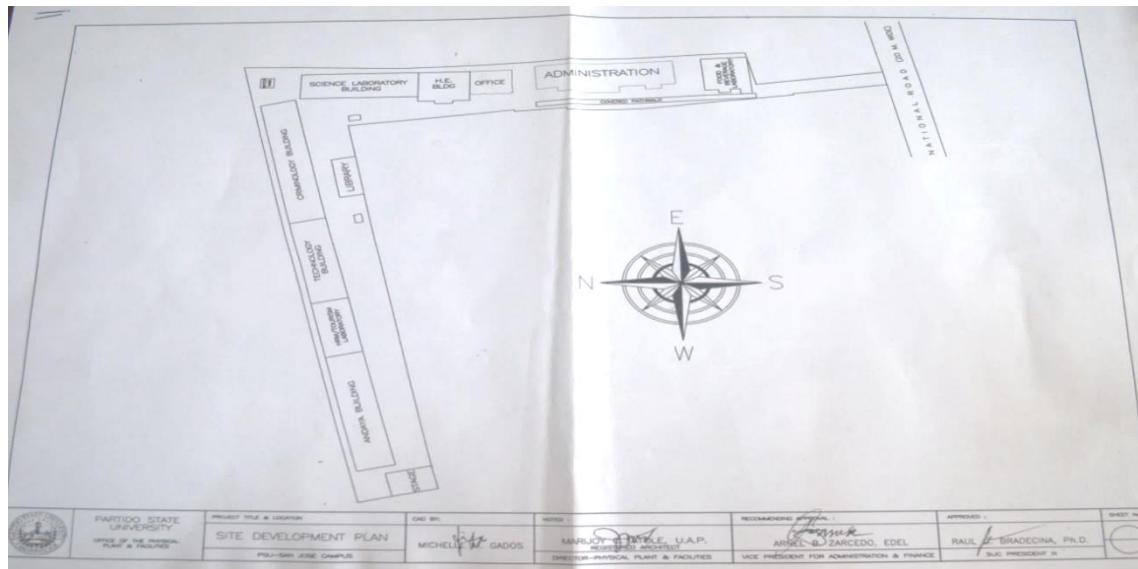


AREA VIII- Physical Plant and Facilities

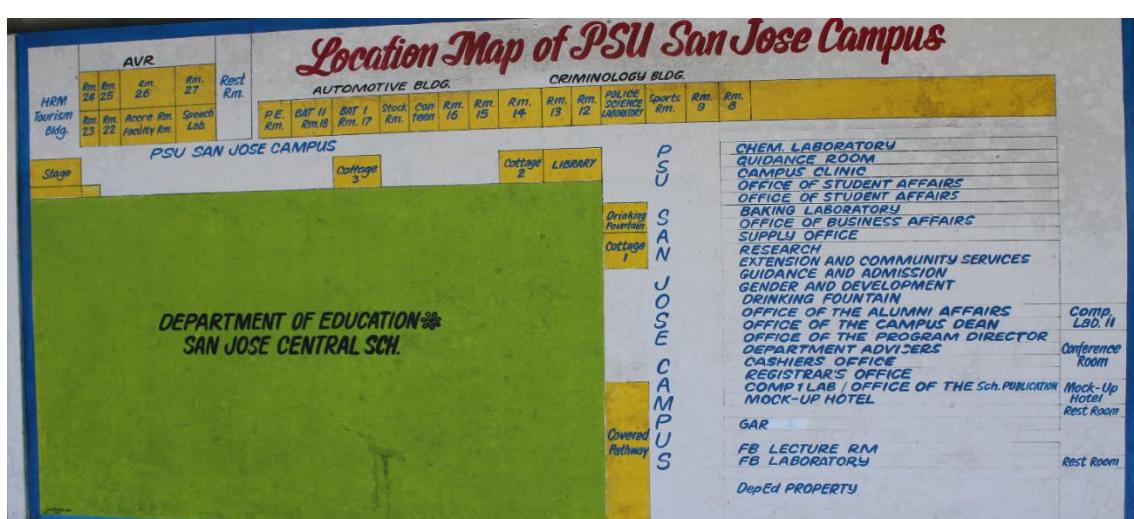
PARAMETER A – CAMPUS

1. SYSTEM-INPUTS AND PROCESSES

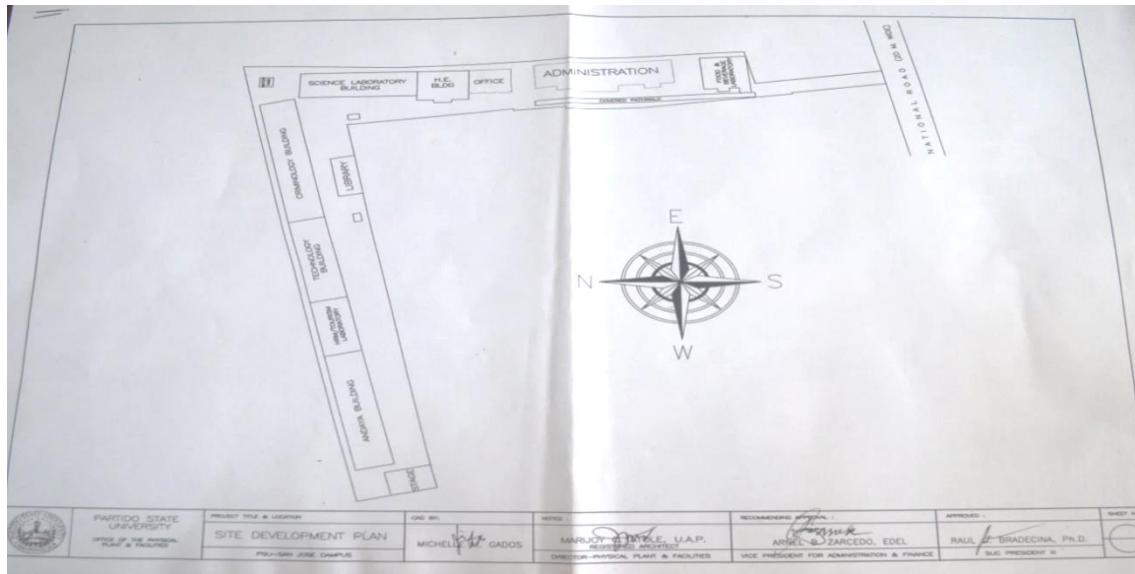
- Present the Site Development Plan of the Institution Where the Academic Building is located.



- Present the Land Use Map of the Institution



➤ Present the Campus Development Plan



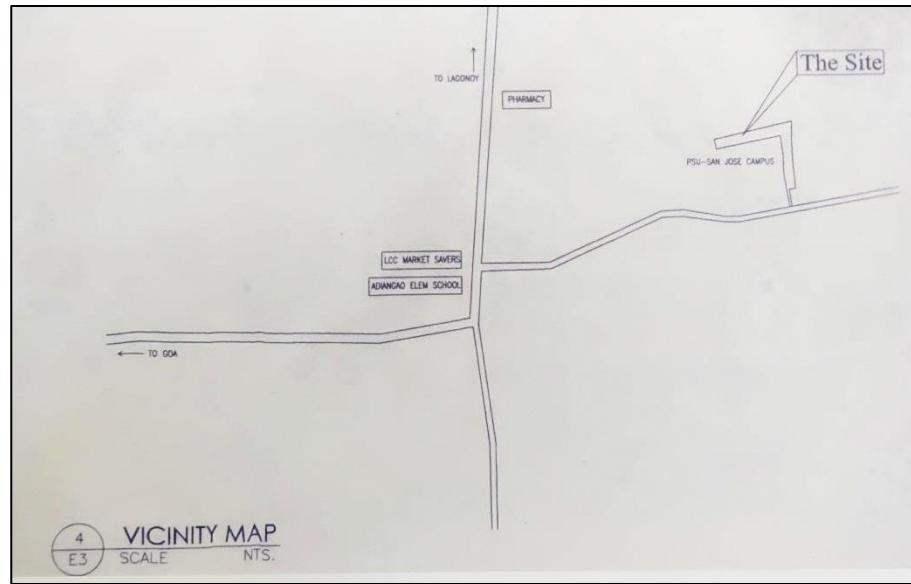
➤ Present Certificate of Ownership and/or TCT

DEED OF EXCHANGE	
KNOW ALL MEN BY THESE PRESENTS:	
This DEED OF EXCHANGE is executed by and between:	
The DEPARTMENT OF EDUCATION (DepEd), with postal address at Meralco Avenue, Pasig City, represented herein by Dr. Gilbert T. Sadsad, Schools Division Superintendent, Camarines Sur Schools Division, Freedom Sports Complex, San Jose, Pili, Camarines Sur, by virtue of a Special Power of Attorney issued by DR. ARMIN A. LUISTRO FSC, Secretary, which is hereto attached as Annex A and made an integral part hereof, and referred to as the "FIRST PARTY".	
and	
The PARTIDO STATE UNIVERSITY, with postal address at Goa, Camarines Sur, represented herein by Dr. Nita V. Morallo, President, pursuant to Board Resolution No. 49, series of 2013 which is hereto attached as Annex B and made an integral part hereof, and referred to as the "SECOND PARTY".	
WITNESSETH:	
That the FIRST PARTY is the lawful and registered owner of a parcel of land, more particularly described as follows:	
Tax Declaration No. 97-010-00273 (Property Index No. _____)	
A parcel of land situated in Del Carmen, San Jose, Camarines Sur containing S'X THOUSAND FIVE HUNDRED (6500) SQUARE METERS, more or less, which is a portion of Lot No. 73; bounded on the North by Lot No. 749; on the East by Lot No. 750 and 751 owned by D. Dizon; on the South by Lot No. 748 portion and Municipal Road; and on the West, a portion of Lot No. 748. This land forms part of Tax Declaration No. 010123.	
That the SECOND PARTY is the lawful and registered owner of a second parcel of land, more particularly described as follows:	
Transfer Certificate of Title No. 3989 (Lot 1-A-2 of the subdivision plan (LRP) Fsd-279050, approved as non-subdivision project, being a portion of Lot 1-A, PSD-60250, LFC, Rizal, No. F, P.I.), situated in the Barrio of Nato (San Isidro), Municipality of Sagnay, Province of Camarines Sur, Island of Luzon. Beginning at a ct. Marked 1 on the plan being S 4 Deg. 07' 54.64m, pt. 2 S 88 Deg 37' W, 120.94 m, pt3 1 2 Deg .65E, 22 m, pt. 4, 10.78 m, pt. 5, N 85 Deg 30'E, 11.015 m and pt.6 N 84 Deg 54'E, 70.02 m containing an area of approximately 1.25 hectares.	
Whereas, The FIRST PARTY agrees to the exchange of the 6,500 square meters property with the 1.25 hectare property of the SECOND PARTY, where the New High School is proposed to be transferred from its present site at the Nato Elementary School.	

Whereas, both parties recognize the benefits from the exchange of the above described properties for educational purposes.	
Whereas, both parties are willing to and hereby transfer ownership of the property covered by Tax Declaration No. 97-010-00273 from the FIRST PARTY to the SECOND PARTY and that covered by Transfer Certificate of Title No. 3989 from the SECOND PARTY to the FIRST PARTY, including all improvements therein, if there is any, free from all liens and encumbrances whatsoever, under the following terms and conditions:	
<ol style="list-style-type: none"> That both parties do hereby consent to the exchange and simultaneous registration in the respective names of the above-described properties; That both parties shall take charge of the survey, processing needed in the transfer of title in their respective names, and shall bear all incidental and necessary expenses relative thereto. 	
NOW THEREFORE, the FIRST PARTY hereby CEDES, TRANSFERS, and CONVEYS unto the SECOND PARTY the property covered by Tax Declaration No. 97-010-00273, and likewise, the SECOND PARTY, in turn, hereby CEDES, TRANSFERS, and CONVEYS unto the FIRST PARTY the property described in Transfer Certificate Title No. 3989.	
The parties hereby warrant unto the other, full title and ownership over their respective real properties, free from all liens and encumbrances of whatever nature, in favour of any person or entity.	
This Deed of Exchange shall be binding and effective from the date of the signing and execution hereof not only to all the parties hereof but also to all their successors and assignees.	
IN WITNESS WHEREOF, the parties have hereunto set their hands, this _____ day of _____, 20____.	
FIRST PARTY:	SECOND PARTY:
DEPARTMENT OF EDUCATION Meralco Avenue, Pasig City	PARTIDO STATE UNIVERSITY Goa, Camarines Sur
By: 	By:
GILBERT T. SADSAD, Ph.D. Schools Division Superintendent Camarines Sur Schools Division	NITA V. MORALLO, Ph.D. SUC President III

LEGAL DOCUMENT ON OWNERSHIP OF THE PSU SAN JOSE CAMPUS

- Present the Institution's Vicinity Map



INSTITUTION'S VICINITY MAP

- Present the Institution's Waste Management Program

The Solid waste management program in this university is in response to the university's drive for a clean, healthy, conducive and green learning and working environment. This is also to address the solid waste problem in the community.

RA 9003 otherwise known as Solid Waste Management Act in the university Guidelines:

1. Segregate all solid wastes into biodegradable and non-biodegradable and dispose them at proper waste disposal container
2. Dispose biodegradable materials at the designated composting site in the campus. Non-biodegradable materials be disposed at the municipal disposal site in coordination with the EWAMP of the municipality
3. Minimize the generation of solid waste through the following scheme:
 - a. Reuse or recycle discarded materials
 - b. Use only biodegradable materials for packaging foods and other materials
 - c. Sell all recyclable waste such as paper, bottles, tin cans, aluminum cans, plastics and the like to junkshops
4. Avoid littering and burning of garbage
5. Manage your own waste and abide with the university's motto "Basura sa basurahan ng nagbabasura"
6. Support and cooperation of everyone is enjoined

PSU GREEN WORK PLACE

1. Basura Mo, Dala Mo
2. Zero Plastic Waste Management
3. Proper Waste Segregation
4. Energy and Resource Saving Measures

2. IMPLEMENTATION

- Describe the site where the Program is situated, including geographical location, area, boundaries etc.

San Jose, one of the oldest town of Partido in the province of Camarines Sur, lies on a coastal plain, fifty five kilometers from the city of Naga and forty kilometers from Pili, the Capital town. Partido State University San Jose Campus is located at the town proper of San Jose, Camarines Sur within the San Jose Central School compound, it has an area of 6,500 square meters bounded on the north Lot No. 749 east lot no. 749 – Remegio Dizon, on the south lot no. 748 portion.

The main gate of the PSU San Jose Campus on the eastern portion, faces the national road of Barangay Del Carmen, 8 kilometer from San Jose to Sabang. This offer easy accessibility via public transport from San Jose to Manila. It is also accessible to water transport from Sabang to Caramoan.

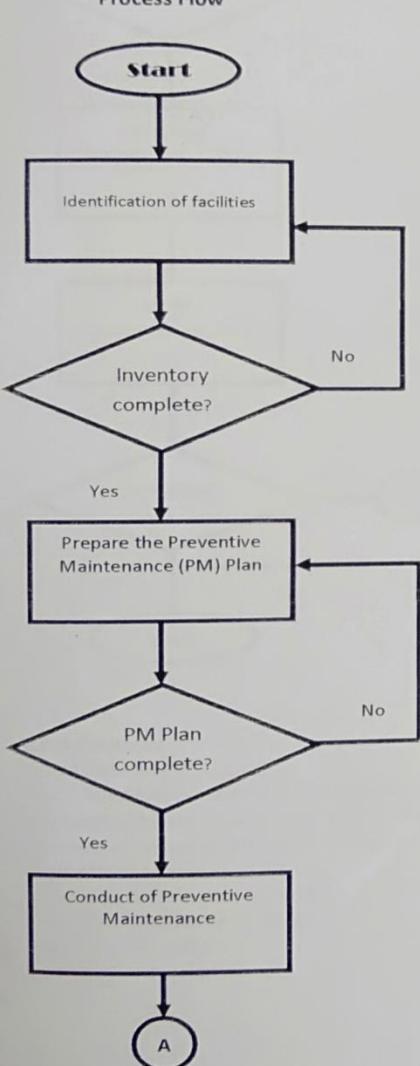
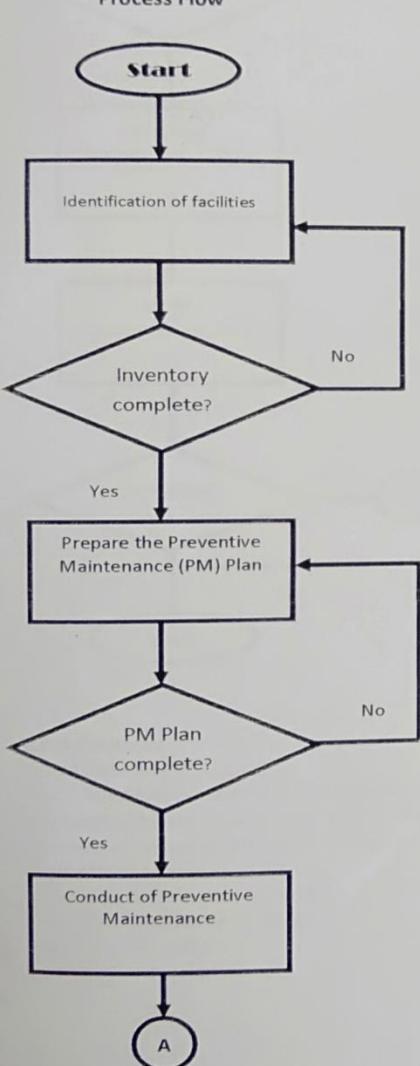
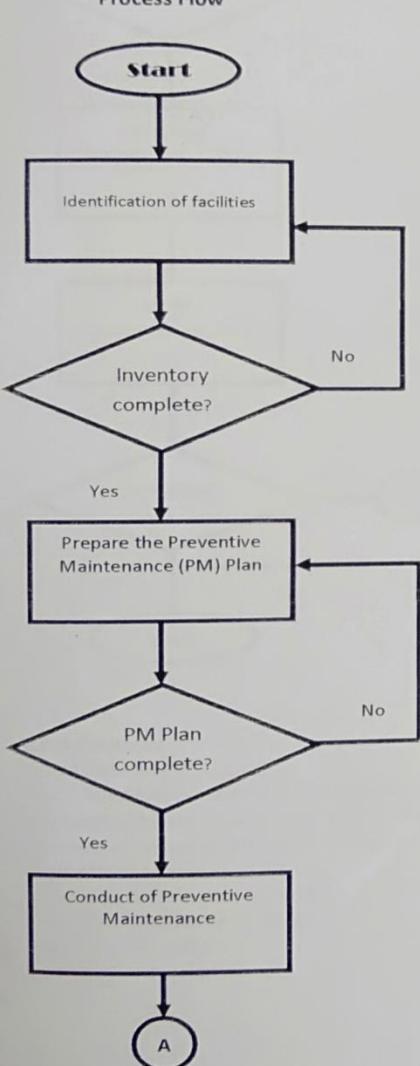
- Describe how the institution's Waste Management Program is implemented.

First, an office order was issued for the Strict Implementation of RA 9003 otherwise known as Solid Waste Management Act in the university. Then the Green Workplace Program for all campuses was launched with the following trusts: Energy saving & resource management, Protection of health and welfare of human resources, Promotion of environmental conscience, and Commitment to global responsibility.

The establishment of a Material Recovery Facility was encouraged to each campus. Then a memo for proper waste management was issued informing the PSU faculty, staff, and students that the biodegradable waste should be thrown at the designated decomposting area or store in a black plastic garbage bag/ sack for EWAMP collection, and the Non biodegradable waste should be

placed at the MRF. For healthy encouragement and reminders to the people of the university to each campus, the activity called “Search for Outstanding Green Workplace and sustainable observance program” was also implemented, and a memo on the reiteration of the implementation of the green workplace was also released.

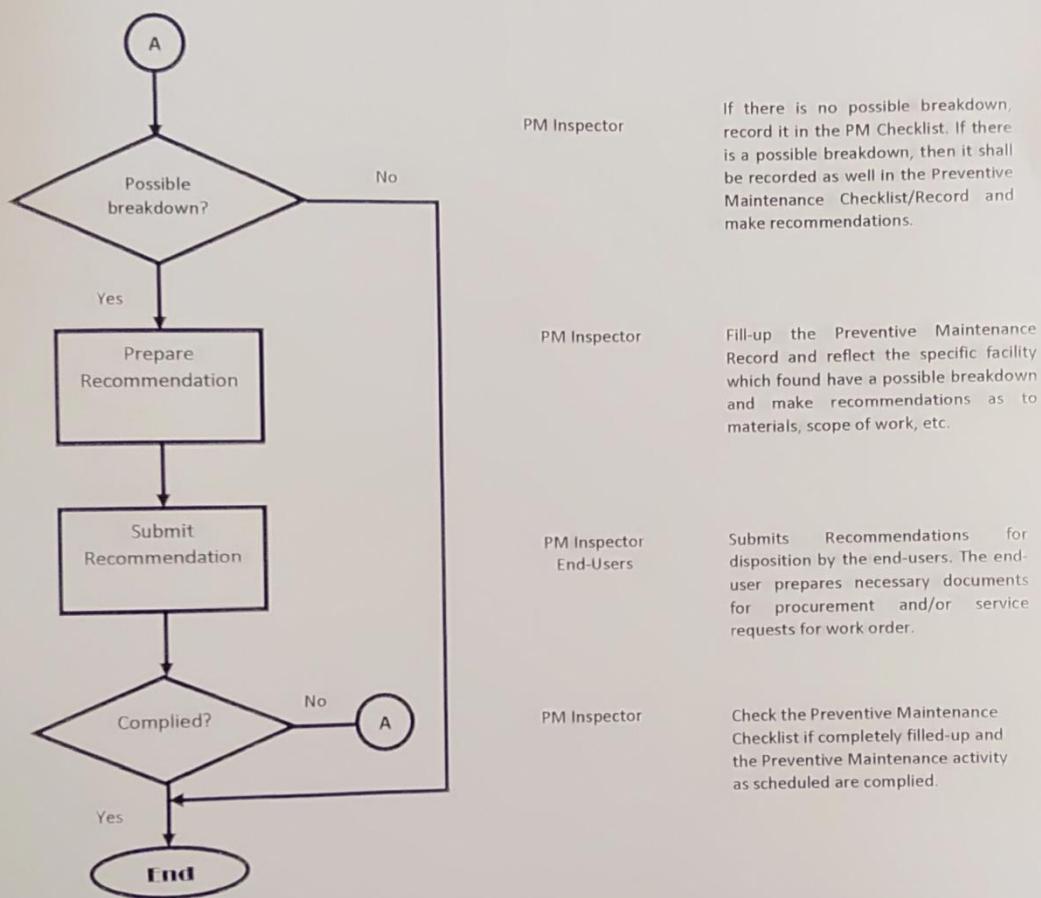
- Describe in flow chart form the process of inspection/management of facilities for their proper utilization and upkeep.

	Republic of the Philippines PARTIDO STATE UNIVERSITY Camarines Sur	ISSUED DATE: 12/27/16 SIGNATURE: [Signature] PSU-WI-PPF-01 PARTIDO STATE UNIVERSITY CONTROLLED															
Work Instruction (WI)																	
Title: Preventive Maintenance (PM) of Buildings, Equipment and Service Facilities																	
1.0 Objective: To provide an effective and efficient preventive maintenance work for all equipment, buildings and facilities of the University																	
2.0 Scope: This includes inspections, minor repairs, cleaning, adjustments and part replacements.																	
3.0 Procedure																	
<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Process Flow</th> <th style="width: 30%;">Responsibility</th> <th style="width: 40%;">Details</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">  <pre> graph TD Start([Start]) --> Identification[Identification of facilities] Identification --> Inventory{Inventory complete?} Inventory -- No --> Identification Inventory -- Yes --> Prepare[Prepare the Preventive Maintenance (PM) Plan] Prepare --> PMPlan{PM Plan complete?} PMPlan -- No --> Prepare PMPlan -- Yes --> Conduct[Conduct of Preventive Maintenance] Conduct --> End((A)) </pre> </td> <td style="vertical-align: top;"> Physical Plant and Facilities Director Identifies all facilities and equipment to be included in the inventory of facilities such as Buildings, Other structure, equipment & other service facilities </td> <td style="vertical-align: top;"> Checks the existing records and data of equipment, buildings & structures and facilities. If the inventory is incomplete, identify and include in the inventory the necessary facilities. If the inventory is complete, prepare the Preventive Maintenance Plan. </td> </tr> <tr> <td style="vertical-align: top;"> </td> <td style="vertical-align: top;"> Physical Plant and Facilities Director Transfers updated and reviewed inventory of facilities and equipment into the Preventive Maintenance Plan </td> <td style="vertical-align: top;"> </td> </tr> <tr> <td style="vertical-align: top;"> </td> <td style="vertical-align: top;"> Preventive Maintenance Inspector Reviews and updates the preventive maintenance plan in accordance with the inventory of facilities. If the PM Plan is incomplete, update and review again the inventory and prepare an updated PM Plan. If the PM is complete, then conduct the Preventive Maintenance as planned. </td> <td style="vertical-align: top;"> </td> </tr> <tr> <td style="vertical-align: top;"> </td> <td style="vertical-align: top;"> PM Inspector Inspect facilities and equipment in accordance with the Preventive Maintenance Plan and Checklist </td> <td style="vertical-align: top;"> </td> </tr> </tbody> </table>			Process Flow	Responsibility	Details	 <pre> graph TD Start([Start]) --> Identification[Identification of facilities] Identification --> Inventory{Inventory complete?} Inventory -- No --> Identification Inventory -- Yes --> Prepare[Prepare the Preventive Maintenance (PM) Plan] Prepare --> PMPlan{PM Plan complete?} PMPlan -- No --> Prepare PMPlan -- Yes --> Conduct[Conduct of Preventive Maintenance] Conduct --> End((A)) </pre>	Physical Plant and Facilities Director Identifies all facilities and equipment to be included in the inventory of facilities such as Buildings, Other structure, equipment & other service facilities	Checks the existing records and data of equipment, buildings & structures and facilities. If the inventory is incomplete, identify and include in the inventory the necessary facilities. If the inventory is complete, prepare the Preventive Maintenance Plan.		Physical Plant and Facilities Director Transfers updated and reviewed inventory of facilities and equipment into the Preventive Maintenance Plan			Preventive Maintenance Inspector Reviews and updates the preventive maintenance plan in accordance with the inventory of facilities. If the PM Plan is incomplete, update and review again the inventory and prepare an updated PM Plan. If the PM is complete, then conduct the Preventive Maintenance as planned.			PM Inspector Inspect facilities and equipment in accordance with the Preventive Maintenance Plan and Checklist	
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<small>Effectivity Date: January 03, 2018 Rev. No: 01 Page 1 of 3</small>																	



Title:

Preventive Maintenance (PM) of Buildings, Equipment and Service Facilities



4.0 References

- Quality Manual (PSU-QM)
- Procedure Manual-Control of Documents and Records (PSU-PM-01)
- Procedure Manual-Internal Audit (PSU-PM-02)
- Procedure Manual-Control of Non-Conformance, Corrective and Preventive Action (PSU-PM-03)
- Preventive Maintenance Plan
- Preventive Maintenance Checklist
- Preventive Maintenance Records
- Inventory of Facilities



Republic of the Philippines
PARTIDO STATE UNIVERSITY
Camarines Sur



PSU-WI-PPF-01

Title:

Preventive Maintenance (PM) of Buildings, Equipment and Service Facilities

Prepared by:

MARIJOY C. ATOLE
PPF Director

Reviewed by:

ARNEL B. ZARCEDO, EDEL
Vice-President for Administration and Finance

Approved by:

RAUL G. BRADECINA, Ph. D.
SUC President III

Effectivity Date: January 03, 2018

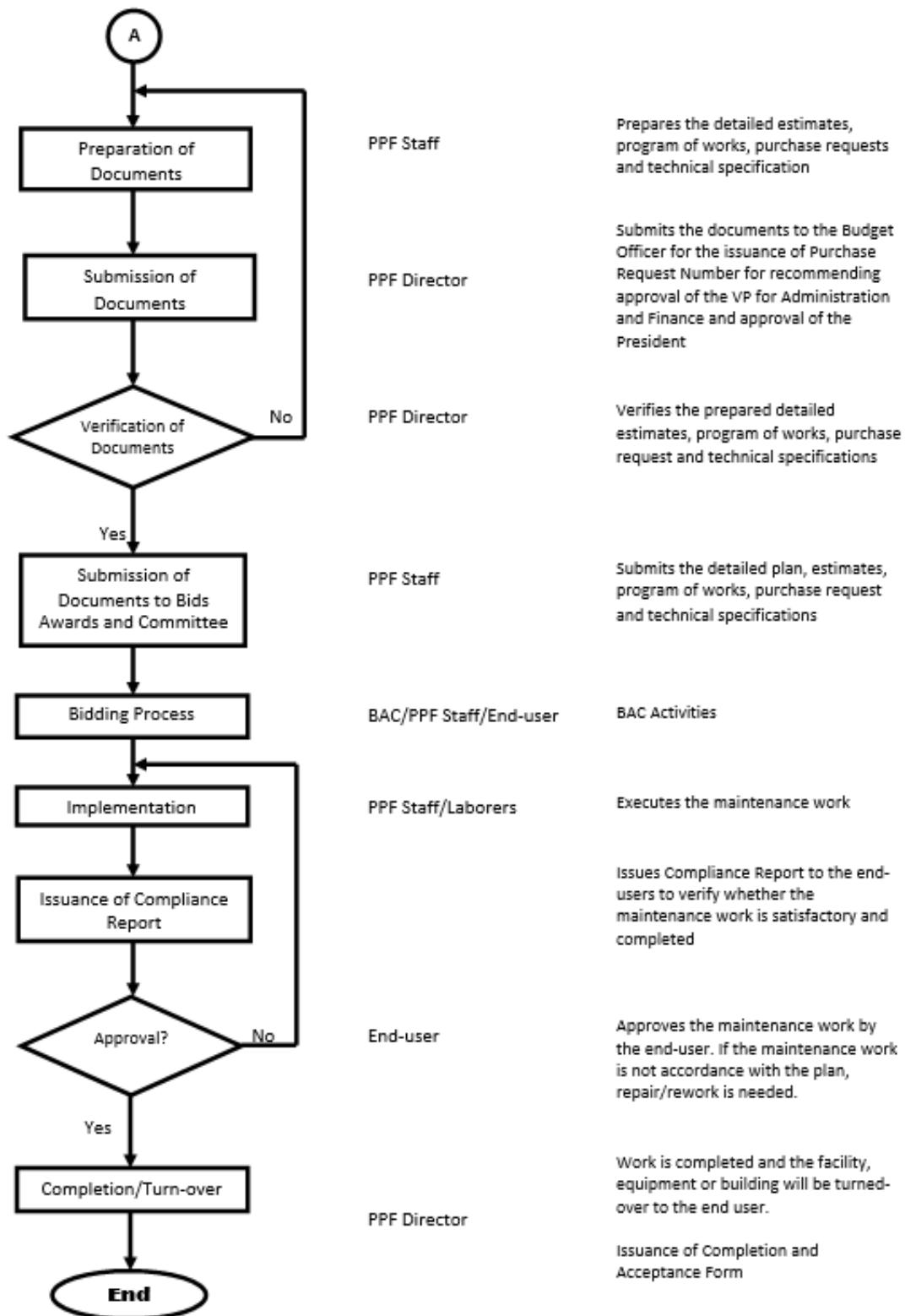
Rev. No: 01

Page 3 of 3

WORK INSTRUCTION FOR PREVENTIVE MAINTENANCE

Title:

Corrective Maintenance of Buildings, Equipment and service Facilities



WORK INSTRUCTION FOR CORRECTIVE MAINTENANCE

3. OUTCOMES

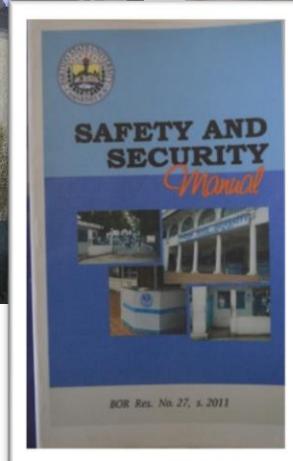
- Show evidences that the campus is safe, well maintained, clean and properly landscaped.



Safety in the campus is evident. There are guards on duty attending to the security of the campus.



The guard while checking the ID of the student. This is to ensure security in the campus



There is a Safety and Security Manual that guides the Institution in ensuring the safety of every individual and property of the campus.



CCTV Cameras are also present in the Campus to monitor the situation and warrant security of everybody.





Some of the installed CCTV cameras
inside the campus



The Campus is well-maintained, clean and properly landscaped.

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter A (Campus).
 - Green Workplace Program (GWP) is being implemented.
 - Strict policies on security and safety are being observed.
 - Maintenance, cleanliness and beautification of the campus is ensured
 - There is a proper and regular conduct of inspection of all facilities

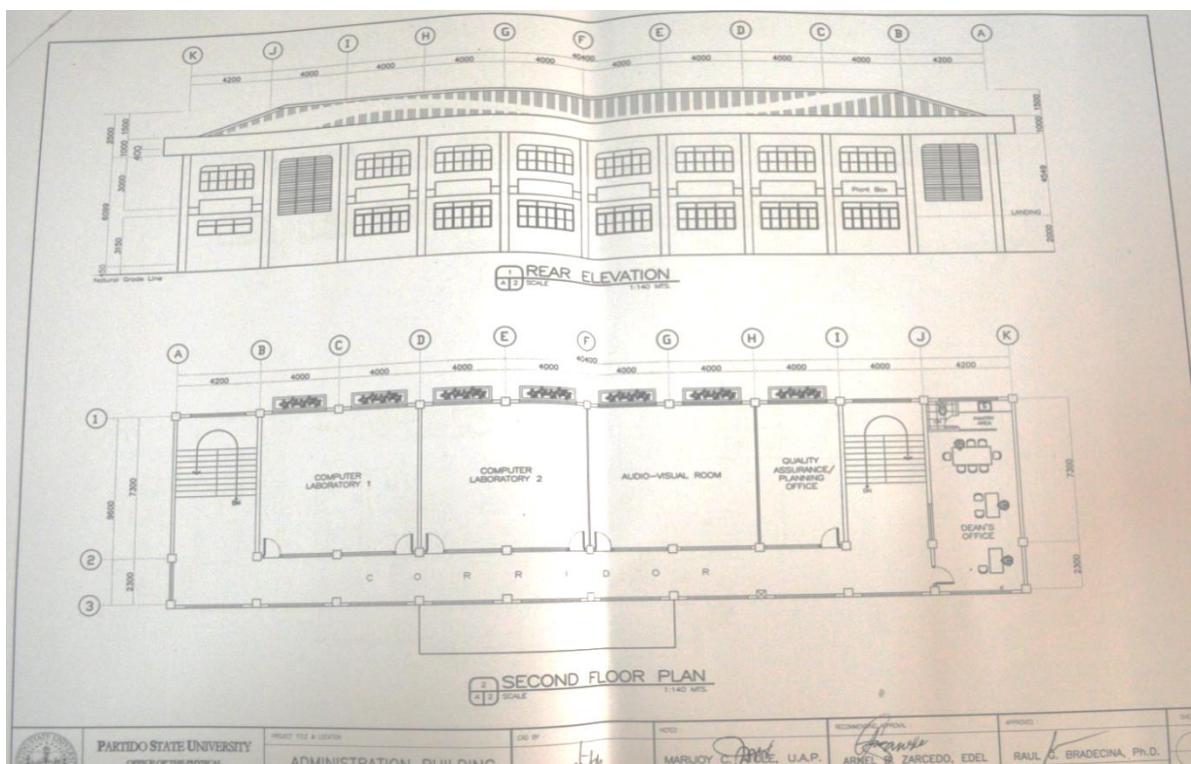
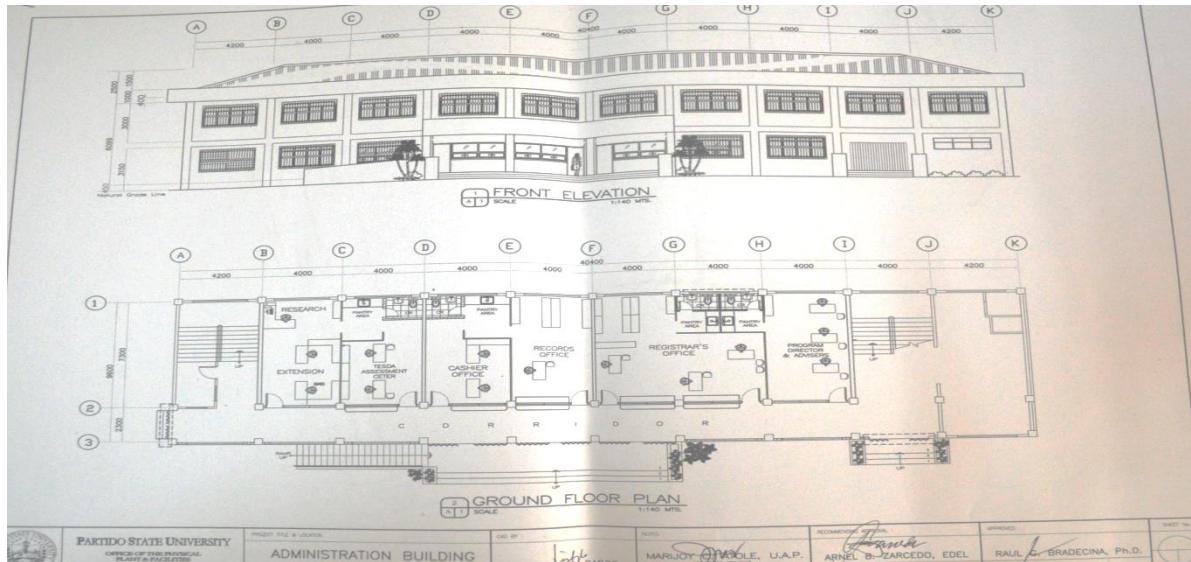
PARAMETER B - BUILDINGS

1. SYSTEM-INPUTS AND PROCESSES

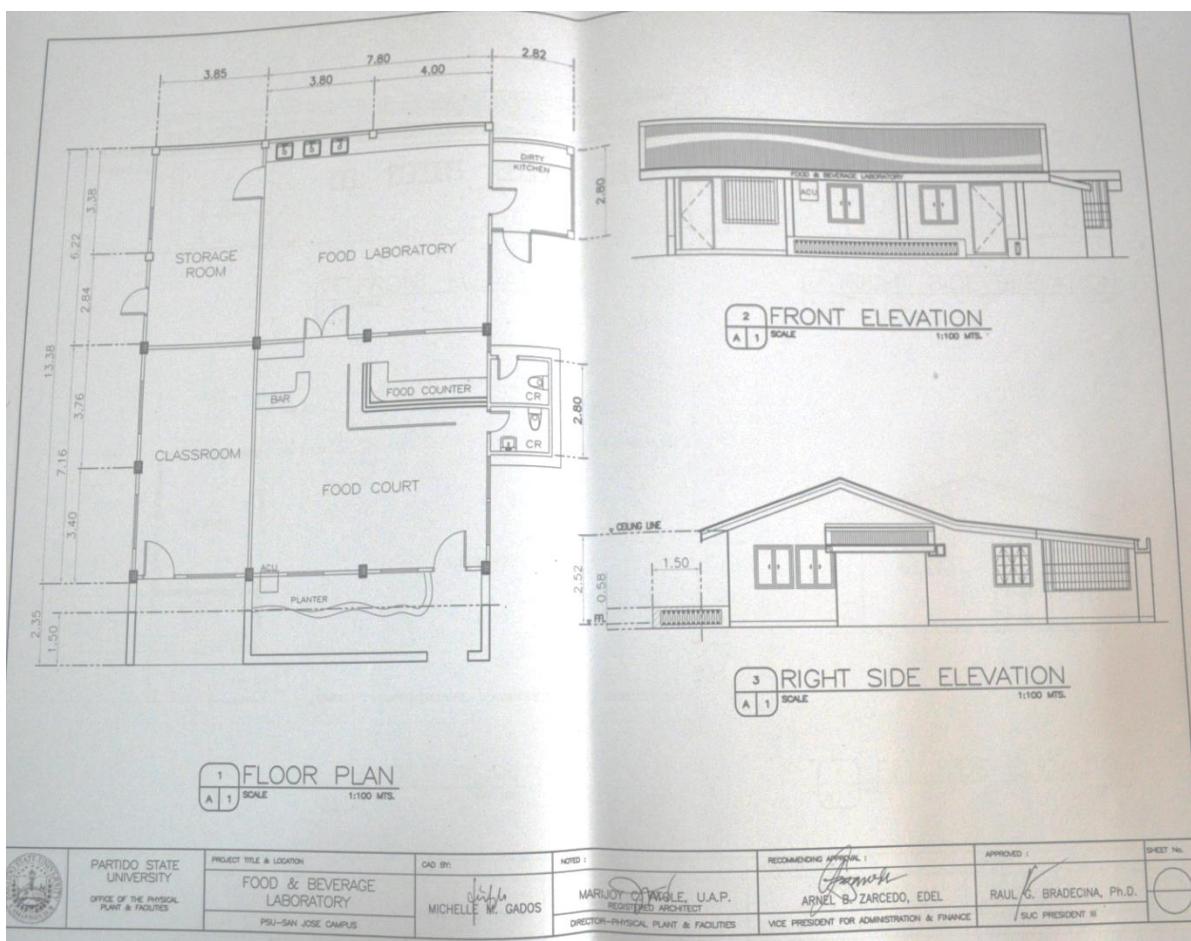
- Present Certificate of Occupancy for the building

The certificate of occupancy for the building is currently on process by the university Physical Plant and Facilities office.

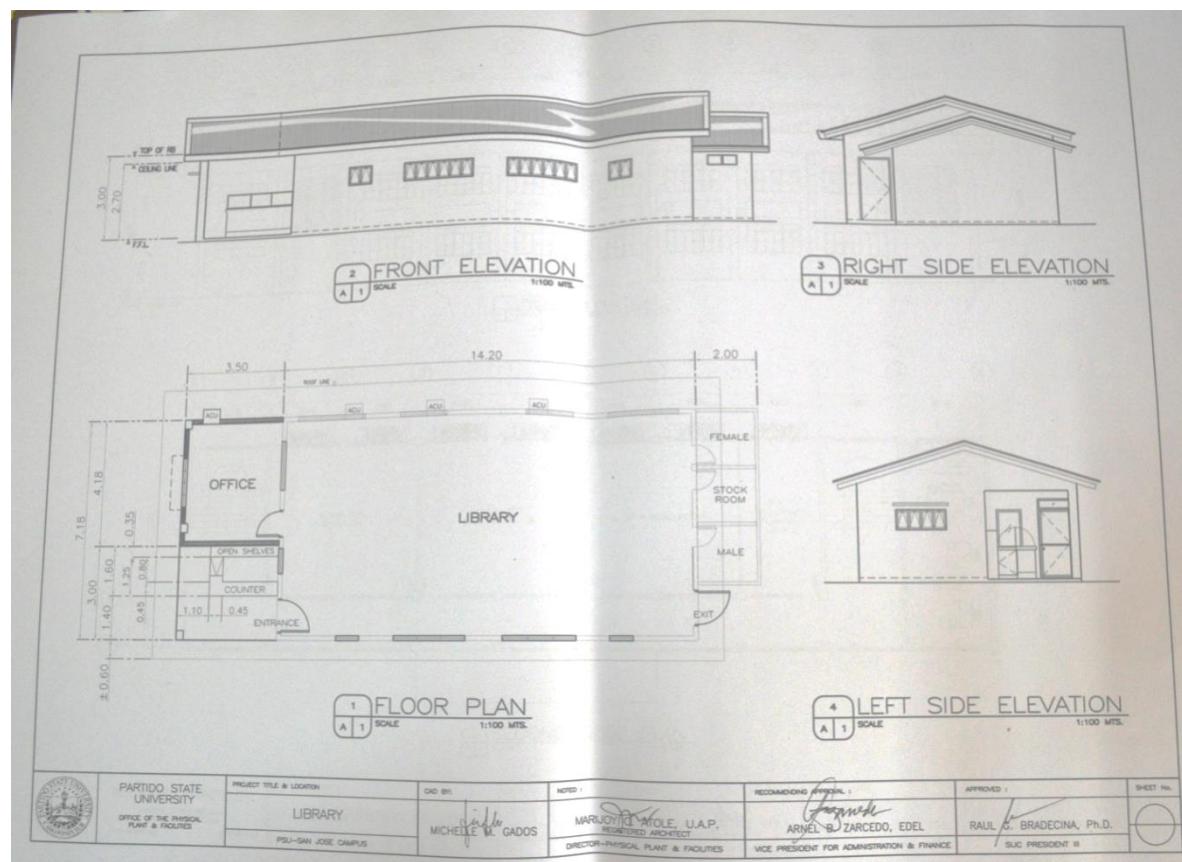
Present the approved Building Plan showing the floor areas of classrooms and other rooms used by the College.



ADMINISTRATION BUILDING

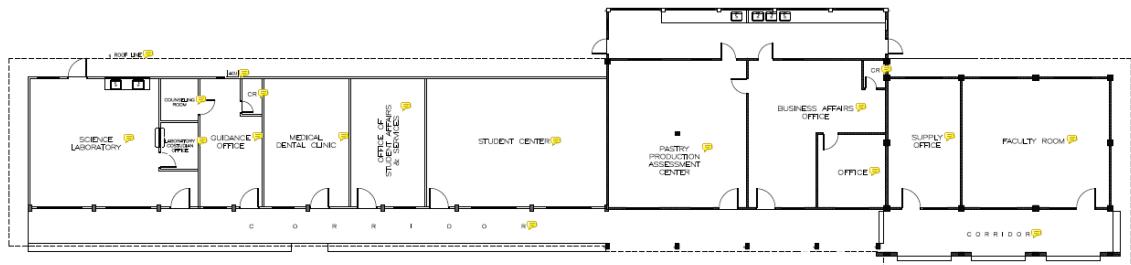


FOOD & BEVERAGE LABORATORY BUILDING



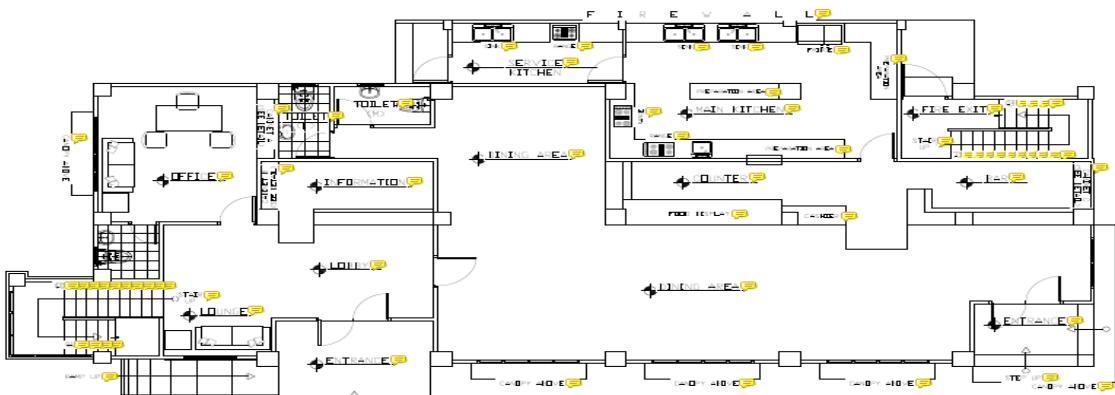
LIBRARY BUILDING

OFFICES AND LABORATORY BUILDING FLOOR PLAN

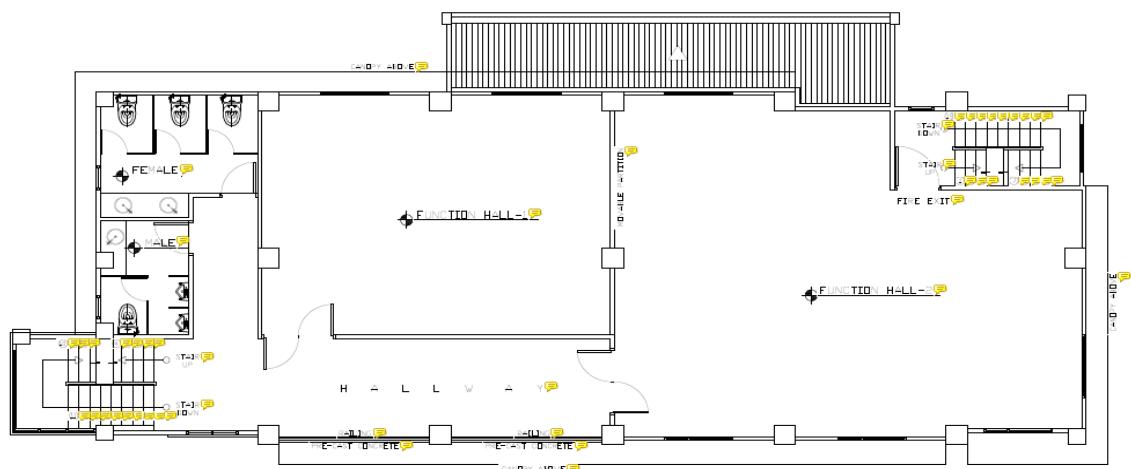


OFFICES AND LABORATORY BUILDING

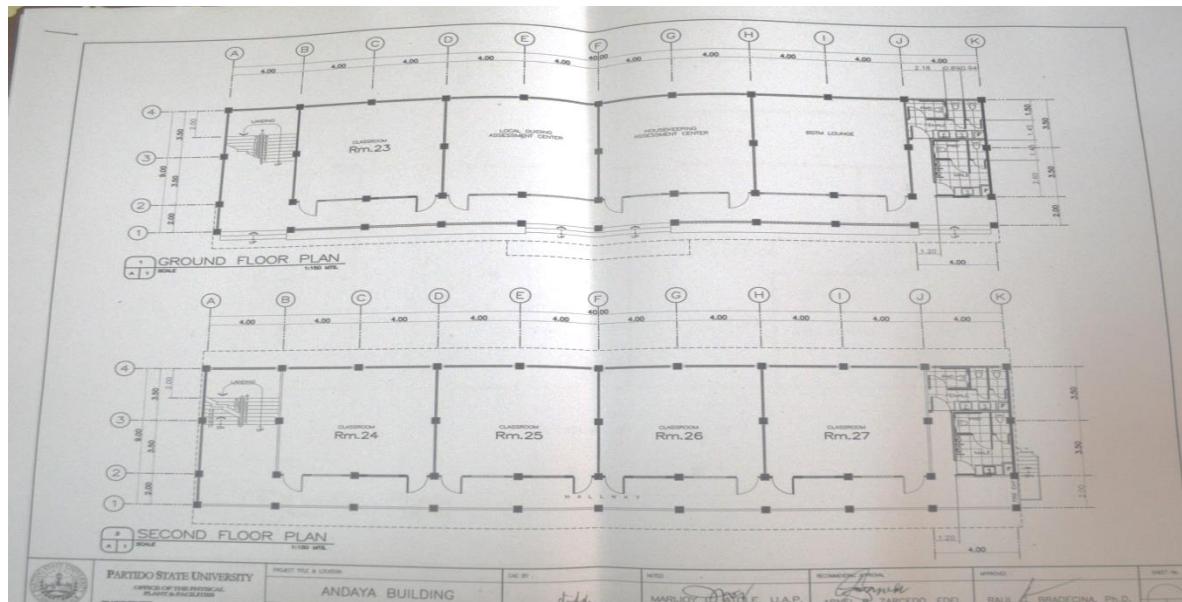
HRM AND TOURISM BUILDING GROUND FLOOR PLAN



HRM AND TOURISM BUILDING SECOND FLOOR PLAN

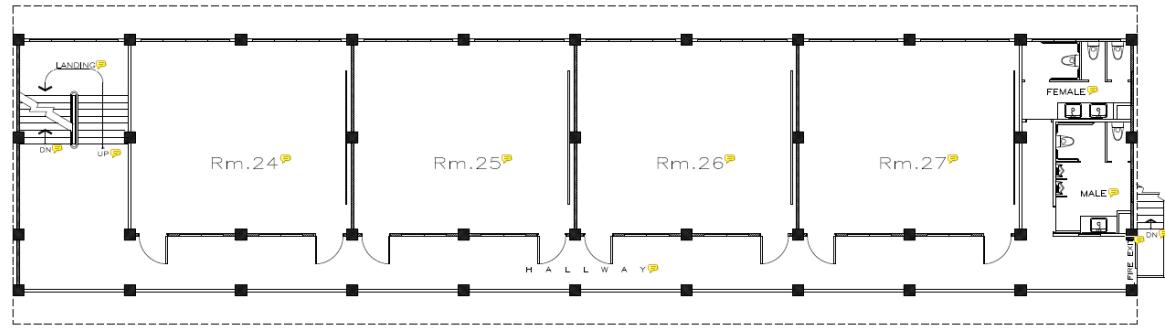


HRM AND TOURISM BUILDING

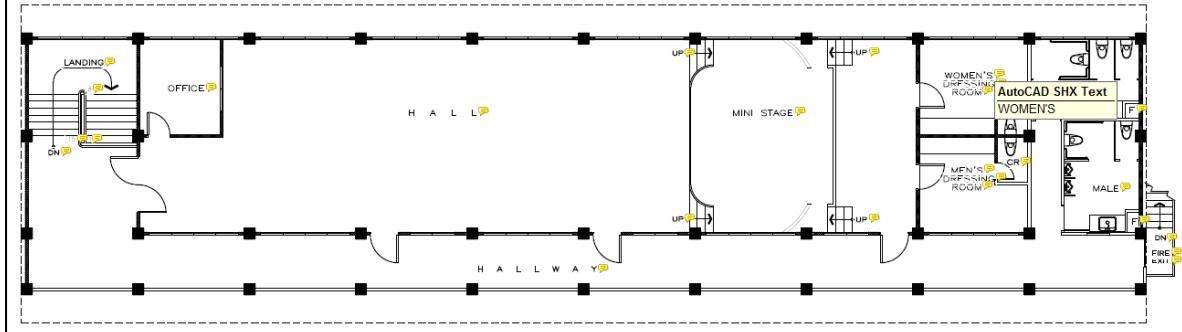


ANDAYA BUILDING

ANDAYA BUILDING SECOND FLOOR PLAN^P



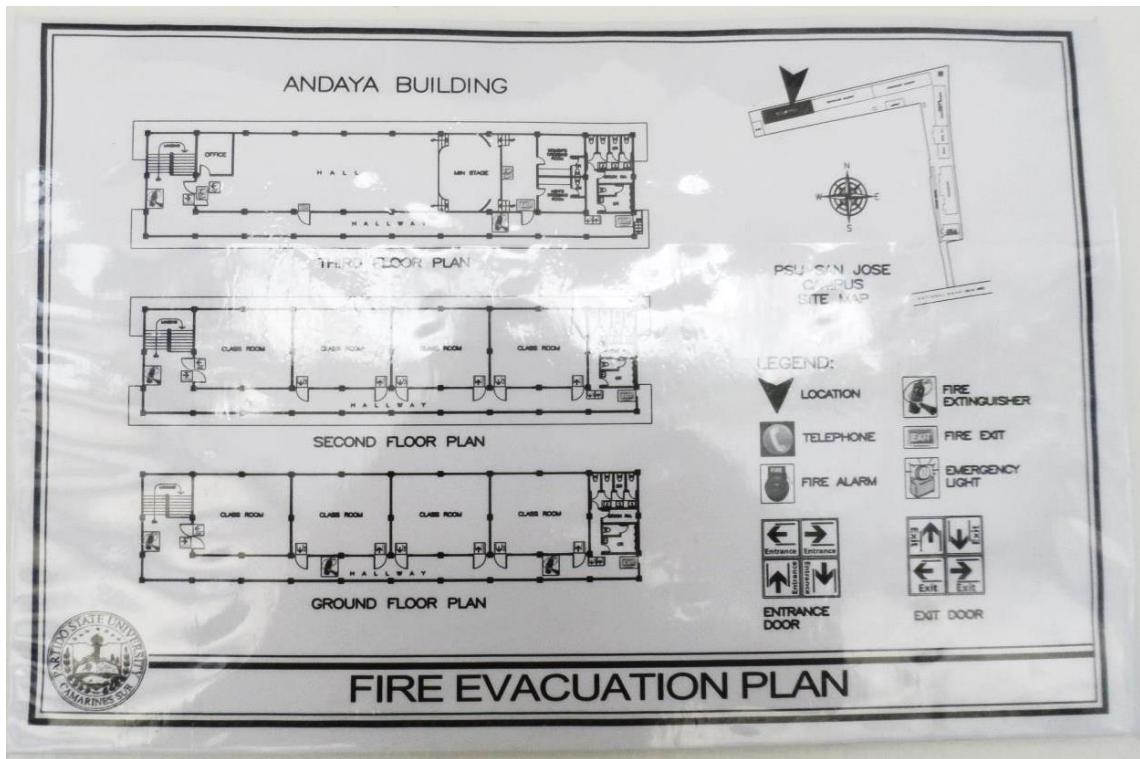
ANDAYA BUILDING THIRD FLOOR PLAN^P



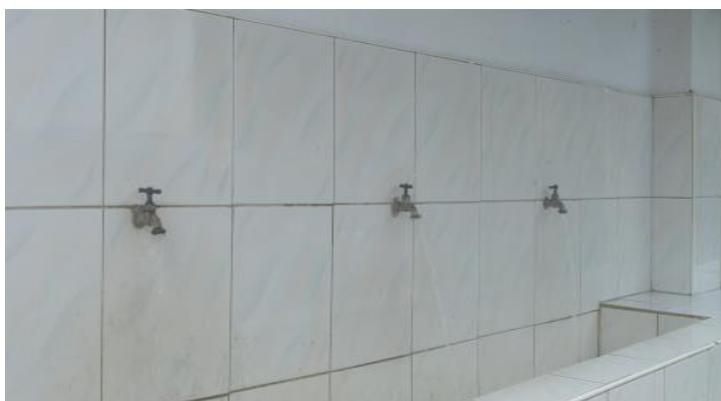
2ND AND 3RD FLOOR OF ANDAYA BUILDING

2. IMPLEMENTATION

- Present the Floor Plans of the Academic Unit indicating fire exits. Location of firefighting equipment, stands pipes and source of water supply, road network, provisions for people with disability, etc.



THE FIRE EVALUATION PLAN OF A BUILDING INDICATES THE LOCATION OF THE FIRE EXITS, FIRE FIGHTING EQUIPMENT, ALARM BELL AND OTHER EQUIPMENT



FIRE FIGHTING EQUIPMENT, WATER SUPPLY, AND FIRE EXIT



ROAD NETWORK

Building	Total Area (sqm)	Used solely by the program or shared with other?	No. of Classrooms	No. of Lab Rooms	No. of Staff/Faculty offices	No. of Rest Rooms	No. of Function Rooms	Others (specify)
Food and Beverage Laboratory	171		1	1		2	1	Storage Kitchen
Administration Building (ESF)	825			2	8	7		Administrative, Planning, AVR, PDs, Research & Extension, TESDA, Cashier, Records and Registrar offices
San Jose Building	603			2	7	5		Faculty Room, Supply office, Pastry Production/Assessment Center, Student Center, OSAS, Medical & Dental Clinic, Guidance, Science Lab.
Criminology Building	228.15		2	2	2		1	Classrooms, Moot Court, Police Lab.
Library	141.346				1	2		Librarian's Office, Stock room
Technology Building	281.385		5			2	1	Tools & Equip. Storage, Canteen with Kitchen
HRM and Tourism Building	218.5			1	1	6	2	Function Hall, Cafeteria (Not yet functional), Office, Rooms
ANDAYA Building	643		5			6	4	Function Hall with dressing rooms with CRs, Local Guiding, House Keeping Assessment Center, BSTM Lounge

➤ Present in pictorial form with captions the following:

1. Entry and exit points;



THE ENTRANCE AND EXIT GATE OF THE CAMPUS

2. Emergency Exits;



EMERGENCY EXIT IN A BUILDING

3. Emergency fire escapes;



EMERGENCY FIRE ESCAPE IN A BUILDING

4. Corridors, doorways and alleys;



CORRIDORS, DOORWAYS AND ALLEYS

5. Provision for persons with disability;



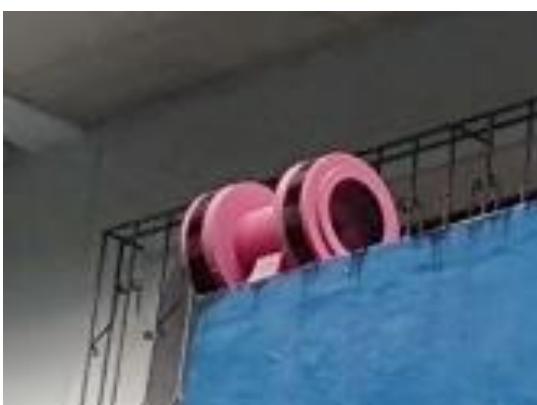
DISABILITY RAMP WAY OF A BUILDING

6. Central signal and fire alarm system;



CAMPUS SIGNAL AND ALARM SYSTEM

7. Fire extinguishers and other firefighting equipment;



FIRE EXTINGUISHERS AND FIRE FIGHTING SYSTEM

8. Bulletin boards, display boards and waste disposal containers



BULLETIN BOARDS



WASTE DISPOSAL CONTAINERS

➤ Present Building Insurance.

GSIS Government Service Insurance System
Financial Center, Pasay City, Metro Manila 1308

BILL NO.:
Policy ID.: 4500510692
Bill: 18-1442443
Bill Date: 10-MAY-2018
Line: FIRE
Currency: PHILIPPINE PESO
PICC: 6000019945

and address of insured: 45SUPSUS00001
PARTIDO STATE UNIV-SAN JOSE CAMPUS
CARMEN SAN JOSE, CAMARINES SUR 4423

TSI PREMIUM
8,271,770.00 23,670.92
8,271,770.00 11,931.28
8,271,770.00 12,407.58

Total Premium: 47,989.78
Doc Stamps: 5,999.00
Fire Service Tax: 0.00
DST on COC: 0.00
Premium Tax: 0.00
Other Charges: 0.00

TOTAL AMOUNT DUE : PHP 53,988.78

NOTE: The total amount above is due and payable within 60 days from receipt of the bill.

In case of claim arising in this policy, the said amount becomes immediately due and demandable.

050475 GOVERNMENT SERVICE INSURANCE SYSTEM
MA. CARMEN E. PRILA
OFFICER I-FSU

ISS Document 7200346422 was posted in company code GSIS

REPUBLIC OF THE PHILIPPINES
GOVERNMENT SERVICE INSURANCE SYSTEM

CITIZEN RECEIPT NO. 050475 DATE 08-AUG-2018

NAME OF POLICYHOLDER: PARTIDO STATE UNIV-SAN JOSE CAMPUS
ADDRESS/OFFICE: CARMEN SAN JOSE, CAMARINES SUR
INSURANCE OBJECT:

ACCT. PAID	AMOUNT IN PESOS	ACCT. PAID	AMOUNT IN PESOS

REMARKS:
DEDUCTION: TOTAL AMOUNT PAID
AMOUNT IN WORDS:
MODE OF PAYMENT:
CASH TOTAL CASH AMOUNT
CHECK TOTAL CHECK AMOUNT
GOVERNMENT SERVICE INSURANCE SYSTEM
BY SIGNATURE

GSIS Government Service Insurance System
Financial Center, Pasay City, Metro Manila 1308

Name and address of insured: 45SUPSUS00001
PARTIDO STATE UNIV-SAN JOSE CAMPUS
SAN JOSE, CAMARINES SUR 4423

Policy ID.: 4500510692
Bill No.: 17-1330613
Date Issued: 08-Aug-2017
Line: FIRE
Currency: PHILIPPINE PESO
PICC: 6000019945

Policy No.: FI-LGU-GSISNAG-0001269
Endt. No.:
From: September 2, 2017 To: September 2, 2018
Sum Insured: PHP 2,928,187.54
Item: VARIOUS ITEMS

TSI Premium
F/L 2,928,187.54 7,876.83
T 2,928,187.54 4,392.28
FLOOD 2,928,187.54 1,756.91

Total Premium: 14,026.02
Doc Stamps: 1,753.50
Fire Service Tax: 0.00
Premium Tax: 0.00
Other Charges: 0.00

TOTAL AMOUNT DUE: 15,779.52

NOTE: This policy shall automatically be cancelled if premium is not paid within 60 days from inception or from date of receipt of the bill, whichever is later, subject to the payment of the time on risk. In the event of claim arising under the policy, the amount of premium becomes immediately due and demandable.

GOVERNMENT SERVICE INSURANCE SYSTEM
MA. CARMEN E. PRILA
OFFICER I-FSU

Prepared by: rmnoleal
Received By: TONKE C. ALCA 8/9/17

A COPY OF CAMPUS BUILDING INSURANCE

3. OUTCOMES

- Show evidences that the buildings and other facilities are safe, well-maintained and functional.







EVIDENCES THAT SHOW THAT THE BUILDINGS AND OTHER FACILITIES
ARE SAFE, WELL MAINTAINED AND FUNCTIONAL

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter B (Buildings).
 - There is a proper and regular conduct of inspection of all facilities in the building to ensure durable materials to withstand natural calamities.
 - There is an area for disabled persons(PWDs)
 - Well-planned entrance and exit points to ensure safe and convenient mobility of the clients.
 - Free flow of movement and physical activities by ensuring no obstructions along the corridors.
 - Fire exits are adequate.
 - Smoking is strictly prohibited inside the campus.
 - Periodic drill on disaster and risk reduction is conducted.
 - The buildings are clean, well-maintained and free from vandalistic acts.

PARAMETER C – CLASSROOMS

1. SYSTEM-INPUTS AND PROCESSES

- Present Inventory of classrooms as to be number of lights, chairs furniture, equipment and other instructional materials.

Room #	Area (sqm)	Number of						IT Resources/Appliances (if any)
		Lights	Chairs	Chalkboards	Whiteboard	Furniture		
Food House (Class Rm)	27.566	2	50	1	0	0		2
Food House (Lab.)	48.516	9	40	0	0	13		2
CompLab1	58.4	6	45	0	1	1		20
CompLab2	58.4	6	45	0	1	1		15
Pastry & Prod. (Lab.)	60	8	40	0	0	20		7
Science Lab.	54	4	40	2	0	8		3
Rm# 8	48	4	50	2	0	0		2
Rm# 12 (Moot Court)	48	4	50	2	0	0		2
Rm# 13	48	4	50	2	0	0		2
CrimLab1	48	4	40	0	2	6		3
CrimLab2	48	4	35	0	1	2		4
Rm# 14	48	4	50	2	0	19		2
Rm# 15	48	4	50	2	0	0		2
Rm# 16	48	4	50	2	0	0		2
Rm# 17	56	2	50	2	0	2		6
Rm# 18	56	2	50	2	0	2		7
Rm# 23	55	4	50	2	0	0		2
Rm# 24	55	4	20	0	0	5		3
Rm# 25	55	4	50	2	0	0		2
Rm# 26	55	4	50	2	0	0		2
Rm# 27	55	4	50	2	0	0		2

2. IMPLEMENTATION

- Present classrooms in pictorial form the size, the lightings, ventilation and conditioning





- Present evidence that students cooperate in maintaining the cleanliness and orderliness of the classrooms.



Cooperation of the students in maintaining the cleanliness and orderliness of the Campus

3. OUTCOMES

- Show evidences/manifestations that classrooms are adequate and conducive to learning.
 - The classrooms are well-lighted, ventilated and conducive to learning.
 - The classrooms are adequate and provided with enough chairs, furniture and equipment.
 - There are sufficient supplies – chalkboards/dashboards, and instructional materials in each classroom.

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter C (Classrooms).
- The students are very cooperative in maintaining the cleanliness and orderliness of the classroom.
- The classroom are clearly marked and arranged relative to their functions.
- Some of the classroom/laboratories are equipped with CCTV camera.
- The classrooms are well maintained and free from interference.

PARAMETER D – OFFICES, STAFF and FUNCTION ROOMS

1. SYSTEM-INPUTS AND PROCESSES

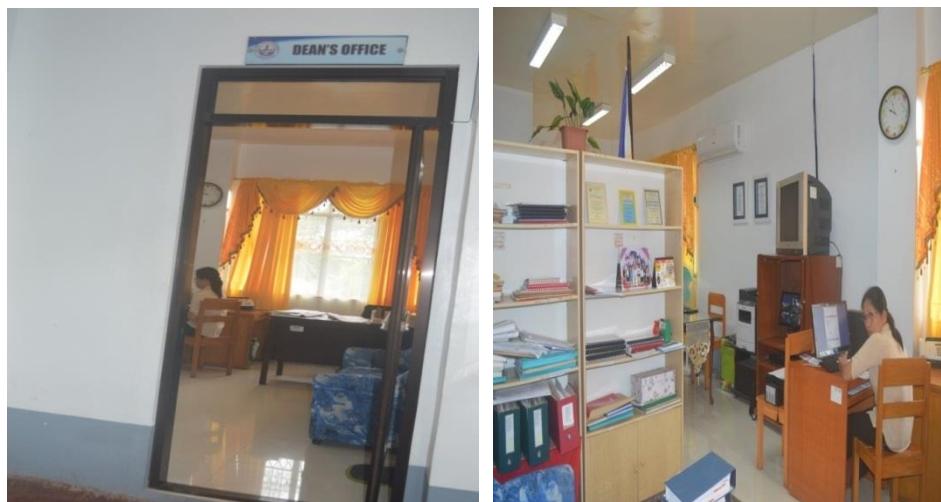
- Present inventory of offices and staff rooms as to the number of lights, chairs furniture, equipment and other materials.

Office/Staff Room	Area (sqm)	Capacity	No. of Lights	Chairs	Available Furniture/ Fixtures/ Appliances	Presence of (Please check)				
						Reception Area	Lounging Area	Comm'n Equipt.	Rest Room	Computer, including supplies
Dean's Office	40.32	20	6	14	16	/	/	/	/	/
Internal Quality Assurance Office	29.2	20	3	17	16	/	/	/	/	/
Program Director	29.2	10	4	7	13	/	/	/	/	/
Registrar	58.9	7	8	14	24	/	/	/	/	/
Document Control	29.2	10	3	9	7			/	/	/
Cashiering	29.2	4	4	7	15	/	/	/	/	/
TESDA Assessment Center	29.2	5	2	9	14		/	/	/	/
Research, Extension & GAD	29.2	8	3	12	6			/	/	/
Alumni & PFA	6.5	4	1	2	7					/
Faculty	49	19	6	12	20			/		/
Supply	32	3	2		3			/		/
Business Affairs	60	10	3	7	29				/	/
Pastry Production Assessment Center	60	40	6	42	25				/	
Student Center	84	20	4	12	27	/		/	/	/
Office of Student Affairs and Services	48	4	2	7	11	/		/		/
Medical and Dental Clinic	31.5	5	4	8	18	/		/	/	/

Guidance	24.5	7	2	8	9	/		/	/	/
Physical Plant and Facilities, & Sports Athletic	11.7	3	2	3	9					/
Moot Court	42	44	2	44	6					
Canteen	50	40	2	42	21					
House Keeping Assessment Center	56	8	4	13	15	/		/	/	
Local Guiding Assessment Center	56	41	4	40	21				/	/
Office of the Librarian/Library	141.34	120	17	62	39		/	/	/	/

2. IMPLEMENTATION

- Present offices and staff rooms in pictorial form properly marked and arranged relative to their functions.



DEAN'S OFFICE



PROGRAM DIRECTORS' OFFICE



REGISTRAR'S OFFICE



CASHIERING OFFICE



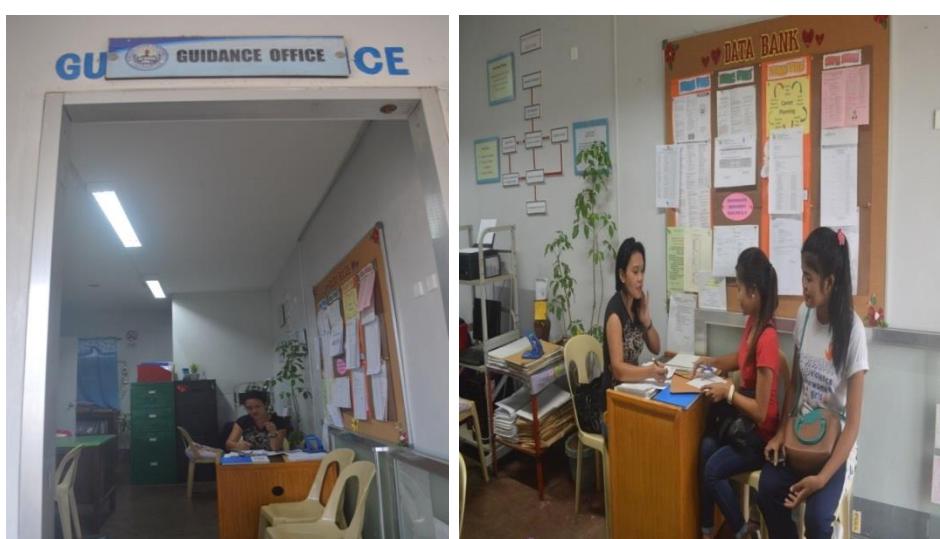
DOCUMENTS CONTROL OFFICE



INTERNAL QUALITY ASSURANCE OFFICE



FACULTY ROOM



GUIDANCE OFFICE

- Present evidences that there is an internal and external communication system.



INTERNAL AND EXTERNAL COMMUNICATION SYSTEM OF THE CAMPUS

➤ List of service facilities (e.g. Guidance Clinic, Dormitories, etc.)

Facility	Total Area (sqm)	Capacity
CANTEEN	126.58	25
MEDICAL AND DENTAL CLINIC	56.80	5
FOOD HOUSE	119.45	50
GUIDANCE	56.8	5
LIBRARY	141.346	120
HRM AND TOURISM LABORATORY (HOSTEL)	218.5	150

➤ List of function rooms (e.g. Board Room, A-V Room, etc.)

Room	Location	Total Area (sqm)	Capacity
FACULTY ROOM	San Jose Building	126.38	75
ANDAYA HALL	Andaya Building	328.44	150
OPEN COURT	Front of Andaya Building	328.44	150
AUDIO VISUAL ROOM	Administration Building	50	50
HRM AND TOURISM LABORATORY (HOSTEL) FUNCTION HALL	HRM and Tourism Laboratory Building	218.5	150

➤ List of other rooms (e.g. Security Guards' Quarters, Storeroom, etc.)

Name	Location	Total Area (sqm)	Capacity
GUARD HOUSE	At entrance & exit gate	2.89	1
GARAGE	In between of Food House and Admin Bldg.	15.98	1 CAR
Store Room	Ground Floor of Admin Building		1
Store Room	Third Floor of Andaya Building		2

- Describe the mechanism used to promote safety and security in campus, ensure cleanliness and orderliness and proper utilization and upkeep of physical resources, noise reduction during class and office hours.
- Safety and Security Manual and Student Manual is being observed and implemented
 - Implement the green work- place program of the school.
 - Conduct regular inspection/ check-up based from maintenance schedule on different physical resources.

3. OUTCOMES

- Show manifestations that offices and staff rooms are adequate and conducive to working environment.
- All offices are furnished with the necessary equipment's, furniture, supplies and materials.
 - All offices are well maintained.

4. BEST PRACTICES

- Cite as many best practices as you can on parameter D (Offices and Staff Rooms).
- The administrative offices are located in one building or area and conveniently located in accordance to their functions thus are accessible to stakeholders.
 - High-tech/ advance communication system
 - Functions rooms and lounge are available and accessible.
 - There are offices and workspaces for all official, faculty and administrative staff.

PARAMETER E- ASSEMBLY, ATHLETIC and SPORTS FACILITIES

1. SYSTEM-INPUTS AND PROCESSES

- Present in pictorial form function for holding meetings, conferences, convocations and other gatherings.



ANDAYA HALL



AUDIO VISUAL ROOM



HRM AND TOURISM BUILDING

- Present in pictorial form facilities for athletic sports, cultural activities and military training.



OPEN COURT

- Present in pictorial form storage facilities for athletic sports and other curricular equipment



2. IMPLEMENTATION

- Present in pictorial form the amenities for indoor facilities.





AMENITIES FOR INDOOR FACILITIES

- Present in pictorial form the amenities for outdoor facilities.



AMENITIES FOR OUTDOOR FACILITIES

- List Facilities for assemblies/conferences

Facility	Total Area (sqm)	Capacity	Acoustics (please check)		Nature of activity that can be accommodated
			with	without	
AVR	50	50	/		Meetings, Conferences, Seminars
Open Court	350	300	/		Cultural Presentation, Programs, Mass, Assemblies
Student's Center	57	50	/		Meeting(Conference), Indoor activities
Andaya Hall	328.44	150	/		Conferences, Mass, Cultural Presentations, Assemblies, Reunions, Programs
HRM and Tourism Laboratory (Function Hall)	218.5	150	/		Meetings, Conferences, Seminars, Mass, Programs

3. OUTCOMES

- Present and/or show in pictorial form that indoor and outdoor facilities are well equipped and properly maintained.



SPORTS FACILITY AND EQUIPMENT



ANDAYA BUILDING FUNCTION HALL



AUDIO VISUAL ROOM

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter E (Assembly, Athletic and Sports Facilities).
 - Assembly, athletic sports and cultural facilities are sufficient and varied to meet the requirements of the institutions.
 - Audio-visual room and facilities with appropriate equipment are utilized in support of the teaching –learning such as but not limited to video /LCD projectors, sound system and screen.
 - Indoors and outdoors facilities are well equipped and properly maintained.

PARAMETER F – MEDICAL AND DENTAL

1. SYSTEM-INPUTS AND PROCESSES

- Plantilla of Personnel for the Medical and Dental Unit

KSS PORMA BLG. 33
(Narebisa, 1998)

Republic of the Philippines
PARTIDO STATE UNIVERSITY
Camarines Sur

G. JOSE SETH B. CLEDERA, JR.
(Mr.) Goa, Camarines Sur

Kayo ay nahirang na MEDICAL OFFICER III SG -21 na
may katayuang PERMANENT sa PARTIDO STATE UNIVERSITY sa
(Status) at the (Agency)

pasahod FIVE HUNFRED SEVETY-THREE THOUSAND THREE HUNDRED FORY-EIGHT (P573,348.00) Piso
with a compensation rate of pesos

bawat taon. Ito ay magkakabisa sa petsa ng pagganap ng tungkulin subali't di aaga sa petsa ng per annum. The effectivity date of this appointment shall be the date of actual assumption by the appointee but not earlier than the date of issuance of the appointment which is the date of the signing of the appointing authority.

pagpirma ng Puno ng Tanggapan o Appointing Authority.
Earlier than the date of issuance of the appointment which is the date of the signing of the appointing authority.

Ang Appointment na ito ay ORIGINAL bilang kapalit
This appointment is vice

ni NEW ITEM na NEW ITEM at ayon sa Plantilya
(Transferred, Retired, etc.) and in accordance

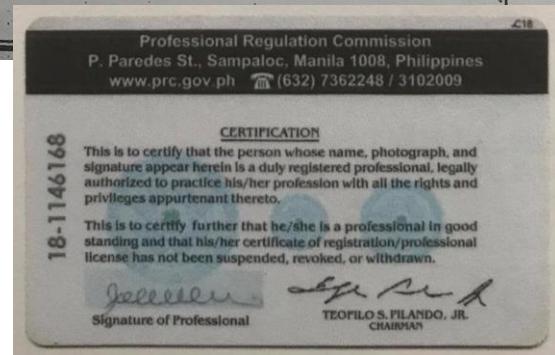
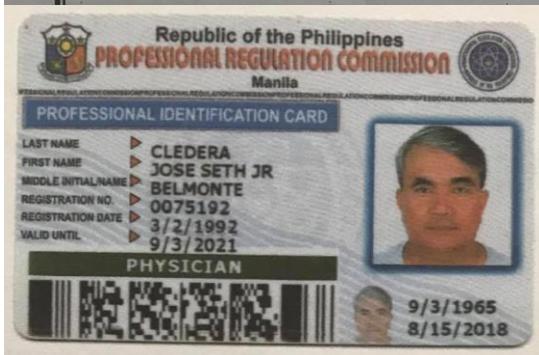
Aytem Blg. PARSCB-MDOF3-1-2017 Pahina 1 ng PSU Plantilla of Personnel 2017.
with Plantilla Item No. Page

Sumasainyo,
Very truly yours,

RAUL G. BRADECINA, Ph.D.
SUC President III
30 JUN 2017

Petsa ng Pagpirma
Date of Signing

Pinagtibay alinsunod sa
Resolusyon ng Komisyon ng
Serbisyo Sibil Blg. 1303021
Pesta Disyembre 23, 201



DOCTOR


**Republic of the Philippines
PARTIDO STATE UNIVERSITY
Camarines Sur**
PSU-F-HRM-10
M-1A-055

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS

This contract made and entered by and between:

Partido State University with office address at Goa, Camarines Sur, herein represented by **RAUL G. BRADECINA**, President, hereinafter referred to as "First Party";

-and-

DR. RODEL C. QUINIANO of legal age, Filipino and with residence/office address at New Moriones, Ocampo, Camarines Sur, hereinafter referred to as "Second Party";

-WITNESSETH-

Whereas, the First Party is in need of Dental Services that can be satisfied by the Second Party who shall perform work not performed by the regular personnel of the Second Party.

Whereas, the Second Party has signified his/her intension, to which the First Party has accepted, to provide the dental service needed by the latter;

Whereas, the Second Party hereby possesses the education, experience and skills required to perform the job as described herein;

Whereas, the Second Party hereby attests that he/she is not related within the third degree of consanguinity or affinity to the 1) hiring authority and/or 2) representative of the First Party; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not already reached the compulsory retirement age of sixty-five (65).

Whereas, it is understood that this contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be accredited as government service, and that the later is not entitled to benefits enjoyed by the regular personnel of the First Party.

Now, therefore based on the above premises both parties mutually agree to perform the following specific undertaking;

A. First Party undertakings;

1. To pay the Second Party the amount of **Php. 15,308.72** per month.

B. Second Party undertaking

1. To report to PSU Goa every Wednesday (1:00-5:00) & Friday (8:00-12:00 - 1:00-5:00) and for other campuses every Thursday (8:00-12:00) for the period covered January 7, 2019 to March 31, 2019 chargeable against 2019. Income to perform following services for Students, Faculty and Staff:
 - a. Give referrals
 - b. Render service during athletic meets
 - c. Maintain Dental data of the Students
2. Provide medical instruments.

IN WITNESS WHEREOF, both parties have hereunto set their hands this 7th day of January, 2019 at PSU Medical and Dental Clinic
PARTIDO STATE UNIVERSITY

By: RAUL G. BRADECINA
President

DR. RODEL C. QUINIANO
Second Party

Signed in the presence of

AMALIA O. OCAMPO
ERCELIDA B. JOVEN
Administrative Officer V-Budget
Administrative Officer V

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES
S. S.

BEFORE ME, a Notary Public for and in the above jurisdiction personally appeared the following:

NAME RAUL G. BRADECINA DR. RODEL C. QUINIANO	COM. TAX. CERT. NO. 01897314 05586401	DATE/PLACE ISSUED 1/16/19 MTD - Tigan Cam. Govt New Moriones, Ocampo, Camarines Sur / January 14, 2019 ATTY. RYAN JUDE D. VILLAR, MPA NOTARY PUBLIC ROLL NO. 50544
Known to me to be same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.		
DOC. NO.: <u>16</u>	BOOK NO.: <u>2</u>	IPB RECEIPT NO. 0150544, 2019/2017, CAMARINES SUR PTR NO. 2129293/01/12/17, CAMARINES SUR MCLE COMPLIANCE NO. V-0013773, 02/05/18
REGISTRATION DATE: <u>February 3, 2014</u>	Rev. No: 00	
VALID UNTIL: <u>5/12/1994</u>		
DENTIST		



DENTIST

KSS PORMA BLG. 33
(Narebisa, 1998)



Republic of the Philippines
PARTIDO STATE UNIVERSITY
Goa, Camarines Sur

G. **MICHAEL BRYAN R. DE LA ROCA**
(Mr.) San Jose, Camarines Sur

Kayo ay nahirang na NURSE II SG-15 na
You are hereby appointed as

may katayuang PERMANENT sa PARTIDO STATE UNIVERSITY, GOA, CAMARINES SUR sa
(Status) at the (Agency)
Pasahod TWO HUNDRED NINETY EIGHT THOUSAND SIX HUNDRED FORTY FOUR PESOS P298,644.00 Piso
with a compensation rate of _____ pesos

bawat taon. Ito ay magkakabisa sa petsa ng pagganap ng tungkulin subali't di aaga sa petsa ng
per annum. The effectiveness date of this appointment shall be the date of actual assumption by the appointee but not

pagpirma ng Puno ng Tanggapan o Appointing Authority.
Earlier than the date of issuance of the appointment which is the date of the signing of the appointing authority

Ang appointment na ito ay ORIGINAL bilang kapalit ni
This appointment is (Original, Promotion, etc.) vice

Sariling Item na New at ayon sa Plantilya
(Transferred Retired, etc.) and in accordance with Plantilla

Aytem Blg. PARSCB-NURSE2-1-2014 Pahina 1 ng NOSCA No. 0502014-05-002 dtd 5-5-2014

Item No.

Page

Sumasainyo,
Very truly yours,

NITA V. MORALLO, Ph.D.
Puno ng Tanggapan
Head of Agency

03 DEC 2014
Petsa ng Pagpirma
Date of Signing

Pinagtibay alinsunod sa
Resolusyon ng Komisyon ng
Serbisyo Sibil Blg. 1303021
Petsa Disyembre 23, 2013



NURSE

2. IMPLEMENTATION

- Present in pictorial form that the Medical and Dental Unit has the basic facilities, medical equipment, apparatuses and medicines.



BASIC FACILITIES, MEDICAL EQUIPMENT, APPARATUSES AND MEDICINES

Area (sqm)	Capacity	Presence of (please check)				
		Reception area	Examination/ Treatment Room	Filing/Records Section	Clean and Safe Water Supply	Good ventilation and lighting
56.80	5	✓	✓	✓	✓	✓

3. OUTCOMES

- Show evidences and/or data that the medical, dental clinic and its services are functional.
 - Logbook or records consultation/ medication of the students/clients.
 - Medical and services are regularly monitored and evaluated.

NOTE	TIME	OBJECT / PARTICULAR	NAME / SIGNATURE
09/27/19	6:15 AM	FEVER & COLD FOR 2 DAYS ; PARACETAMOL 600MG 2 TABS ; ADVISED TO + OFL ; WASHED Q.MIC	GERARDO POMERLESO
09/27/19	1:30 PM	BP - 110/70	Juanita MAREDO R. MILANTE
09/28/19	1:40 PM	BP - 110/70	MIRIAM RONG PONG
09/28/19	2:30 PM	STOMACH PAIN, KREMLYS GIBON	MIRIAM RONG PONG
09/28/19	2:30 PM	FEVER, PARACETAMOL 600MG GIVEN 2 TABS	ROBERTO MELITO ALICE BOCONSULTO STFT
10/03/19	2:30	SKINBURN : KREMLYS S. GIBON	ROBERTO MELITO ALICE BOCONSULTO STFT
10/04/19	10:00 AM	JOINT PAINS - ETAMBONIB AD mg GIVEN 2 TABS	JOY SANTOS - FACULTY
10/04/19	11:00 AM	MARINA SOZO ; CEFRADIN 10 CAPS ; MEFENAMIC 800 MG 2 TABS	AYLINE CAMACHO - CASHIER
10/04/19	1:00 PM	FEVER ; 2 PARACETAMOL GIVEN	JOY SANTOS - FACULTY
10/04/19	4:00 PM	MEFENAMIC 800 MG GIVEN 2 CAPS ; HEADACHE	ROBERTO MELITO ALICE BOCONSULTO STFT
10/25/19	9:30	BP - 120/80	ANSEL R. MILESCA - DEAN
10/25/19	9:40	BP - 100/60 ; (2) EPI 80 mg (2) 80 mg	MARVIN ISRAEL - PREBAGA
10/26/19	9:30	TOOTH EXTRACTION	MARTIN B. CAPACO
10/06/19	1:10 PM	BP - 130/80	MR. LEGNOCO OBING - FACULTY
10/11/19	12:30 PM	HA ; MEFENAMIC 800 MG GIVEN 3 CAPSULES	ANGELO DROZAS
10/11/19	2:00	WOUND CLEANING & WOUND DRESSING	PAULINO JUANITO JR. DOSE 100 SPEDO-120 PCAPDA PA
10/11/19	2:10	WOUND CLEANING & DRESSING	ROBERTO B. FAUCETO



SHOWS THE RECORDS FOR CONSULTATION OF THE STUDENTS/CLIENTS



MEDICAL AND DENTAL OFFICERS IN ACTION

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter F (Medical and Dental Clinic).
 - The medical and dental clinic has basic facilities such as reception area, records section, examination/treatment room and toilets.
 - Potable water is available and sufficient.
 - Storage facilities are available such as refrigerator, steel cabinet, etc.
 - The medical and dental clinic are managed by qualified medical and dental officers and nurse.

PARAMETER G- STUDENT CENTER

1. SYSTEM-INPUTS AND PROCESSES

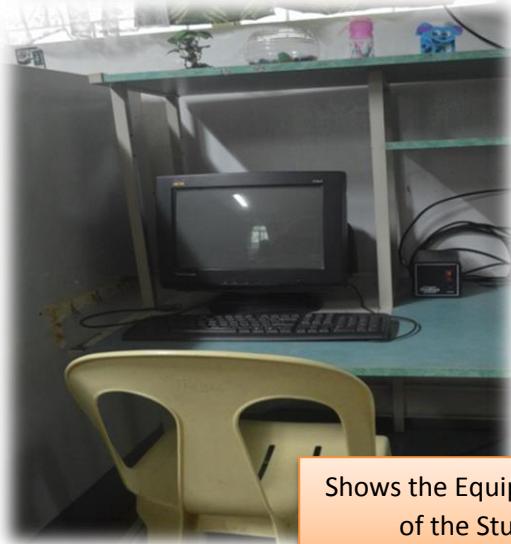
- Present in pictorial form that the Institution has a Student Center.



Shows the Student Center Office

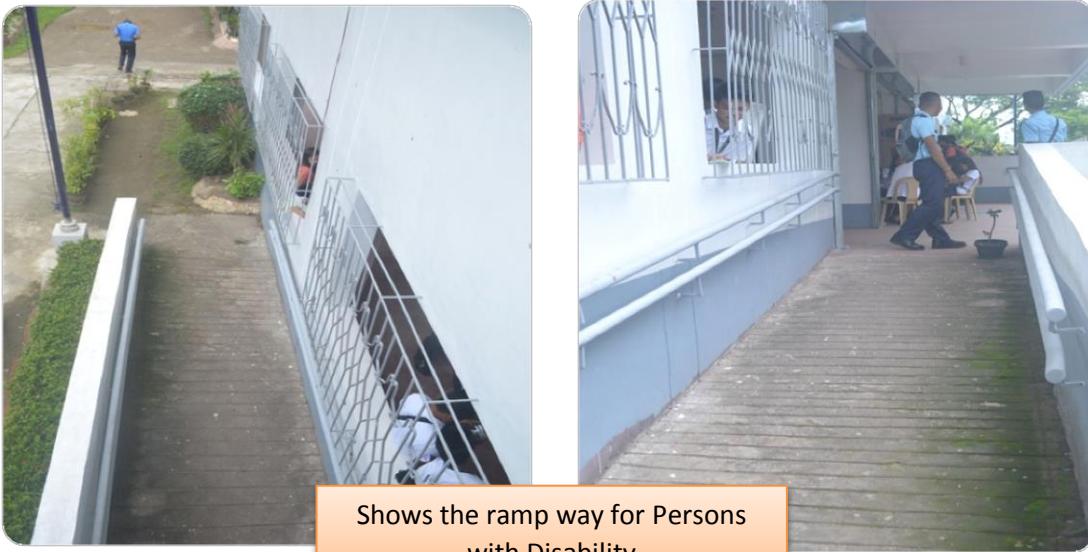
2. IMPLEMENTATION

- Present in pictorial form that the Student Center is fully equipped with supplies and materials.



Show the Equipment and Supplies
of the Students Center

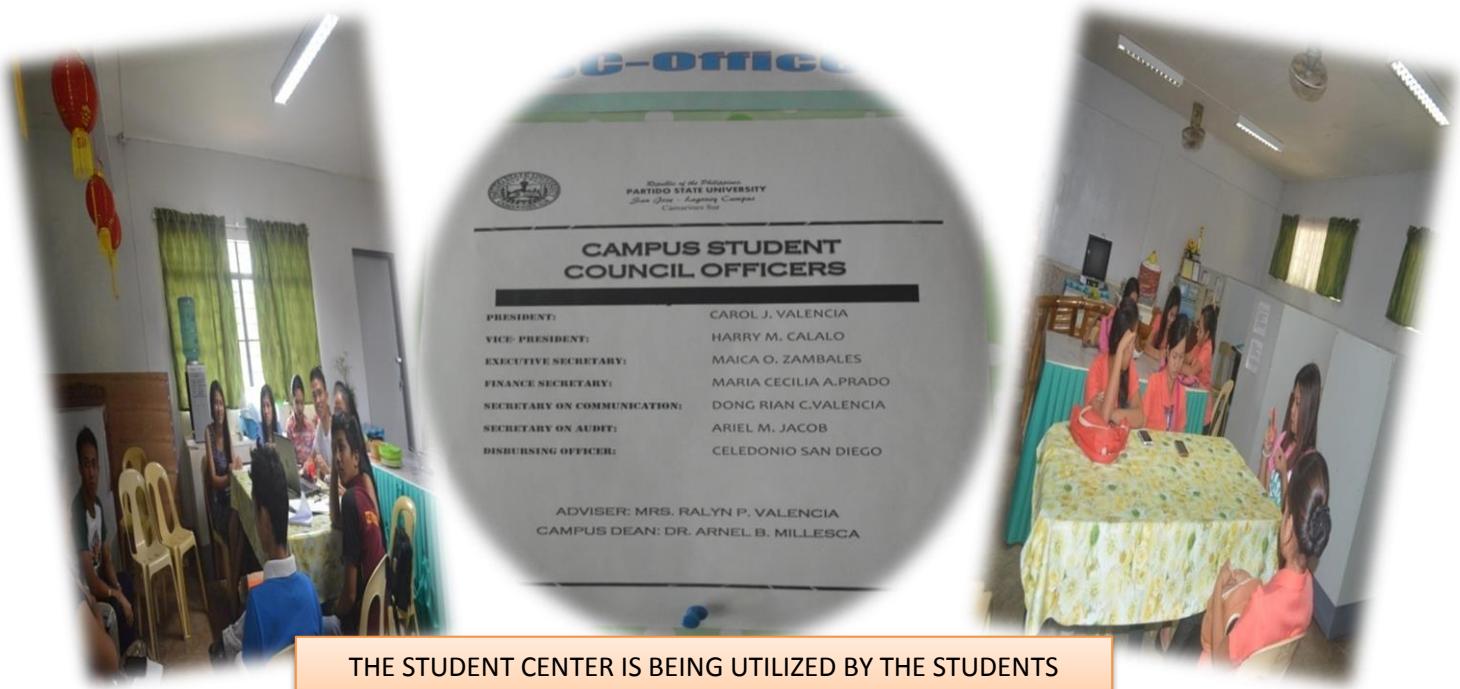
- Present in pictorial form that the Student Center complies with the provisions of persons with disabilities



Area (sqm)	Capacity	Presence of (please check)				
		Conference Room	Student Leaders Office	Recreation Facilities	Sanitary toilets	Ventilation and lighting
84	20	✓	✓	✓	✓	✓

3. OUTCOMES

- Show evidences and/or manifestations that the Student Center is functional.



4. BEST PRACTICES

- Cite as many best practices as you can on Parameter G (Student Center).
 - The Student Center is properly maintained.
 - There are facilities and equipment for table games, music appreciation, and TV/video viewing.
 - Policies and guidance on the proper utilization of student center are in place.
 - The student center is equipped with supplies and materials, well-lighted and ventilated.
 - There are offices for student leaders and others student organizations.

PARAMETER H-FOOD SERVICES/CANTEEN/CAFETERIA

1. SYSTEM-INPUTS AND PROCESSES

- Present in pictorial form that the institution has provision for Food Services/Canteen/Cafeteria.



THE CANTEEN

➤ Present the policies and guidelines in the operation of Food Services/Canteen/Cafeteria

1. The LESSEE shall pay a monthly rental of TWO THOUSAND PESOS only (P2, 000.00) exclusive of the monthly electric and water consumption to the Cashier of PSU San Jose Campus every end of the month and submit a photocopy of the receipt to the business affairs office.
2. A 1% surcharge shall be imposed if payment is made after the due date.
3. Non-payment of rentals shall be ground for termination of this contract.
4. The LESSEE shall pay a two months advance and one month deposit amounting to four thousand five hundred pesos (P6, 000.00) and shall be refundable except violation of the provisions stipulated in this contract of lease.
5. The LESSEE shall pay the monthly electric consumption based on the reading computation of the campus electrician and Two Hundred Fifty Pesos (P250.00) for the monthly water consumption to the cashier of PSU San Jose Campus.
6. The LESSEE shall submit an affidavit of disclosure of no relationship by sanguinity or affinity up to the third civil degree to any personnel/employee of the University.
7. The LESSEE agrees to be monitored by the LESSOR through the Business Affairs Coordinator, or its duly authorized representative to ensure compliance of the contractual obligations and other relevant laws, rules and regulations of the University in relation to the usage of the leased premises. For this purpose, the LESSOR through its duly authorized representatives shall have the right to enter the leased premises and conduct an ocular inspection during reasonable hours.
8. The LESSEE shall assume all taxes related to the operation of the business and shall comply with health, sanitary and other necessary permits as maybe required by the municipality of San Jose and other concerned government entities and shall abide by the laws, ordinances and regulations relative to the use and occupancy of the leased premises.
9. The LESSEE shall submit the list of their personnel who will cook /serve the food and the result of their laboratory test (urinalyses, CBC X-ray and stool examination) every three months to the business affairs coordinator which will be forwarded and referred to the school physician for a thorough physical examination. Same procedure will be followed in case there is a change of personnel.
10. The LESSEE shall exclusively use the leased premises for food and beverage services only not for any other purposes and will not be used as sleeping quarter nor a venue for illegal transactions/activities;
11. The LESSEE shall maintain the highest standard of sanitation, hygiene, safety and cleanliness of the area occupied and its surroundings.
12. The LESSEE shall ensure to serve/provide quality and healthy foods and not to sell junk foods, alcoholic drinks, cigarettes and dangerous drugs;
13. The LESSEE shall claim full responsibility of the quality products they sell. Lessor shall not be held responsible for any damage to users or consumers as a result of the consumption of the products sold/served.
14. The LESSEE shall be held responsible for the security of their properties and products and safety of their personnel. LESSOR shall not be held accountable for any losses or damages to the lessee's properties or products.
15. The LESSEE shall not use styro foam and plastic materials such as disposable plastic cups, plastic bottles, spoons and forks and straws for soft drinks.
16. The LESSEE shall not make or cause to make any improvement in the premises without prior written consent of the lessor, it being understood that such improvement in the premises shall be at the sole expense of the lessee and non-deductible for the rental but can be considered in the extension of the contract;
17. The LESSEE shall keep the leased premises in good condition and shall be accountable for all necessary repairs and replacement in electrical, plumbing installation and / or the general condition of the leased premise.
18. The LESSEE shall not directly or indirectly sublease, assign or transfer his right under this contract to a third party or parties or any portion thereof under circumstances of what so ever;
19. The term of the lease is only for one school year and shall be renewable for another year based on the lessee's performance and unless revoked or terminated by either party, in which case written notice to the other party shall be duly served at least (60) days prior to termination
20. The LESSEE here by expressly acknowledges that the leased premises are in good and tenantable condition and agrees to keep the same in such good condition complying with all laws in regulations relating to the use, occupancy an sanitation of the leased premises and failure to comply shall be at the risk and expenses of the lessee;
21. In the case of non-payment of the rental herein stipulated or violation of any conditions of this contract of lease the latter shall be considered rescinded and the lessor shall have the right to demand that the lessee vacate the premises, and pays its obligation to the cashier.
22. The failure of the lessor to insist upon a strict performance of any terms, conditions and covenants hereof shall not be deemed a waiver on his part of the terms of the contract;
23. The parties hereto agree on a faithful execution of the provisions hereof and to settle differences that may arise hereto an amicable settlement .Should any controversy arise which the parties hereto cannot resolve, the same shall be submitted to the grievance committee of the university. Any and all violations of the conditions of this contract shall subject the guilty party to the payment of damages and for forfeiture of security deposit aside from the cost of suit and attorney's fees.

POLICIES AND GUIDELINES IN THE OPERATION OF THE CANTEEN

➤ Business and Sanitary Permits of Canteen Concessionaries

<p>MAYOR'S PERMIT PERMIT # SJ-00180-2017</p> <p>Pursuant to Section 142, Article 2 of Republic Act 7160 otherwise known as THE LOCAL GOVERNMENT CODE of 1991 and other existing laws, ordinances, rules and regulations this PERMIT is hereby granted to:</p> <p>TRADE NAME PSU CANTEEN KIND OF BUSINESS SCHOOL CANTEEN NAME OF OWNER PINKY P. PACIS BUSINESS ADDRESS DEL CARMEN, SAN JOSE, CAMARINES SUR</p> <p>Given this 23RD day of JUNE 2017, at San Jose, Camarines Sur, Philippines.</p> <p>THIS PERMIT EXPIRES ON DECEMBER 31, 2017</p> <p>FEES PAID UNDER Permit Fee: PHP 3,262.50 O.R. No.: 7279402 Dated: 06-21-2017 CTC No.: 27599134 Issued on: 01-23-2017</p> <p>Renewal <input checked="" type="checkbox"/> New <input type="checkbox"/></p> <p>THIS PERMIT SHOULD BE DISPLAYED IN CONSPICUOUS PLACE INSIDE THE ESTABLISHMENT <i>Sun Rise in SAN JOSE</i></p> <p>ANTONIO B. CHAVEZ Municipal Mayor</p>	<p>MUNICIPAL HEALTH OFFICE</p> <p>SANITARY PERMIT TO OPERATE</p> <p>A PSU CANTEEN (Kind of Establishment)</p> <p>Issued to PINKY P. PACIS (Owner/Proprietor)</p> <p>Business Address DEL CARMEN, SAN JOSE, CAMARINES SUR (Location)</p> <p>July 27, 2017 Date of Issue December 31, 2017 Date of Expiration</p> <p>Note: This permit is non-transferable and revocable for any violation of Sanitary Rules, Laws and Regulations.</p> <p>LEILA R. AGARRA Rural Sanitary Inspector</p> <p>DR. ARNEL P. ARMEA Municipal Health Officer</p> <p>HON. ANTONIO B. CHAVEZ Municipal Mayor</p> <p>Receipt No.: 72-79402 Date Issued: 01-23-2017</p>
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<p>MAYOR'S PERMIT P.N.: SJ-00212-2018</p> <p>Pursuant to Section 142, Article 2 of Republic Act 7160 otherwise known as THE LOCAL GOVERNMENT CODE of 1991 and other existing laws, ordinances, rules and regulations this PERMIT is hereby granted to:</p> <p>TRADE NAME PSU CANTEEN KIND OF BUSINESS SCHOOL CANTEEN NAME OF OWNER PINKY P. PACIS BUSINESS ADDRESS DEL CARMEN, SAN JOSE, CAMARINES SUR</p> <p>Given this 13TH day of AUGUST 2018, at San Jose, Camarines Sur, Philippines.</p> <p>THIS PERMIT EXPIRES ON DECEMBER 31, 2018 Any Erasure and/or Alteration will Invalidate this PERMIT</p> <p>FEES PAID UNDER Permit Fee: P 1,420.63 O.R. No.: 9134488 Dated: 06-29-2018 CTC No.: 26182217 Issued on: 05-31-2018</p> <p>Renewal <input checked="" type="checkbox"/> New <input type="checkbox"/></p> <p>THIS PERMIT SHOULD BE DISPLAYED IN CONSPICUOUS PLACE INSIDE THE ESTABLISHMENT <i>Sun Rise in SAN JOSE</i></p> <p>ANTONIO B. CHAVEZ Municipal Mayor</p>	<p>MUNICIPAL HEALTH OFFICE</p> <p>SANITARY PERMIT TO OPERATE</p> <p>A PSU CANTEEN SAN JOSE, CAMARINES SUR (Kind of Establishment)</p> <p>Issued to PINKY P. PACIS (Owner/Proprietor)</p> <p>Business Address DEL CARMEN, SAN JOSE, CAMARINES SUR (Location)</p> <p>AUGUST 10, 2018 Date of Issue December 31, 2018 Date of Expiration</p> <p>Note: This permit is non-transferable and revocable for any violation of Sanitary Rules, Laws and Regulations.</p> <p>LEILA R. AGARRA Rural Sanitary Inspector</p> <p>DR. ARNEL P. ARMEA Municipal Health Officer</p> <p>HON. ANTONIO B. CHAVEZ Municipal Mayor</p> <p>Receipt No.: 9134488 Date Issued: 05-31-2018</p>
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BUSINESS AND SANITARY PERMITS OF CANTEEN CONCESSIONARIES

2. IMPLEMENTATION

- Describe the operations of the Food Services/Canteen/Cafeteria

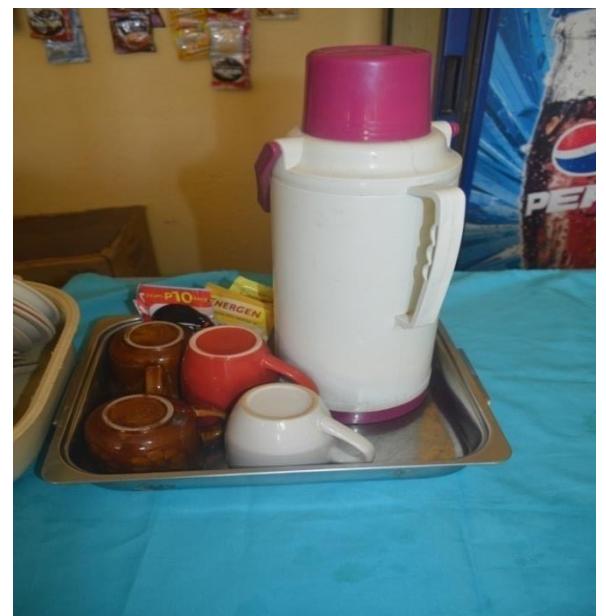
The food services /canteen/cafeteria is well-managed by gratified and competent staff with business and sanitary permits for its operation. It is well-lighted, ventilated screened and provided with portable water supply. There is enough cooking and preparatory equipment, serving tools and utensils, cleaning supplies, materials dining tables and chairs, wash.

- List of Canteen Concessionaires



Area (sqm)	Capacity	Presence of (please check)		
		Ventilation and Lighting	Water Supply	Sanitary permits for the Canteen Staff
50	40	✓	✓	✓

- Present in pictorial form the different canteen concessionaires equipped with all the cooking materials; cleaning supplies and other tools and utensils.



3. OUTCOMES

- Show evidences that the Food Services/ Canteen/ Cafeteria generates income for the Institution
- The food service / canteen/ cafeteria are well-patronized.



- The food services generate income for the institution.

Republic of the Philippines PARTIDO STATE UNIVERSITY Camarines Sur				
For the period January 1, 2017-June 30, 2018				
DATE	OR NO.	NAME	AMOUNT	NATURE OF PAYMENT
1-30-17	9352420	Pacis, Pinky	6,000.00	Rental of canteen
5-31-17	2760444	Pacis, Pinky	6,000.00	Rental of canteen
07/17/17	6674866	Pacis, Pinky	2,000.00	Rental of canteen
08/29/17	6675020	Pacis, Pinky	2,000.00	Rental of canteen
01/10/18	6690184	Pacis, Pinky P.	8,000.00	Rental of canteen
06/06/18	1384394	Pacis, Pinky P.	10,000.00	Rental of canteen
		Total	34,000.00	

Prepared by:
MYLENE D. CAMACHO
Cashier

Noted:
SALVACION C. PESIMO
Production Coordinator



Republic of the Philippines
PARTIDO STATE UNIVERSITY
Camarines Sur

For the period July 1, 2018-December 31, 2018

DATE	OR NO.	NAME	AMOUNT	NATURE OF PAYMENT
12/28/18	2788990	Pinky Pacis	10,000.00	Rental of canteen
		Total	10,000.00	

Prepared by:

MYLENE D. CAMACHO
Cashier

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter H (Food Services/Canteen/Cafeteria).
 - The food services are prompt.
 - Cleanliness and orderliness are strictly enforced.
 - Food served is varied, nutrition, safe and sold at affordable price.

PARAMETER I – ACCREDITATION CENTER

1. SYSTEM-INPUTS AND PROCESSES

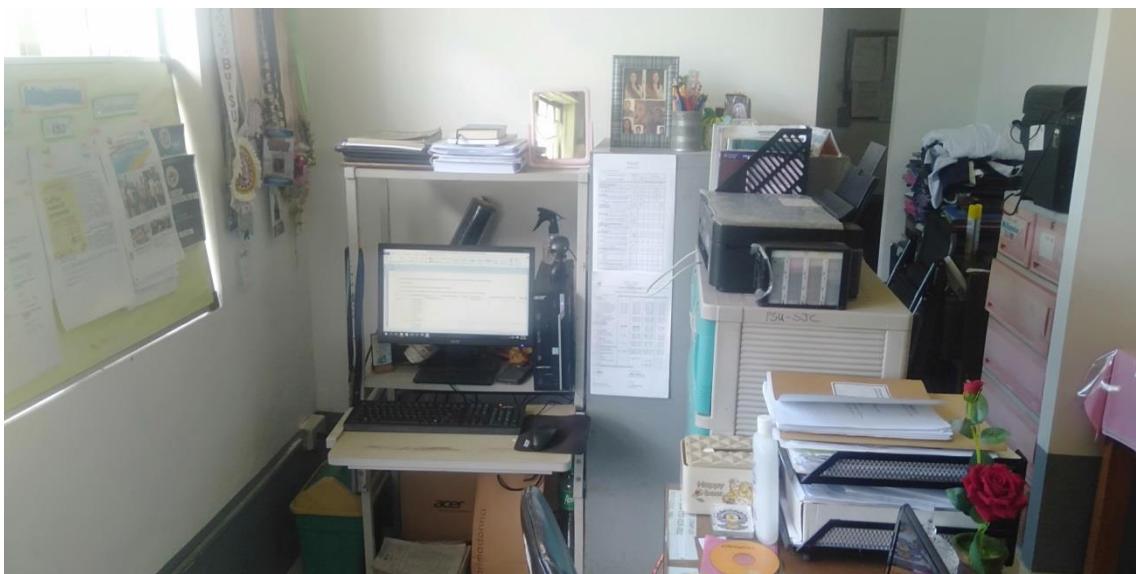
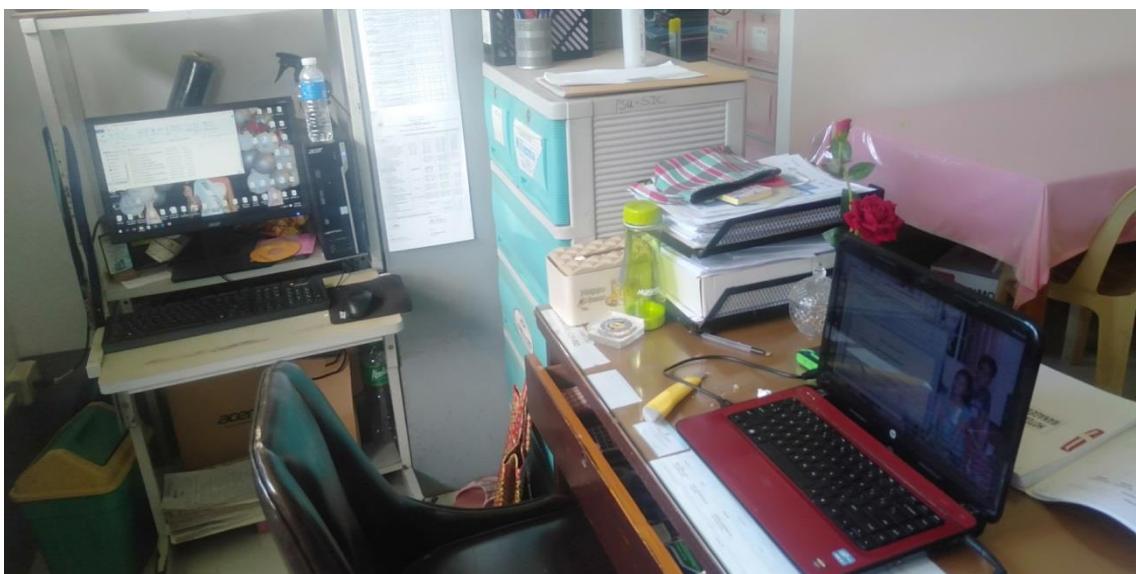
- Present in pictorial form that the Institution has the accreditation center.



THE ACCREDITATION CENTER

2. IMPLEMENTATION

- Present in pictorial form the equipment and fixtures in the accreditation center.



THE EQUIPMENT AND FIXTURES INSIDE THE ACCREDITATION CENTER



THE EQUIPMENT, FIXTURES, AND COMFORT ROOM INSIDE THE ACCREDITATION CENTER



THE DOCUMENTS AND WORKING AREA INSIDE THE ACCREDITATION CENTER

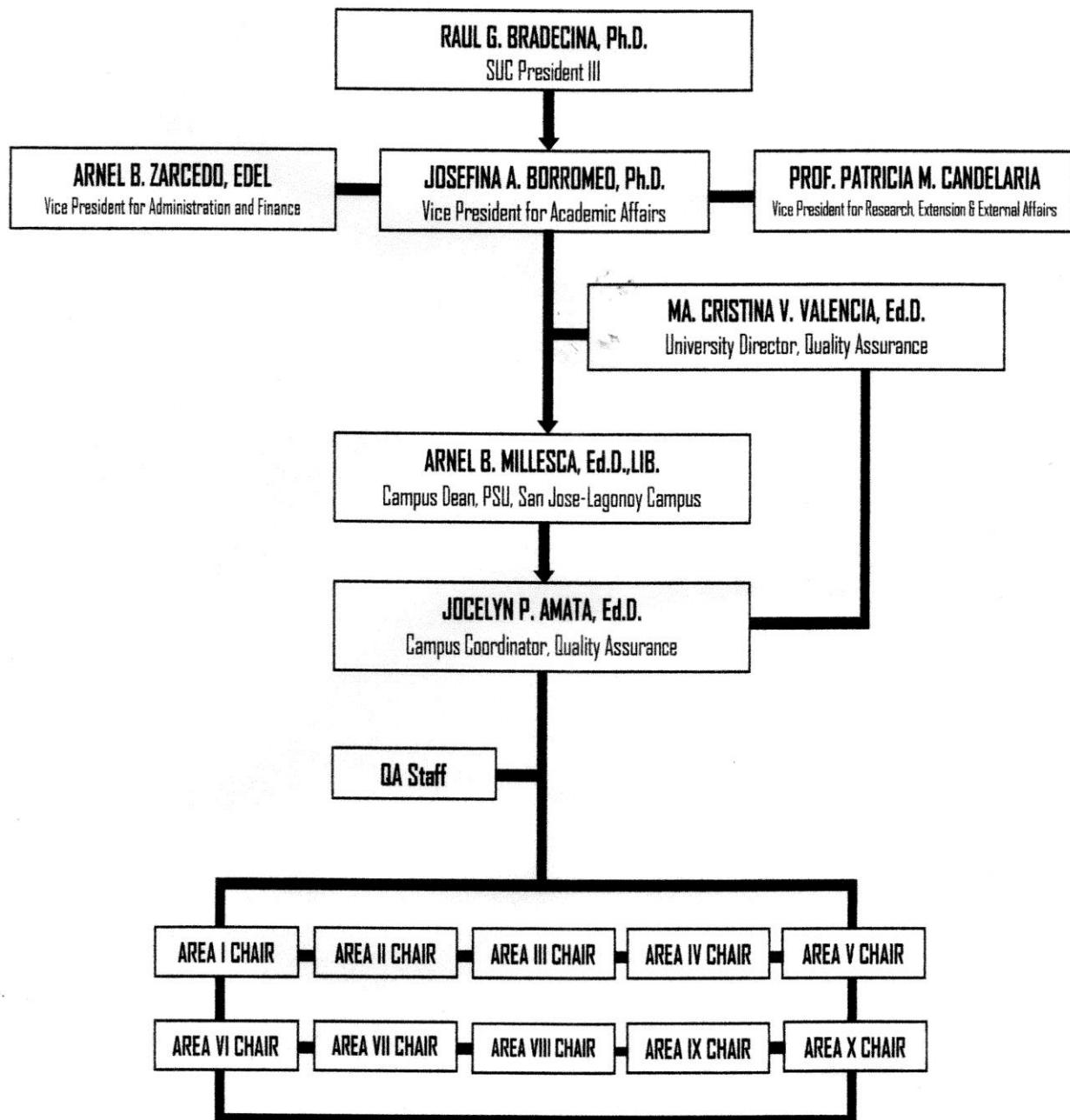
- Present the Organizational structure of the accreditation center.



Republic of the Philippines
PARTIDO STATE UNIVERSITY
Camarines Sur

OFFICE OF THE CAMPUS QUALITY ASSURANCE
Partido State University, San Jose Campus
Del Carmen, San Jose, Camarines Sur

ORGANIZATIONAL STRUCTURE



Area (sqm)	Capacity	Location	Ventilation/ Lighting
29.2	20	Administration Building	Ok

3. OUTCOMES

- Describe briefly that the accreditation center is well-equipped and managed.

The accreditation center (AC) is accessible and contently located. It has the following equipment and fixtures; working table and chairs, cabinet for display and filing, good ventilation and lighting, computer unit, comfort room and lounge. The AC is well-equipped and managed by a highly qualified and committed staff/faculty.

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter I (Accreditation Center)
 - The campus maintains the AC with the required resources, furniture and documents.
 - Required documents/ information and exhibits are updated, systematically packaged and readily available.
 - The AC is managed by a highly qualified and committed staff/faculty.

5. EXTENT of COMPLIANCE with the Team Recommendation for Area VIII – Physical Plant and Facilities in the last Survey Visit

- Present the status of Compliance Matrix of the Area focusing on interventions done on the recommendations.

Survey Recommendations	Action Taken	Evidence of Accomplishment
1. Additional lighting and ventilation to cater to the needs of the students including the PWDs.	<ul style="list-style-type: none"> ▪ The power upgrading inside the campus was conducted to rehabilitate the electrical connections. Because of this, new lightings were added and the connections, outlets, and switches of electric fans/air conditioning units inside the buildings were also restored. ▪ The rehabilitation also of various facilities was conducted to better serve its purposes and cater the needs of the students. ▪ The new HRM and Tourism Laboratory (Hostel) building was also constructed to cater the needs of the students including the PWDs. 	<ul style="list-style-type: none"> ▪ Program of Works: Power Upgrading ▪ Program of Works: Rehabilitation of Various Facilities ▪ Building Plan of HRM and Tourism Laboratory building (Hostel) ▪ Picture of the HRM and Tourism Laboratory building (Hostel)
2. Monitoring and regular evaluation of the canteen is desirable.	<ul style="list-style-type: none"> ▪ The canteen was already included in the preventive maintenance plan of the campus Physical Plant and Facilities office for regular inspection and monitoring. ▪ Due to the campus continues improvement of its buildings to cater the needs of the students including the PWDs, our canteen is already currently under rehabilitation. 	<ul style="list-style-type: none"> ▪ Preventive Maintenance Plan ▪ Designation of the assigned Inspector ▪ Preventive Maintenance Checklist ▪ Picture of the old canteen and its location, and the picture of the new building that is currently under construction where the canteen will be housed again.

3. Continues improvement of facilities and toilets	<ul style="list-style-type: none"> ▪ The rehabilitation of various facilities including toilets was conducted including the upgrading of electrical system of the campus. ▪ New HRM and Tourism Laboratory building was constructed. ▪ Other buildings are continuously improving through rehabilitation. 	<ul style="list-style-type: none"> ▪ Program of Works: Rehabilitation of Various Facilities ▪ Program of Works: Power Upgrading ▪ Building Plan of HRM and Tourism Laboratory building (Hostel) ▪ Picture of the HRM and Tourism Laboratory building (Hostel) ▪ Program of Works: Repair/Rehabilitation of School Buildings ▪ Picture of the new building that is currently under construction.
4. Additional construction of covered walk will provide protection to students from rain and heat of the sun.	<ul style="list-style-type: none"> ▪ The reconstruction of the old technology, canteen, and criminology buildings already include covered walk to protect the students from rain and heat of the sun. 	<ul style="list-style-type: none"> ▪ Picture of the old criminology and the old technology and canteen buildings showing that there were no designated covered walk for the students, and the picture of the currently being constructed building showing the long covered walk for the students.
5. The space in the student center has to be maximized to accommodate the various activities of students	<ul style="list-style-type: none"> ▪ Arranged or changed the setup inside the student center. ▪ Since the university is continuously upgrading its buildings, it is possible that the student center be transferred to a larger room of these buildings. 	<ul style="list-style-type: none"> ▪ Picture of the new setup inside the student center. ▪ Picture of the new building that is currently under construction.

- Present the Summary of Findings and Recommendations for Area VIII (Physical Plant and Facilities) during the _____ Preliminary, 1st Survey, 2nd Survey, 3rd Survey, or 4th Survey) in terms of;

Strengths:

1. The conducive environment of the classrooms is due to well-ventilated and well lit surroundings.
2. The canteen is well patronized by the students, faculty and staff.
3. The buildings have functional offices and well maintained office rooms.
4. Office rooms are conveniently located in the campus.
5. There is a properly maintained and functional student center.

Area Needing Improvement:

1. Facilities of the university that cater to the needs of the PWDs are inadequate.
2. The physical condition of the canteen needs improvement.
3. Rooms and toilets are old and non-functional.
4. Covered walk connecting one building to another is inadequate.
5. The space in the student center is limited.

Recommendations:

1. Additional lighting and ventilation to cater to the needs of the students including the PWDs.
2. Monitoring and regular evaluation of the canteen is desirable.
3. Continues improvement of facilities and toilets.
4. Additional construction of covered walk will provide protection to students from rain and heat of the sun.
5. The space in the student center has to be maximized to accommodate the various activities of students

➤ Present the Summary of Ratings on the quantitative assessment on Area VIII

WEIGHT	MEAN	WEIGHTED MEAN
3	3.31	9.93

Evidence of Accomplishment

Recommendation #: 1

Additional lighting and ventilation to cater to the needs of the students including the PWDs.

Action Taken:

- The power upgrading inside the campus was conducted to rehabilitate the electrical connections. Because of this, new lightings were added and the connections, outlets, and switches of electric fans/air conditioning units inside the buildings were also restored.
- The rehabilitation also of various facilities was conducted to better serve its purposes and cater the needs of the students.
- The new HRM and Tourism Laboratory (Hostel) building was also constructed to cater the needs of the students including the PWDs.

Evidence of Accomplishment:

- Program of Works: Power Upgrading
- Program of Works: Rehabilitation of Various Facilities
- Building Plan of HRM and Tourism Laboratory building (Hostel)
- Picture of the HRM and Tourism Laboratory building (Hostel)

PROGRAM OF WORKS: POWER UPGRADING



Republic of the Philippines
PARTIDO STATE UNIVERSITY
 Camarines Sur

BAC

PSU-F-PPF-08

PROGRAM OF WORKS

Name of Project: POWER UPGRADING					
Location: PSU-SAN JOSE CAMPUS					Date: 9/24/2018
Project Description: Power upgrading including rehabilitation of pole line and secondary feeder line. It also includes replacement of defective electrical materials for selected buildings					Equipment Used:
Appropriation: 1,000,000.00					
Implementation Procedure: Straight Contract					
No. of Calendar Days: 60 cd					
Item no	Description of Work	%	Unit	Quantity	Unit Price
I	POLE LINE HARDWARES	10.42	lot	1.00	104,245.00
II	SECONDARY FEEDER LINE AND WIRING ACCESSORIES	82.08	lot	1.00	820,755.00
III	Pre-construction/Supervision	7.50	lot	1.00	75,000.00
		100.00			1,000,000.00
BREAKDOWN OF ESTIMATED EXPENDITURES					
I. Estimated Contract Cost		B. Indirect Cost			146,500.00
A. Direct Cost		C. Vat			44,000.00
1. General Requirements		Sub-Total			190,500.00
2. Materials		Total of I			925,000.00
2.1 Supply Delivery	549,531.00	II. Estimated Government Expenses			
2.2 Testing materials		1. Pre-Const. Eng'g.			75,000.00
3. Labor		2. EAO			
3.1 Direct Labor	184,969.00	3. Reg. Off. Ret.			
3.2 Fringe Benefits		4. Central Off. Ret.			
4. Equipment Expenses		5. Mat'l. Qty. Cntrl.			
4.1 Rental and Fuel		6. Proj. Mgt.			
4.2 Contingencies		7. Miscellaneous			
		Total of II			75,000.00
Sub-total	734,500.00	Grand Total Est. Proj. Cost			1,000,000.00

Prepared and Submitted by:

MARIJOY C. ATOLE, UAP
 Director-PPF

Recommending Approval:

ARNEL B. ZARCEDO, EDEL
 VP for Admin & Finance

Approved:

RAUL G. BRADECINA, Ph.D.
 SUC President III

PROGRAM OF WORKS: REHABILITATION OF VARIOUS FACILITIES



Republic of the Philippines
PARTIDO STATE UNIVERSITY
Camarines Sur

PSU-F-PPF-C

PROGRAM OF WORKS

Project Name:				Rehab of Various Facilities			Date:	, 2018
Location:				PSU-San Jose Campus, San Jose, Camarines Sur			Equipment Used:	
Project Description:				Rehabilitation and maintenance of various school buildings and facilities			1-bagger conc. mixer concrete vibrator , Handtools	
Appropriation:				1,455,673.85				
Implementation Procedure:								
No. of Calendar Days:		120 Calendar days						
Item No.			Description of Work	%	Unit	Quantity	Unit Price	Amount
I			GENERAL REQUIREMENTS	4.07	lot	1.00	59,220.00	59,220.00
II			BAKING LABORATORY					
	1		SITE PREPARATION/SITEWORKS					
		1.1	Excavation Works	0.13	cu.m.	12.51	151.13	1,890.00
		1.2	Embankment/Backfill	0.45	cu.m.	9.36	698.25	6,535.62
		1.3	Demolition/Clearing works	0.39	cu.m.	182.45	31.08	5,670.00
	2		STRUCTURAL WORKS					
			Concrete Works	3.15	cu.m.	7.83	5,850.15	45,806.67
			Reinforcing Steel Bars	3.07	kgs	677	66.06	44,722.31
			Forms and Scaffoldings	3.23	lot	1.00	46,995.48	46,995.48
	3		ARCHITECTURAL WORKS					
			Doors and Windows	2.63	lot	1.00	38,329.20	38,329.20
			Ceiling Works	3.08	sq.m.	73.50	610.18	44,848.44
			Painting Works	5.28	sq.m.	399.42	192.40	76,846.77
			Roofing Works	15.33	lot	1.00	223,193.88	223,193.88
			ELECTRICAL WORKS	1.68	lot	1.00	24,406.20	24,406.20
			PLUMBING WORKS	0.79	lot	1.00	11,466.00	11,466.00
			BUILDING SITE IMPROVEMENT	3.35	lot	1.00	48,697.60	48,697.60
III			SUPPLY AND FACULTY BUILDING					
	2		Demolition/Clearing works	0.22		142.16	22.16	3,150.00
	3		Forms And Scaffoldings	0.87		1.00	12,600.00	12,600.00
	4		Ceiling Works	2.44		48.19	735.97	35,462.70
	5		Painting Works	2.66		304.79	127.10	38,738.70
	6		Roofing Works	12.48		1.00	181,629.63	181,629.63
	7		Plumbing Works	0.45		1.00	6,552.00	6,552.00
IV			SCIENCE LABORATORY					
	2		Demolition/Clearing works	0.54		366.00	21.52	7,875.00
	3		Forms And Scaffoldings	0.95		1.00	13,860.00	13,860.00
	4		Ceiling Works	3.62		101.93	517.44	52,743.60
	5		Painting Works	8.60		746.90	167.55	125,143.20
	6		Roofing Works	19.59		1.00	285,200.37	285,200.37
	7		Plumbing Works	0.97		1.00	14,090.48	14,090.48
				100.00				1,455,673.85
BREAKDOWN OF ESTIMATED EXPENDITURES								
I. Estimated Contract Cost				B. Indirect Cost			231,050.98	
A. Direct Cost				C. Vat			69,367.97	
1. Mob/demob.				Sub-Total			300,418.95	
2. Materials				Total of I			1,455,673.85	
2.1 Supply Delivery				II. Estimated Government Expenses				
2.2 Testing materials				1. Pre-Const.Eng'g.				
3. Labor				2.EAO				
3.1 Direct Labor				3. Reg.Off.Ret.				
3.2 Fringe Benefits				4. Central Off.Ret.				
4. Equipment Expenses				5. Mat'l.Qty.Cntrl.				
4.1 Rental and Fuel				6. Proj.Mgt.				
4.2 Contingencies				7.Miscellaneous				
Sub-total				Grand Total Estimated				
				Project Cost			1,455,673.85	

Prepared by
SHEENA M. RAAT, UAP
Architect-PPF

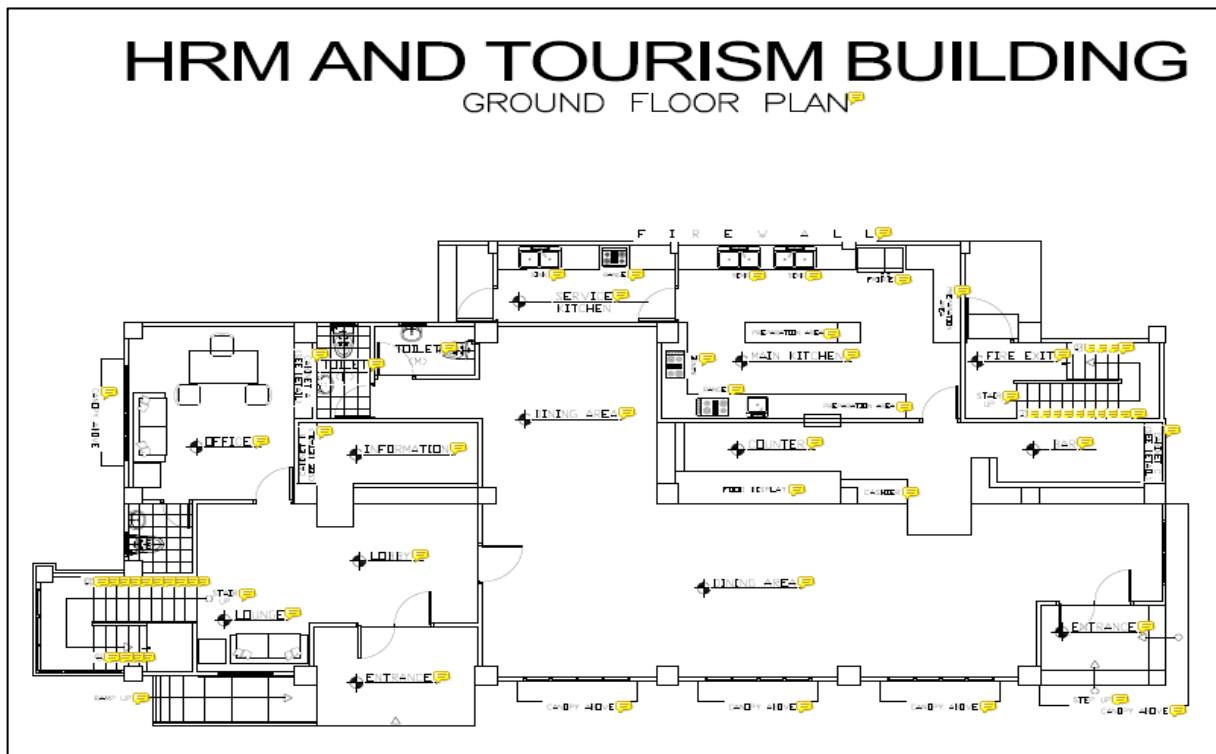
Checked by:
FELIPE B. PRIMAVERA
University Engineer

Submitted by:
MARIJOY C. ATOLE, UAP
Director- PPF

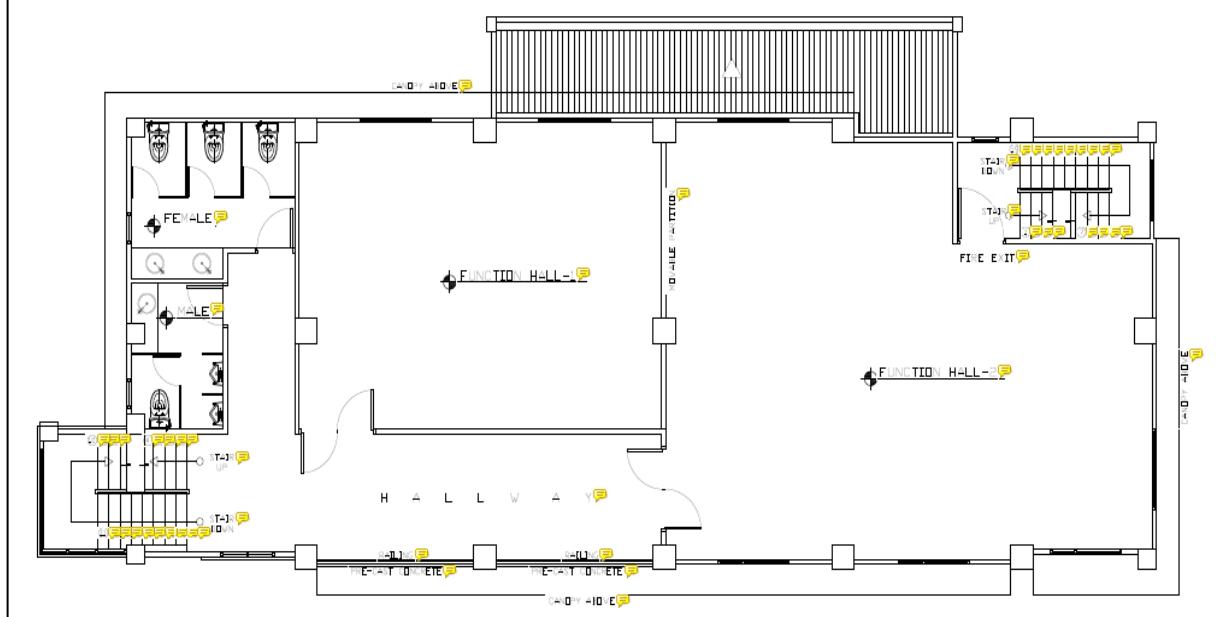
Recommending Approval:
ARNEL B. ZARCEO, EDEL
VP for Admin & Finance

Approved:
RAUL G. BRADECINA, Ph.D.
SUC President III

THE BUILDING PLAN OF THE HRM AND TOURISM LABORATORY BUILDING



HRM AND TOURISM BUILDING SECOND FLOOR PLAN



THE HRM AND TOURISM LABORATORY BUILDING



Recommendation #: 2

Monitoring and regular evaluation of the canteen is desirable.

Action Taken:

- The canteen was already included in the preventive maintenance plan of the campus Physical Plant and Facilities office for regular inspection and monitoring.
- Due to the campus continues improvement of its buildings to cater the needs of the students including the PWDs, our canteen is already currently under rehabilitation.

Evidence of Accomplishment:

- Preventive Maintenance Plan
- Designation of the assigned Inspector
- Preventive Maintenance Checklist
- Picture of the old canteen and its location, and the picture of the new building that is currently under construction where the canteen will be housed again.

PREVENTIVE MAINTENANCE PLAN

PSU-F-PPF-02
DATE: 1-14-19
SIGNATURE: *[Signature]*
PARTIDO STATE UNIVERSITY
CONTROLLED



PREVENTIVE MAINTENANCE PLAN 2019

PHYSICAL PLANT AND FACILITIES



Republic of the Philippines
PARTIDO STATE UNIVERSITY
Camarines Sur

PSU-F-PPF-02

PREVENTIVE MAINTENANCE PLAN CY 2019

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
A. Building Maintenance-7												
1. Food & Beverage Laboratory Building (Food House)	SA						SA					
2. Administration Building (ESF Bldg.)	SA						SA					
3. San Jose Building (Offices & Laboratories Bldg.)	SA						SA					
4. Criminology Building (Bagong Lipunan Bldg.)	SA						SA					
5. Library Building	SA						SA					
6. Technology Building (Automotive) & Canteen	SA						SA					
7. Andaya Building (College Bldg.)	SA						SA					
B. Other Structure/Facilities -9												
1. Guard House & Gate	SA						SA					
2. Covered Path walk	SA						SA					
3. Compound Areas	SA						SA					
C. Standby Generator Areas												
F. Electrical System for Buildings-7												
1. Food & Beverage Laboratory Building (Food House)	SA						SA					
2. Administration Building (ESF Bldg.)	SA						SA					
3. San Jose Building (Offices & Laboratories Bldg.)	SA						SA					
4. Criminology Building (Bagong Lipunan Bldg.)	SA						SA					
5. Library Building	SA						SA					
6. Technology Building (Automotive) & Canteen	SA						SA					
7. Andaya Building (College Bldg.)	SA						SA					

Legend: M-Monthly Q- Quarterly SA-Semi-Annually A- Annually

Prepared by:

[Signature]
ARJAY F. ABIO
PPF Coordinator

Date: 1-11-19

Approved by:

[Signature]
ARNEL B. MILLESCA, Ed.D., Li.B.
Campus Dean

Date: 1-11-19

DESIGNATED INSPECTOR/MAINTENANCE STAFF OF THE BUILDING



Republic of the Philippines
PARTIDO STATE UNIVERSITY SAN JOSE-LAGONOY CAMPUS
Camarines Sur

Office of the Campus Dean

OFFICE ORDER NO. 31, S. 2019

TO : HOMER P. PELO
FROM : OFFICE OF THE CAMPUS DEAN
DATE : JANUARY 4, 2019
**SUBJECT : DESIGNATION AS PREVENTIVE MAINTENANCE INSPECTOR
OF PSU SAN JOSE CAMPUS EFFECTIVE JANUARY 10, 2019
OR UNTIL REVOKED OR AMENDED**

In accordance with the delegated authority of University President to authorize the Campus Dean to designate Campus Officials and Maintenance Inspectors, in the exigency of service and for the preventive maintenance of various facilities and equipment of the campus, you are hereby designated as the Preventive Maintenance In-Charge and Inspector for Buildings, Other Structures and Ground, Plumbing Systems, Drinking Stations, Water Tanks, Generator Set and other maintenance tools and equipment, effective January 10, 2019 or until revoked or amended.

As PM In-Charge and Inspector, you are tasked to perform the following.

1. Conduct preventive maintenance inspection for buildings, other structures and ground, plumbing systems, drinking stations, water tanks, generator set and other maintenance tools and equipment of the campus;
2. Accomplish Preventive Maintenance checklist regularly;
3. Assist in the conduct of preventive maintenance inspection for vehicles, cooling system, and electrical system of the campus;
4. Assist in the preparation of purchase requests for the needed materials, equipment, and spare parts of other equipment;
5. Assist the PPF coordinator in implementing all programs and services under the Physical Plant and Facilities unit.
6. Respond promptly to service requests and work orders;
7. Serve with integrity, professionalism and commitment;
8. Establish / maintain harmonious inter-office relationship for efficient delivery of services; and
9. Perform other related functions.

For your guidance and strict compliance.


ARNEL B. MILLESCA, Ed.D., LI.B.
Campus Dean

CONFORME:


HOMER P. PELO
Administrative Aide III/Utility Worker

SAMPLE ACCOMPLISHED MAINTENANCE CHECKLIST



Republic of the Philippines
PARTIDO STATE UNIVERSITY
 Camarines Sur

PSU-F-PPF-07

PREVENTIVE MAINTENANCE CHECKLIST

Date: January 2019

Tick appropriate box with (✓) if checked item is ok. Put an (x) mark if item is not okay									
TYPE OF ITEM/EQUIPMENT							FREQUENCY		
	<input checked="" type="checkbox"/> Building	<input type="checkbox"/> Other Structure	<input type="checkbox"/> Month	<input type="checkbox"/> Semi-Annual					
ACTIVITIES	Equipment No./Items Location						<input type="checkbox"/> Quarter	<input type="checkbox"/> Annual	REMARKS
	Food House	Admin	San Jose	Crimin ology	Librar y	Techn ology	unday a		
Interior									
Check floor condition	/	/	/	/	/	/	/		
Check wall/partition	/	/	/	/	/	X	/		
Check wall paint	/	/	/	/	/	/	/		
Check ceiling board /slab ceiling condition	X	/	/	X	/	X	/		
Check stair finished/railings	/	/	/	/	/	/	/		
Exterior									
Check door (panel, jamb, hinges, lock)	/	/	/	/	/	/	/		
Check window (frame/ glass /hinges/lubricants)	/	/	/	/	/	/	/		
Check condition of CHB wall/wooden partition	/	/	/	/	/	/	/		
Check wall paint	/	/	/	/	/	X	/		
Check stair finishes	/	/	/	/	/	/	/		
Check railings	/	/	/	/	/	/	/		
Check floor finishes	/	/	/	/	/	/	/		
Check corridor and railings	/	/	/	/	/	/	/		
Check roof sheets/roof slab	X	/	/	X	/	X	/		
Check flashing, gutter, ridge, fascia board	/	/	/	/	/	/	/		
Furniture									
Check writing boards	/	/	/	/	/	/	/		
Check tables	/	/	/	/	/	/	/		
Check chairs	/	/	/	/	/	/	/		
Conducted by/Date:	1/7/19	1/7/19	1/7/19	1/7/19	1/7/19	1/7/19	1/7/19		
Verified by/Date:	✓	✓	✓	✓	✓	✓	✓		
1/7/19	1/7/19	1/7/19	1/7/19	1/7/19	1/7/19	1/7/19	1/7/19		

Date	Corrective Action		Responsible	Date	Remarks
1/7/19	Report of the Criminology & FH buildings is already for renovation. Thus reported to BPP GoA. The kitchen of fu Cafeteria is also for repair already.		Homer Pao	1/7/19	Reported

PICTURE OF THE OLD CANTEEN BUILDING AND ITS LOCATION



PICTURE OF THE NEW BUILDING THAT IS CURRENTLY UNDER CONSTRUCTION WHERE THE CANTEEN WILL BE HOUSED AGAIN.



Recommendation #: 3

Continues improvement of facilities and toilets.

Action Taken:

- The rehabilitation of various facilities including toilets was conducted including the upgrading of electrical system of the campus.
- New HRM and Tourism Laboratory building was constructed.
- Other buildings are continuously improving through rehabilitation.

Evidence of Accomplishment:

- Program of Works: Rehabilitation of Various Facilities
- Program of Works: Power Upgrading
- Building Plan of HRM and Tourism Laboratory building (Hostel)
- Picture of the HRM and Tourism Laboratory building (Hostel)
- Program of Works: Repair/Rehabilitation of School Buildings
- Picture of the new building that is currently under construction.

PROGRAM OF WORKS: REHABILITATION OF VARIOUS FACILITIES



Republic of the Philippines
PARTIDO STATE UNIVERSITY
Camarines Sur

PSU-F-PPF-C

PROGRAM OF WORKS

Project Name:				Rehab of Various Facilities			Date:	, 2018
Location:				PSU-San Jose Campus, San Jose, Camarines Sur			Equipment Used:	
Project Description:				Rehabilitation and maintenance of various school buildings and facilities			1-bagger conc. mixer concrete vibrator , Handtools	
Appropriation:				1,455,673.85				
Implementation Procedure:								
No. of Calendar Days:		120 Calendar days						
Item No.			Description of Work	%	Unit	Quantity	Unit Price	Amount
I			GENERAL REQUIREMENTS	4.07	lot	1.00	59,220.00	59,220.00
II			BAKING LABORATORY					
	1		SITE PREPARATION/SITEWORKS					
		1.1	Excavation Works	0.13	cu.m.	12.51	151.13	1,890.00
		1.2	Embankment/Backfill	0.45	cu.m.	9.36	698.25	6,535.62
		1.3	Demolition/Clearing works	0.39	cu.m.	182.45	31.08	5,670.00
	2		STRUCTURAL WORKS					
			Concrete Works	3.15	cu.m.	7.83	5,850.15	45,806.67
			Reinforcing Steel Bars	3.07	kgs	677	66.06	44,722.31
			Forms and Scaffoldings	3.23	lot	1.00	46,995.48	46,995.48
	3		ARCHITECTURAL WORKS					
			Doors and Windows	2.63	lot	1.00	38,329.20	38,329.20
			Ceiling Works	3.08	sq.m.	73.50	610.18	44,848.44
			Painting Works	5.28	sq.m.	399.42	192.40	76,846.77
			Roofing Works	15.33	lot	1.00	223,193.88	223,193.88
			ELECTRICAL WORKS	1.68	lot	1.00	24,406.20	24,406.20
			PLUMBING WORKS	0.79	lot	1.00	11,466.00	11,466.00
			BUILDING SITE IMPROVEMENT	3.35	lot	1.00	48,697.60	48,697.60
III			SUPPLY AND FACULTY BUILDING					
	2		Demolition/Clearing works	0.22		142.16	22.16	3,150.00
	3		Forms And Scaffoldings	0.87		1.00	12,600.00	12,600.00
	4		Ceiling Works	2.44		48.19	735.97	35,462.70
	5		Painting Works	2.66		304.79	127.10	38,738.70
	6		Roofing Works	12.48		1.00	181,629.63	181,629.63
	7		Plumbing Works	0.45		1.00	6,552.00	6,552.00
IV			SCIENCE LABORATORY					
	2		Demolition/Clearing works	0.54		366.00	21.52	7,875.00
	3		Forms And Scaffoldings	0.95		1.00	13,860.00	13,860.00
	4		Ceiling Works	3.62		101.93	517.44	52,743.60
	5		Painting Works	8.60		746.90	167.55	125,143.20
	6		Roofing Works	19.59		1.00	285,200.37	285,200.37
	7		Plumbing Works	0.97		1.00	14,090.48	14,090.48
				100.00				1,455,673.85
BREAKDOWN OF ESTIMATED EXPENDITURES								
I. Estimated Contract Cost				B. Indirect Cost			231,050.98	
A. Direct Cost				C. Vat			69,367.97	
1. Mob/demob.				Sub-Total			300,418.95	
2. Materials				Total of I			1,455,673.85	
2.1 Supply Delivery				II. Estimated Government Expenses				
2.2 Testing materials				1. Pre-Const.Eng'g.				
3. Labor				2.EAO				
3.1 Direct Labor				3. Reg.Off.Ret.				
3.2 Fringe Benefits				4. Central Off.Ret.				
4. Equipment Expenses				5. Mat'l.Qty.Cntrl.				
4.1 Rental and Fuel				6. Proj.Mgt.				
4.2 Contingencies				7.Miscellaneous				
Sub-total				Grand Total Estimated				
				Project Cost			1,455,673.85	

Prepared by
SHEENA M. RAAT, UAP
Architect-PPF

Checked by:
FELIPE B. PRIMAVERA
University Engineer

Submitted by:
MARIJOY C. ATOLE, UAP
Director- PPF

Recommending Approval:
ARNEL B. ZARCEO, EDEL
VP for Admin & Finance

Approved:
RAUL G. BRADECINA, Ph.D.
SUC President III

PROGRAM OF WORKS: POWER UPGRADING



Republic of the Philippines
PARTIDO STATE UNIVERSITY
 Camarines Sur

BAC

PSU-F-PPF-08

PROGRAM OF WORKS

Name of Project: POWER UPGRADING					
Location: PSU-SAN JOSE CAMPUS					Date: 9/24/2018
Project Description: Power upgrading including rehabilitation of pole line and secondary feeder line. It also includes replacement of defective electrical materials for selected buildings					Equipment Used:
Appropriation: 1,000,000.00					
Implementation Procedure: Straight Contract					
No. of Calendar Days: 60 cd					
Item no	Description of Work	%	Unit	Quantity	Unit Price
I	POLE LINE HARDWARES	10.42	lot	1.00	104,245.00
II	SECONDARY FEEDER LINE AND WIRING ACCESSORIES	82.08	lot	1.00	820,755.00
III	Pre-construction/Supervision	7.50	lot	1.00	75,000.00
		100.00			1,000,000.00
BREAKDOWN OF ESTIMATED EXPENDITURES					
I. Estimated Contract Cost		B. Indirect Cost			146,500.00
A. Direct Cost		C. Vat			44,000.00
1. General Requirements		Sub-Total			190,500.00
2. Materials		Total of I			925,000.00
2.1 Supply Delivery	549,531.00	II. Estimated Government Expenses			
2.2 Testing materiais		1. Pre-Const. Eng'g.			75,000.00
3. Labor		2.EAO			
3.1 Direct Labor	184,969.00	3. Reg. Off. Ret.			
3.2 Fringe Benefits		4. Central Off. Ret.			
4. Equipment Expenses		5. Mat'l. Qty. Cntrl.			
4.1 Rental and Fuel		6. Proj. Mgt.			
4.2 Contingencies		7. Miscellaneous			
		Total of II			75,000.00
Sub-tctal	734,500.00	Grand Total Est. Proj. Cost			1,000,000.00

Prepared and Submitted by:

MARIJOY C. ATOLE, UAP
 Director-PPF

Recommending Approval:

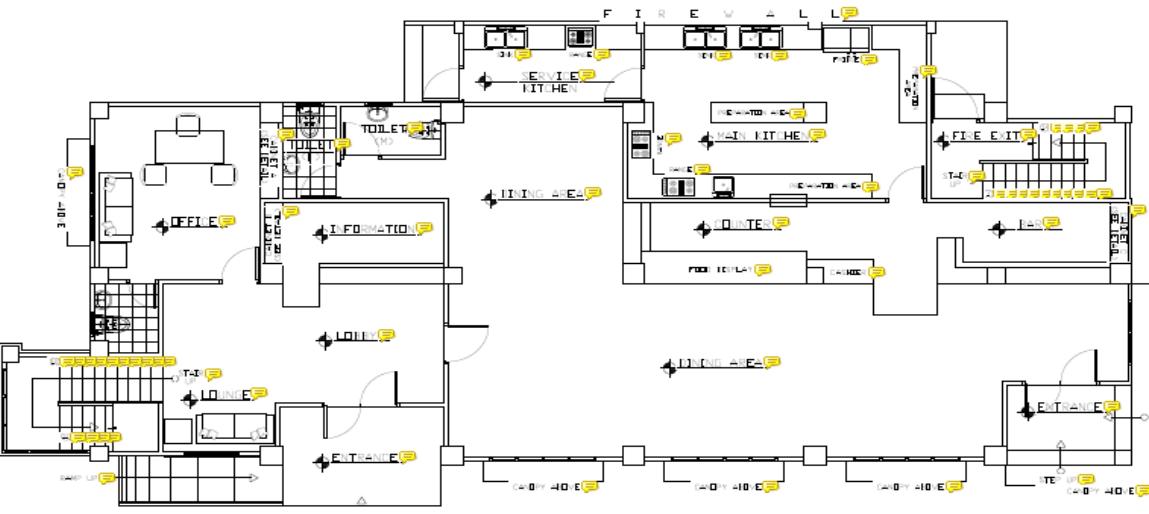
ARNEL B. ZARCEDO, EDEL
 VP for Admin & Finance

Approved:

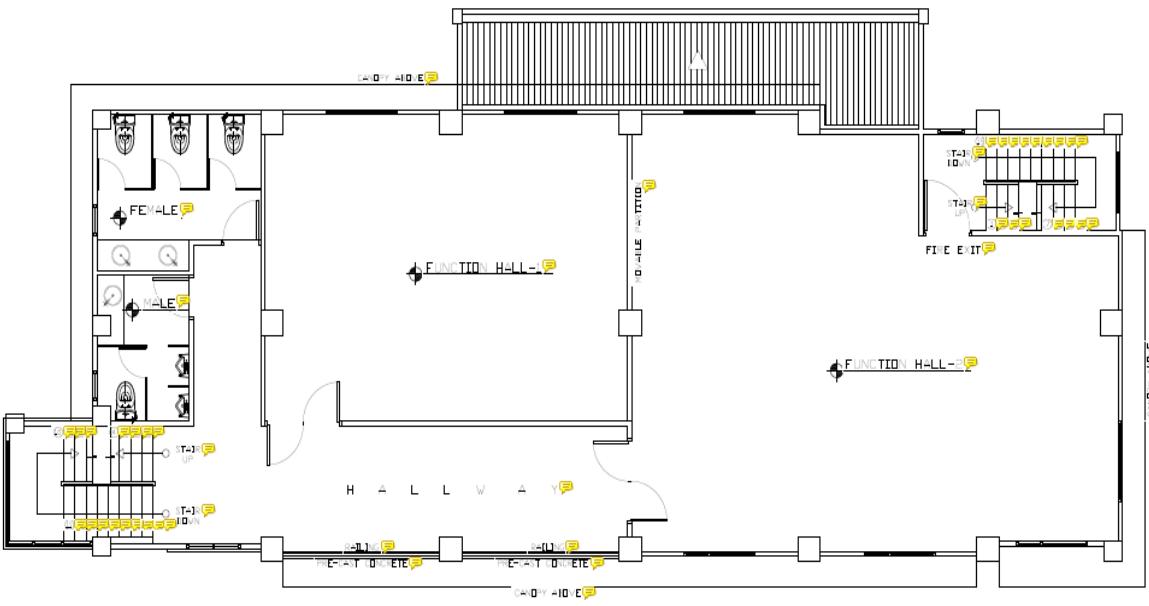
RAUL G. BRADECINA, Ph.D.
 SUC President III

THE BUILDING PLAN OF THE HRM AND TOURISM LABORATORY BUILDING

HRM AND TOURISM BUILDING GROUND FLOOR PLAN



HRM AND TOURISM BUILDING SECOND FLOOR PLAN



THE HRM AND TOURISM LABORATORY BUILDING



PROGRAM OF WORKS: REPAIR/REHABILITATION OF SCHOOL BUILDINGS



Republic of the Philippines
PARTIDO STATE UNIVERSITY
 Camarines Sur

PSU-F-PPF-08

PROGRAM OF WORKS

Project Name: REPAIR/REHABILITATION OF SCHOOL BUILDINGS					Date	
Location(s)					Equipment Used	
Project A: REHAB OF CRIMINOLOGY BUILDING @ PSU SAN JOSE CAMPUS					1-bagger conc. mixer	
Project B: REHAB OF 5-CLASSROOM ACADEMIC BUILDING a@ PSU SALOGON					Concrete vibrator	
Project Description: Repair/Rehabilitation and structural retrofitting of Criminology Building at PSU San Jose Campus & Five Classrooms Acad Building at PSU Salogon Campus					Plate Compactor	
Appropriation					Welding Machine	
Implementation Procedure					Handtools	
No. of Calendar Days	180 Calendar days					
Item No	Description of Work	%	Unit	Quantity	Unit Price	Amount
A. PROJECT A: REHABILITATION OF CRIMINOLOGY BUILDING -SAN JOSE						
I	GENERAL REQUIREMENTS	0.24	lumpsum	1.00	66,008.62	66,008.62
	SITEWORKS					
1	Demolition/Clearing & Grubbing	0.96	lot	1.00	268,750.00	268,750.00
2	Structure Excavation	0.48	cu m	60.00	2,241.75	134,505.00
3	Embankment/Backfill	0.34	cu m	120.00	789.45	94,734.38
III	STRUCTURAL WORKS					
1	Concrete Works	5.64	cu m	250.00	6,316.96	1,579,239.38
2	Reinforcing Steel Bars	11.04	kgs	43,359	71.31	3,091,780.13
3	Forms and Scaffoldings	1.22	sq m	207.00	1,653.90	342,356.63
4	Masonry Works	2.11	sq m	516.46	1,142.75	590,187.09
5	Roof Trusses & Roofing Works	10.34	sq m	850.00	3,406.76	2,895,750.21
IV	ARCHITECTURAL WORKS					
1	Finishing Works	2.57	sq m	1,250.00	575.66	719,578.13
2	Floor Topping & Waterproofing Works	0.15	sq m	190.00	214.74	40,801.30
3	Doors	2.24	sq m	25.00	25,099.37	627,484.22
4	Windows	1.80	sq m	35.00	14,370.48	502,966.97
5	Tileworks	3.33	sq m	596.70	1,564.47	933,522.19
6	Metal & Specialty Works	0.29	sq m	1.00	81,028.13	81,028.13
7	Ceiling Works	4.23	sq m	596.70	1,986.19	1,185,158.08
8	Painting Works	1.51	sq m	2,538.75	166.43	422,519.34
V	ELECTRICAL WORKS	2.12	lot	1.00	594,420.44	594,420.44
VI	PLUMBING WORKS	1.34	lot	1.00	374,645.49	374,645.49
VII	BUILDING ACCESSORIES	0.71	lot	1.00	197,816.13	197,816.13
VIII	BUILDING SITE IMPROVEMENT	2.70	lot	150.00	5,044.99	756,748.16
Project B: REHAB OF 5-CLASSROOM ACADEMIC BUILDING - PSU SALOGON						
I	GENERAL REQUIREMENTS	0.25	lumpsum	1.00	71,198.77	71,198.77
II	SITEWORKS					
1	Demolition/Clearing & Grubbing	0.96	lot	1.00	268,750.00	268,750.00
2	Structure Excavation	0.38	cu m	50.00	2,152.08	107,604.00
3	Embankment/Backfill	0.27	cu m	80.00	949.02	75,921.88
III	STRUCTURAL WORKS					
1	Concrete Works	5.53	cu m	200.00	7,740.47	1,548,093.75
2	Reinforcing Steel Bars	9.21	kgs	36,122.94	71.39	2,578,924.37
3	Forms and Scaffolding	0.96	sq m	175.00	1,539.29	269,375.63
4	Masonry Works	1.00	sq m	214.00	1,305.79	279,438.19
5	Roof Trusses & Roofing Works	7.99	sq m	850.00	2,633.03	2,238,076.90
IV	ARCHITECTURAL WORKS					
1	Finishing Works	2.29	sq m	950.00	673.86	640,162.50
2	Floor Topping & Waterproofing Works	0.14	sq m	190.00	204.23	38,803.42

PROGRAM OF WORKS: REPAIR/REHABILITATION OF SCHOOL BUILDINGS



Republic of the Philippines
PARTIDO STATE UNIVERSITY
 Camarines Sur

PSU-F-PPF-08

3	Doors	1.37	sq.m.	16.00	23,944.49	383,111.86
4	Windows	0.87	sq.m.	22.00	11,120.20	244,644.47
5	Tileworks	2.62	sq.m.	596.70	1,229.32	733,536.56
6	Metal & Specialty Works	0.22	sq.m.	1.00	62,585.16	62,585.16
7	Ceiling Works	4.04	sq.m.	450.00	2,515.84	1,132,126.88
8	Painting Works	1.15	sq.m.	2,000.00	161.64	323,282.06
V	ELECTRICAL WORKS	1.64	lot	1.00	458,298.84	458,298.84
VI.	PLUMBING WORKS	1.34	lot	1.00	374,645.49	374,645.49
VII.	BUILDING ACCESSORIES	0.55	lot	1.00	154,144.25	154,144.25
VII.	BUILDING SITE IMPROVEMENT	0.83	lot	382.00	610.29	233,130.24
VIII.	Pre-Construction Eng'g	1.01	lot	1.00	284,144.80	284,144.80
		100.00				28,000,000.00

BREAKDOWN OF ESTIMATED EXPENDITURES

I. Estimated Contract Cost	B. Indirect Cost	5,134,917.56
A. Direct Cost	C. Vat	1,676,161.23
1. Mob/demob.	Sub-Total	6,811,078.79
2. Materials	Total of	27,715,855.20
2.1 Supply Delivery	14,692,997.28	II. Estimated Government Expenses
2.2 Testing materias		1. Pre-Const Eng'g
3. Labor	6,023,009.13	2. EAO
3.1 Direct Labor		3. Reg Off Ret
3.2 Fringe Benefits		4. Central Off Ret.
4. Equipment Expenses	188,770.00	5. Mafl Qty Cntrl
4.1 Rental and Fuel		6. Proj Mgt
4.2 Contingencies		7. Miscellaneous
Sub-total	20,904,776.41	Grand Total Estimated
Prepared by	Project Cost	28,000,000.00

Prepared by
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 Univ. Engineer

Checked & Submitted by
MARIJOY C. OATLE, UAP
 Director- PPF

Recommending Approval
ARNEL B. ZARCEDO, EDEL
 VP for Admin & Finance

Approved
RAUL G. BRADECINA, Ph.D.
 University President

THE BUILDINGS ARE CONTINUOUSLY UPGRADING



Recommendation #: 4

Additional construction of covered walk will provide protection to students from rain and heat of the sun.

Action Taken:

- The reconstruction of the old technology, canteen, and criminology buildings already include covered walk to protect the students from rain and heat of the sun.

Evidence of Accomplishment:

- Picture of the old criminology and the old technology and canteen buildings showing that there were no designated covered walk for the students, and the picture of the currently being constructed building showing the long covered walk for the students.

THE OLD CRIMINOLOGY BUILDING (NO COVERED WALK)



**THE BUILDING IS CURRENTLY UNDER CONSTRUCTION
(WITH COVERED WALK ALREADY)**



THE OLD TECHNOLOGY BUILDING (NO COVERED WALK)



**THE BUILDING IS CURRENTLY UNDER CONSTRUCTION
(WITH COVERED WALK ALREADY)**



**THE BUILDING IS CURRENTLY UNDER CONSTRUCTION
(WITH COVERED WALK ALREADY)**



Recommendation #: 5

The space in the student center has to be maximized to accommodate the various activities of students.

Action Taken:

- Arranged or changed the setup inside the student center.
- Since the university is continuously upgrading its buildings, it is possible that the student center be transferred to a larger room of these buildings.

Evidence of Accomplishment:

- Picture of the new setup inside the student center.
- Picture of the new building that is currently under construction.

THE NEW SETUP/ARRANGEMENT INSIDE THE STUDENT CENTER



THE BUILDINGS ARE CONTINUOUSLY UPGRADING TO CATER THE NEEDS OF THE STUDENTS

