



January 24, 2017

**Dr. Marissa D. Ferrer**  
Branch Director

Dear Dr. Ferrer:

This is to submit the proposed guidelines that are to be implemented for the proper use and maintenance of facilities, equipment, supplies and materials of the PUP Taguig City Campus. The very purpose of this proposed guidelines is to determine the course of actions for the correct usage and maintenance of the properties of the University.

These guidelines are in accordance with the Memorandum Order No. 39, Series of 2016, issued by the Office of the President.

**A. GUIDELINES ON THE USE OF UNIVERSITY FACILITIES;**

1. Programs and/or activities organized by PUP, its faculty, administrative employees and students (e.g. activities related to sports religion, culture, education, faculty/staff development etc.) are to be prioritized;
2. Programs and/or activities for more than five (5) consecutive days shall be approved by the University President. If the requesting party is an outsider (non-PUPian), a Memorandum of Agreement (MOA) shall be entered into with the University;
3. Academic activities are only allowed from Monday to Saturday, 7:30 a.m. to 7:30 pm;

It shall be understood that academic activities pertain to curricular activities organized by the Colleges and/or Departments only. Curricular activities refer to activities, programs and/or learning experiences which are course/subject requirements.

4. Free utilization of the University facilities are allowed if:
  - a. Curricular activities;
  - b. Other activities related to Accreditation (Opening and Exit Conference), Freshmen Orientation, University Foundation, Anniversary Celebration of Colleges, Convocations, Seminars and Trainings sponsored by the University Administration and its legitimate units.
  - c. Such other events/activities as may be determined/approved by the University President.



5. All income-generating or fund-raising activities shall be subject to the payment of applicable assessment fees.
6. Payment for the use of the university facilities by the student councils and student publications may be made chargeable from their accounts in the University provided there is sufficient fund available. Otherwise, payment shall be made directly to the Fund Management Office (FMO);
7. The University has the right to cancel the approved application due to circumstances beyond its control;
  - a. In case of cancellation, the person-in-charge shall immediately notify the client of the cancellation of his/her reservation;
  - b. If the cancellation is due to the fault of the client, the amount paid shall be forfeited in favor of the University;
  - c. If the cancellation is due to the fault of the University, the client has the option to reschedule the activity or to ask for refund the amount paid;
  - d. If the cancellation is due to fortuitous events, the University shall re-negotiate with the client.
8. Special events (e.g. photo shoot, commercial shooting) are allowed on Sundays only;
9. The University may refuse admission of any person for justifiable cause/s;
10. Clients shall abide by the rules and regulations of the University;
11. Clients must maintain cleanliness and orderliness during the use of the University facilities. In case of damage in any part of the facility/ies, including its equipment, due to their improper use, clients are to be held accountable/liable;
12. Any violation of the University rules and regulations on the use of facilities shall be subject to appropriate penalty/ies and sanction/s.

**B. GUIDELINES ON THE USE OF UNIVERSITY EQUIPMENT;**

1. Generally, the use of the University equipment is by reservation and to be used for University-related activities only.
2. At least three (3) work days for processing will be needed for each reservation. Reservations submitted after 5pm will be considered as submitted on the succeeding day.
3. Borrower/s must present accomplished reservation form and it must be submitted to any of the University staff on duty. If a student will reserve and/or



borrow equipment, the form must also be countersigned of the faculty-in-charge or adviser.

4. Verify the status of reservation one (1) day before the time needed.
5. Prioritization must be observed at all times. In the event that requests coincide with the following, the said requests must be waived to give way the prioritized event:
  - a. First Highest Priority: University and/or College Functions.
  - b. Second Highest Priority: Scheduled Regular Classes.
  - c. Third Highest Priority: Make-up Classes and Tutorial Classes initiated by the Faculty.
  - d. Fourth Highest Priority: Co-curricular Activities
6. Disapproval of request are as follows:
  - a. Incomplete data on the reservation form;
  - b. No available equipment/room;
  - c. Prioritization observation;
  - d. Other reasons deemed by the Laboratory Head.
7. The borrower should surrender his/her Identification card and/or registration form and sign on the Clients' log book.
8. Borrower/s must be return the equipment on time. Failure to comply would be:
  - a. For first offense, reprimand;
  - b. For second offense, letter of explanation signed by the teacher in charge and suspension from reservation / borrowing of equipment for 2 weeks.
  - c. Third offense, black listed from borrowing any equipment.
9. The use of valuable equipment (eg. LCD projector) generally entails payment of a corresponding rental fee to cover expenses for maintenance and upkeep.
10. The payment of rental fees does not include willful nor accidental damage to equipment. The borrower/s shall be accountable for any damage or the loss of equipment. The party concerned shall replace the equipment with the same exact model or higher; pay the market value of the equipment.
11. Equipment Failure – All borrowers are enjoined to report any equipment failure discovered during usage to the faculty-in-charge. Do not troubleshoot.
12. The faculty-in-charge and the class concerned are responsible for taking good care of the equipment. Should something happen in the equipment, the faculty-in-charge and the class must shoulder the expenses incurred during the repair;



or if unrepairable, it must be replaced with the same and exact model or higher or pay the actual cost of the equipment.

**C. GUIDELINES ON THE USE OF UNIVERSITY SUPPLIES AND MATERIALS;**

1. The requestor should fill up a requisition and issue slip, in order to have the requested office supplies and materials from the administrative office.
2. Reuse old stationery to reduce costs on notepads or test copies.
3. Shred sensitive documents printed on your stationery and recycle the shredded paper.
4. To ensure safety while handling chemical supplies and materials, the following rules should be followed:
  - a. Treat every chemical as if it were hazardous.
  - b. Make sure all chemicals are clearly and currently labeled with the substance name, concentration, date, and name of the individual responsible.
  - c. Comply with fire regulations concerning storage quantities, types of approved containers and cabinets, proper labeling, etc. If uncertain about regulations, contact the building coordinator.
  - d. Never allow a solvent to come in contact with your skin. Always use gloves.
  - e. Never "smell" a solvent! Read the label on the solvent bottle to identify its contents.
  - f. Dispose of waste and broken glassware in proper containers.
  - g. Clean up spills immediately.
5. Proper disposal of wastes should be followed.

Hoping for your approval. Thank you and God Bless!

Sincerely,

**Engr. Michael L. Zarco**  
Administrative Officer