



CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS





CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias , Cavite

BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH

PRELIMINARY SURVEY VISIT

**AREA IX.
LABORATORIES**



CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias , Cavite

BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH

PRELIMINARY SURVEY VISIT

AREA IX. LABORATORIES

A. Laboratories/Shops Facilities



CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias , Cavite

BACHELOR OF SCIENCE IN SECONDARY EDUCATION MAJOR IN ENGLISH

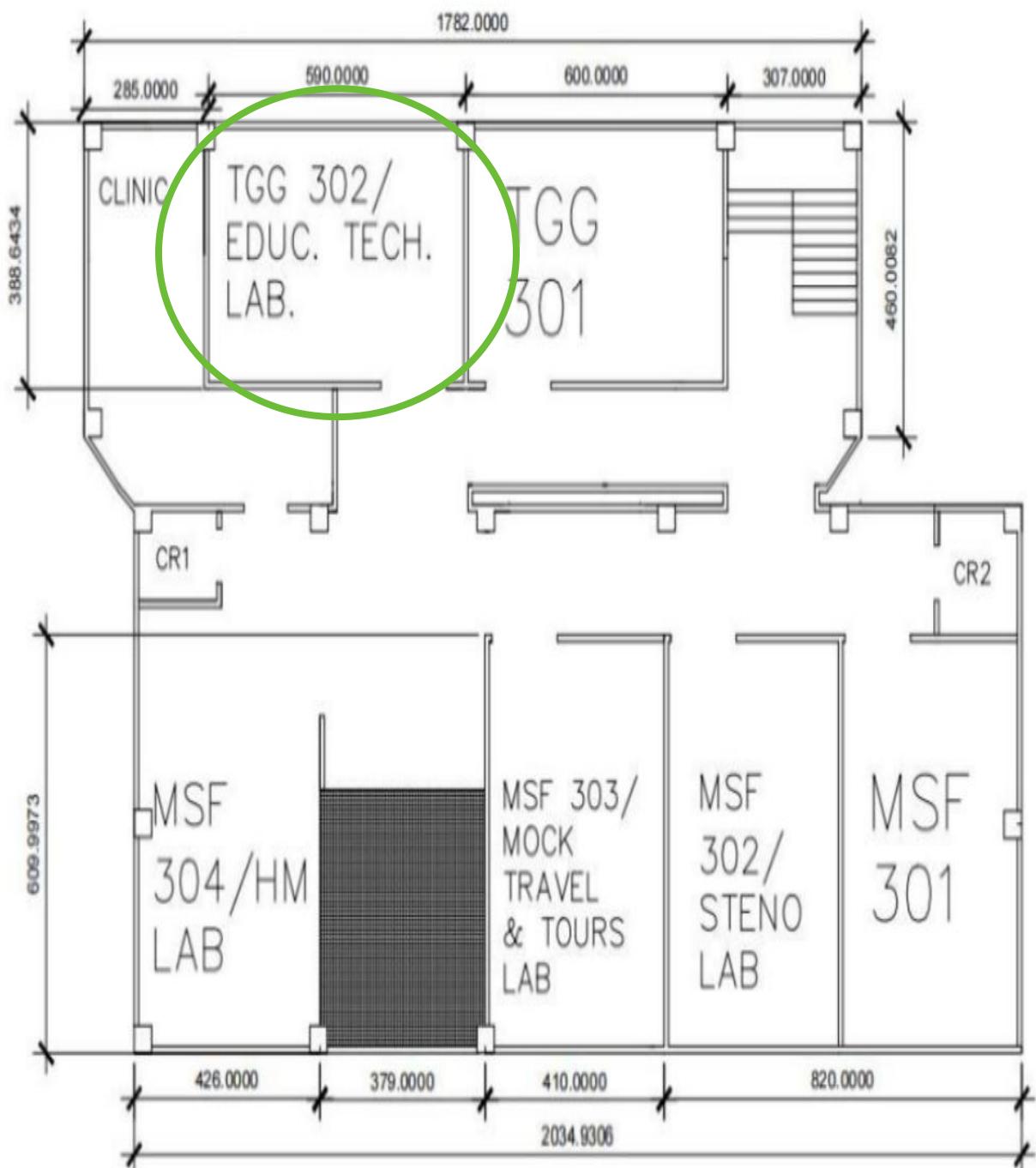
PRELIMINARY SURVEY VISIT

**AREA IX.
LABORATORIES**

General (for all laboratories)

A.1 Building plan showing the location of laboratory rooms/shops used by the program under survey.

**The Educational Laboratory is
located at the Martina
Sarayba Ferrer Building at the
3rd Floor**



THIRDFLOOR PLAN

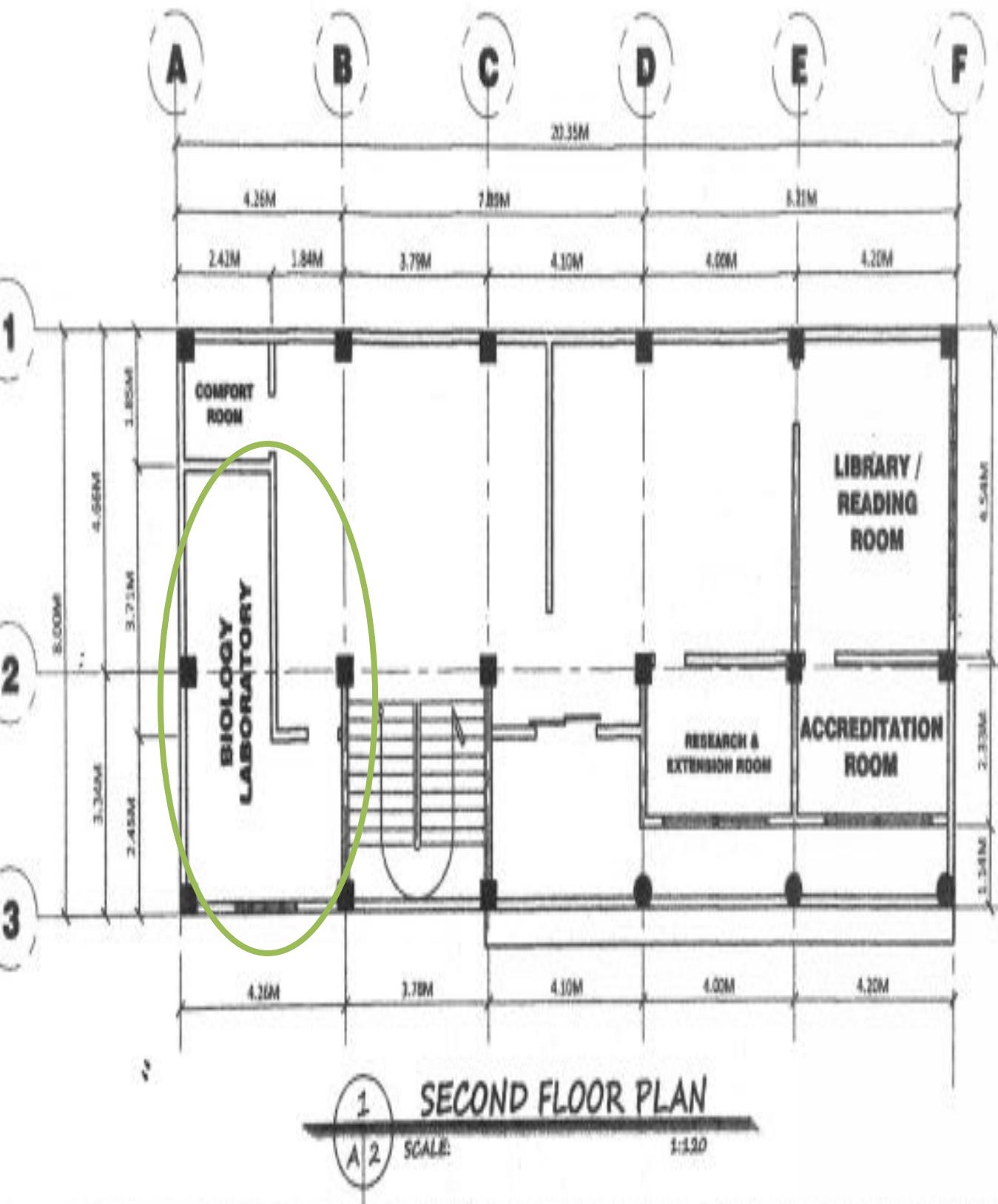
REPUBLIC OF THE PHILIPPINES CVSU
GENERAL TRIAS CITY CAMPUS CITY OF
GENERAL TRIAS CAVITE

PROJECT TITLE & LOCATION:
PROPOSED BUILDING PLAN OF MSF
& TGG BUILDING OF CVSU
GENERAL TRIAS CITY CAMPUS

PREPARED BY:
R. Sarreal
ROMMEL H. SARREAL, RME
INSTRUCTOR/PPSS INCHARGE

APPROVED BY:
DR. LAURO B. PASQUA
CAMPUS ADMINISTRATOR

**The Science Room/ Biology
Laboratory is located in the
Second Floor of Martina S.
Ferrer Building**



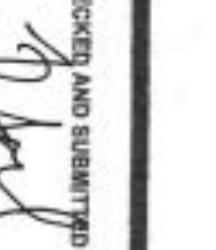
**The Computer Laboratory is
located in the 2nd Floor of
Teofilo Genuino Building**

REPUBLIC OF THE PHILIPPINES
CIVSUGENERAL TRIAS CITY
CAMPUS
CITY OF GENERAL TRIAS

PROJECT TITLE & LOCATION:
As-built building plan of TGG Building of
Cavite State University - General Trias City
Campus
LOCATION: Brgy. VIBORLA, CITY OF GENERAL TRIAS
CAVITE

PREPARED BY:
MICHAEL S. FERNANDEZ
ARTHUR V. AMON
JHOEM M. SARANGLAO
ABRAM M. MONTOYA

BIT-ELEC TECH N

CHECKED AND SUBMITTED BY:

ROMMEL SARREAL RME

INSTRUCTOR I

APPROVED:

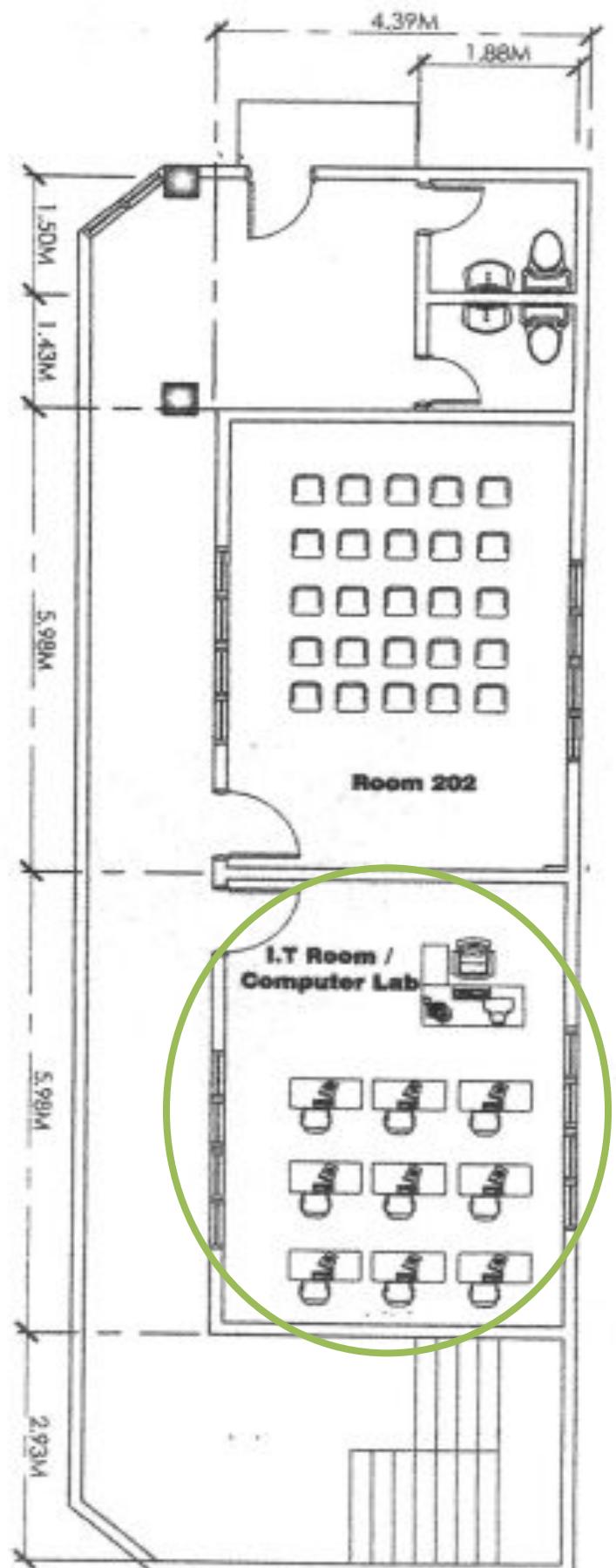
NOEL CAMPUS
PROF. NOEL
CAMPUS

SECOND FLOOR PLAN

1:500

1
A 2

SCALE:



According to CHED CMO No. 75 Series of 2017 Section 16, the laboratory requirements of the BSE Program is the following:

Section 16 Laboratory and Physical Facilities

In addition to the required laboratories and facilities for general education, the following shall be provided:

1. ICT Laboratory*
2. Speech Laboratory, if necessary*
3. Livelihood and Technology Laboratories/Shops* (Home Economics, Industrial Arts, Agriculture, Fisheries)

**This can be shared with other departments within the college/university.*

A. Educational Technology Laboratory

The TEI should have access to an educational technology laboratory with appropriate equipment and software as indicated in the course specifications. The same laboratory shall serve to allow preparation, presentation and viewing of audio-visual materials to support instruction.

B. Laboratory School or Cooperating Schools

The TEI should maintain a facility within which the students can undertake their field study. This facility may be a laboratory school administered by the TEI. In cases when TEI has no laboratory school, the TEI must have a long-term memorandum of agreement

CHED CMO No. 75 s.2017

Section 16

[Click this to see the file](#)

Copy of BS in Secondary Education Major in English Checklist

**(Courses/Subjects with
laboratories are highlighted)**



CAVITE STATE UNIVERSITY
General Trias City Campus



BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH

Name of Student: _____
Student Number: _____

Date of Admission: _____
Date of Birth: _____
Nationality: _____
Address: _____

COURSE CODE	COURSE TITLE	CREDIT UNIT		CONTACT HRS.		PRE-REQUISITE	SEM / YR TAKEN	PROFESSOR / INSTRUCTOR	FINAL GRADE
		Lect.	Lab	Lect.	Lab				

FIRST YEAR

First Semester

ED 03	Mathematics in the Modern World	3	0	3	0	NONE			
ED 05	Purposive Communication	3	0	3	0	NONE			
ED 11	Kontekstwalsadong Komunikasyon sa Filipino	3	0	3	0	NONE			
JC 50	Child and Adolescent Learner and Learning Principles	3	0	3	0	NONE			
JC 55	The Teaching Profession	3	0	3	0	NONE			
JC 60	The Teacher and the Community , School Culture and Organizational Leadership	3	0	3	0	NONE			
LE 21	Introduction to Linguistics	3	0	3	0	NONE			
M 1	Movement Enhancement	2	0	2	0	NONE			
NSTP 1	National Service Training Program 1	3	0	3	0	NONE			
IO 1	Institutional Orientation	(1)	0	1	0	NONE			
TOTAL		26	0	27	0				

Second Semester

ED 06	Science, Technology and Society	3	0	3	0	NONE			
ED 08	Understanding the Self	3	0	3	0	NONE			
ED 14	Panitikang Panlipunan	3	0	3	0	NONE			
JC 65	Foundation of Special and Inclusive Education	3	0	3	0	NONE			
JC 70	Facilitating Learner-Centered Teaching	3	0	3	0	NONE			
JC 85	Technology for Teaching and Learning 1	3	0	3	0	NONE			
LE 22	Language , Culture and Society	3	0	3		BSEE 21			
FT 2	Fitness Exercises	2	0	2	0	FITT 1			
NSTP 2	National Service Training Program 2	3	0	3	0	NSTP 1			
TOTAL		26	0	26	0				

SECOND YEAR

First Semester

JC 75	Assessment in Learning 1	3	0	3	0	NONE			
JC 90	The Teacher and the School Curriculum	3	0	3	0	NONE			
LE 23	Structure of English	3	0	3	0	NONE			
LE 24	Principles and Theories of Language Acquisition and Learning	3	0	3	0	NONE			
FT 33	Mythology and Folklore	3	0	3	0	NONE			
FT 110	Stylistics and Discourse Analysis	3	0	3	0	NONE			

Second Semester

EDUC80	Assessment of Learning 2	3	0	3	0	BPSY 60			
EDUC 95	Building and Enhancing New Literacies Across the Curriculum	3	0	3	0	NONE			
BSEE 25	Language Programs and Policies in Multilingual Society	3	0	3	0	BSEE 24			
BSEE 29	Teaching and Assessment of Grammar	3	0	3	0	BSEE 23			
BSEE 30	Speech and Theater Arts	3	0	3	0	BSEE 23			
BSEE 32	Children and Adolescent Literature	3	0	3	0	BSEE 24			
BSEE 39	Technical Writing	3	0	3	0	BSEE 23			
GNED 15	World Literature	3	0	3	0	NONE			
FITT 4	Physical Activities Towards Health and Fitness II	2	0	2	0	FITT1			
	TOTAL	26	0	26	0				

COURSE CODE	COURSE TITLE	CREDIT UNIT		CONTACT HRS.		PRE-REQUISITE	SEM / YR TAKEN	PROFESSOR / INSTRUCTOR	FINAL GRADE
		Lect.	Lab	Lect.	Lab				

THIRD YEAR

First Semester

EDFS 21	Field Study 1- Observations of Teaching-Learning in Actual School Environment	3	0	3	0	NONE			
BSEE 28	Teaching and Assessment of Macroskills	3	0	3	0	BSEE 22			
BSEE 34	Survey of Philippine Literature	3	0	3	0	BSEE 32			
BSEE 35	Survey of Afro-Asian Literature	3	0	3	0	BSEE 32			
BSEE 36	Survey of English and American Literature	3	0	3	0	BSEE 32			
BSEE 37	Contemporary, Popular and Emergent Literature	3	0	3	0	BSEE 32			
BSEE 40	Campus Journalism	3	0	3	0	BSEE 39			
BSEE 41	Technology for Teaching and Learning 2 (Technology in Secondary Language Education)	3	0	3	0	EDUC 85			
GNED 12	Dalumat Ng/Sa Filipino	3	0	3	0	NONE			
	TOTAL	27	0	27	0				

Second Semester

EDFS 22	Field Study 2- Participation and Teaching Assistantship	3	0	3	0	NONE			
BSEE 26	Language Learning Materials Development	3	0	3	0	BSEE 24 EDUC 85			
BSEE 27	Teaching and Assessment of Literature Study	3	0	3	0	BSEE 38			
BSEE 31	Language and Education Research	3	0	3	0	BSEE 24			
BSEE 38	Literacy Criticism	3	0	3	0	BSEE 32, 33, 34, 35, 36, 37			
BSEE 111	English For Specific Purpose	3	0	3	0	NONE			
EDUC 197	Competency Appraisal 1	3	0	3	0	NONE			
	TOTAL	21	0	21	0				

FOURTH YEAR

First Semester

EDFS 23	Teaching Internship	6	0	40/ week	EDFS 21 EDFS 22				
	TOTAL	6	0						

Second Semester

GNED 01	Art Appreciation	3	0	3	0	NONE			
GNED 02	Ethics	3	0	3	0	NONE			
GNED 07	Contemporary World	3	0	3	0	NONE			
GNED 09	Life and Works of Rizal	3	0	3	0	GNED 04			

GNED 10	Gender and Society	3	0	3	0	NONE		
GNED 13	Retorika / Masining na Pagpapahayag	3	0	3	0	GNED 11 and GNED 12		
EDUC 198	Competency Appraisal 2	3	0	3	0	NONE		
	TOTAL	21	0	21	0			
	GRAND TOTAL	176	0	0				

Prepared by:

ROGELYN P. ALARCA
Campus Registrar

Noted:

LAURO B. PASCUA, Ed.D.

Curriculum and Instruction Head Campus Administrator

Certified True and Correct:

LAURO B. PASCUA, Ed.D.

Memorandum of Agreement between CvSU-General Trias Campus and Tourism Establishments

MEMORANDUM OF AGREEMENT

This Agreement made and entered into by and between:

CAVITE STATE UNIVERSITY, an educational institution duly organized and existing under and by virtue of the laws of the Republic of the Philippines, and with address at Brgy. Bancod, Indang Cavite, represented herein by its President, **DR. HERNANDO D. ROBLES**, and hereinafter referred to as the "**CvSU**"

and

DEPARTMENT OF EDUCATION – DIVISION OF CAVITE, an institution existing under and by virtues of the laws of the Republic of the Philippines, duly represented by its Authorized Representative, **DR. ROMMEL C. BAUTISTA**, with principal address at Trece Martires City, Cavite, Philippines, hereinafter referred to as the **DepEd – Division of Cavite**

WITNESSETH THAT:

WHEREAS, the commitment of the **CvSU** is to provide quality education to its student so that they become highly capable, morally upright professionals and skilled individuals ready for global competition;

WHEREAS, one of the effective ways to realize the commitment is to require the student to undertake worthwhile learning experiences which will reinforce the development of their teaching and learning skills;

WHEREAS, in the pursuance of its responsibility, the **CvSU** through the College of Education and College of Sports Physical Education and Recreation (CSPEAR) in the main campus and satellite campuses in Bacoor, Carmona, Cavite City, General Trias, Imus, Naic, Rosario, Silang, Tanza and Trece has included the Student Teaching Internship Program and Field Studies as program requirements for the Bachelor of Secondary Education (BSEd) with its major in English, Mathematics, Science, Filipino, and Social Studies; Bachelor of Elementary Education (BEEd), Bachelor of Early Childhood Education (BECEd); Bachelor of Special Needs Education (BSNEd), Bachelor of Technology and Livelihood Education (BTLEd), Bachelor of Physical Education (BPEd), Bachelor of Technical-Vocational Teacher Education (BTVTEd) and Teacher Certificate Program (TCP), which will be conducted at the designated public elementary and secondary schools on a flexible modality (face to face or virtual set – up).

WHEREAS, the **DepEd – Division of Cavite** is duly recognized for competence and commitment in pursuing high ideals in academic excellence and relevant service for total human development.

WHEREAS, the **DepEd – Division of Cavite** is the overseer of provincial educational activities of its supervised elementary and secondary schools;

NOW THEREFORE, for and inconsideration of foregoing premises, the parties hereby agree and stipulate the following:

1. The parties shall arrange for the flexible Field Studies and Student Teaching Internship Program in accordance with Commission on Higher Education (CHED) advisories, Department of Education, Inter- Agency Task Force and DOH health and safety protocols;
2. CvSU, through its designated Professor/Instructor or any authorized representative, will perform the following functions and/or responsibilities:
 - 2.1. Initiate negotiation with the **DepEd – Division of Cavite**, undertake the initial selection and endorsement process, and request for the latter the field studies and internship activities of the students;
 - 2.2. Monitor the progress of the student teaching interns by conducting regular (face to face/ virtual) visits, and calls and/or email or any means allowed by Inter Agency Task Force (IATF) and/or Local Government Unit.
 - 2.3. Provide honorarium to the the DepEd Division Office representative, cooperating school principal, department head, cooperating teacher for student teaching and field studies in accordance with the approved university guidelines on honorarium and incentives.
 - 2.4. Provide certificate of recognition to the cooperating school principal and cooperating teachers for their assistance and accommodation to CvSU students.
 - 2.5. Provide 20% tuition fee discount in the CvSU graduate programs for every semester rendered as cooperating school principal, department head or cooperating teachers for the Field Study and Student Teaching Internship program valid within 5 years, provided they are still connected in the same institution where the services were rendered.
 - 2.6. Provide cooperating teachers/department head/principal 10% discount on seminars/conferences conducted by CvSU for every semester rendered as cooperating school principal, department head or cooperating teachers for Field Study and Student Teaching Internship program but not to exceed three conferences a year.
3. The **DepEd – Division of Cavite**, through its designated Cooperating Schools Principals and teachers, on the other hand, shall assume the following obligations and/or responsibilities:
 - 3.1. Undertake the final screening and acceptance of the student teaching interns for the flexible student internship on the requested

elementary grade level.

- 3.2. Accommodate CvSU education students for the duration of the Field Studies (two or more class sessions) and Student Teaching Internship (13 weeks) in the accordance with CHED advisories.
 - 3.3. Conduct a comprehensive orientation for the student teaching interns about their school/institution;
 - 3.4. Give the student teaching interns the opportunity to observe and gradually assume teaching responsibilities in the allowed modality (synchronous online / asynchronous or face to face classes);
 - 3.5. Evaluate the performance of the student teaching interns using the prescribed Performance Evaluation form from CvSU.
4. Both **CvSU** and the **DepEd – Division of Cavite** further agree to the following:
- 4.1. **CvSU**, during its orientation program shall give a strict advice and forge an agreement with its students/student teaching interns on the matter that they are prohibited from using, publishing, or otherwise disclosing to others, or permitting others to use for their benefit or to the detriment of the **DepEd – Division of Cavite** designated cooperating schools, and its clients, any confidential information.

 - 4.2. **CvSU** and its student teaching interns shall not, at any time without the prior consent of the **cooperating schools**, directly and indirectly disclose or permit the disclosure of confidential information to any person or other party.

 - 4.3. This confidentiality clause shall survive despite the termination of the student teaching internship program, and shall be governed by Philippine law.

 - 4.4. The agreement takes effect immediately upon approval both parties and will remain in force for five (5) years. Any revision or renewal to the agreement is subject to mutual consent. It is also understood that either institution may terminate the agreement at any time, by giving written notice at least six (6) months prior to the intended date of termination; although such action will only be taken after mutual consultation in order to avoid any possible inconvenience to both parties.

IN WITNESS WHEREOF, the parties have signed this Agreement on this
OCT 18 2021 of _____ in **TRECE MARTIRES**

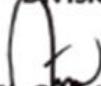
Cavite State University


HERNANDO D. ROBLES, EdD, CEO VI
President

(Date)

DR1. LIC NO: D18-04-004973

DepEd - Division of Cavite


ROMMEL C. BAUTISTA, PhD, CESO V
Schools Division Superintendent
Division of Cavite

October 11, 2021

(Date)

PASSPORT NO: P1982775-A

WITNESSES


MA. AGNES P. NUESTRO, PhD.
Vice President for Academic Affairs

(Date)


DAHER T. CARPINA
DepEd- Division of Cavite

(Date)

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF CAVITE)
MUNICIPALITY OF **TRECE MARTIRES**

SUBSCRIBED TO AND SWORN BEFORE ME a Notary Public for and in
TRECE MARTIRES Philippines, on this OCT 18 2021 of _____.

Doc. No. 407
Page No. 83
Book No. IV
Series of 20 21


M. HERNANDEZ
NOTARY PUBLIC
Until December 31, 2021
Commission No. TMNP-006-19
Block 34 Lot 2 Nevada St., Sampaguita Village
Inocencio, TMC, Cavite
PTR No. 8004644 January 14, 2021
2021 IBP No. 144639 January 6, 2021
Roll of Attorneys No. 69639
MCLE Compliance VI-0029014

List of Cooperating Schools

Name of School	Address
1. Andres A. Nocon National High School	Buenavista II, General Trias City
2. Governor Ferrer Memorial National High School-Main	Pinagtipunan, General Trias City
3. Governor Luis A. Ferrer jr. East National High School	San Francisco, General Trias City
4. Luis Y. Ferrer jr. West National High School	Pasong Kawayan II, General Trias City
5. Santiago Integrated National High School	Santiago, General Trias City

**Online Guidance
Counselling is available to all
CvSU-General Trias student,
faculty and staff to take care
of their mental health during
pandemic**



Guidance & Counseling Services.cvsugentri

Education website



Send Message

...



Ser, Dale, Teng and 419 others like this



Guidance & Counseling Services.cvsugentri

...

5 Sep at 6:36 pm •

Meet Your Guidance Facilitators

GOT PROBLEMS? NEED ADVISE?

Let's talk. We are here for you.

Reach us through our fb/messenger or email accounts.



Ms. Amor Enciuella

@MsAmorEnciuella
enciuella.amor.susanna@cavu.edu.ph
Consultation Schedule: Monday-Thursday,
5:00pm-6:00pm



Sir Vic

@Vicjojo.Pan
vicjosephpan@cvu.edu.ph
Consultation Schedule: Wednesday,
10:00am-12:00nn



Ms. Amor Keithlyn

@MsAmorKeithlyn.Bay
keithlyn.bay@cvu.edu.ph
Consultation Schedule: Monday, 1:00pm-4:00pm



Ms. Amor Kim

@Kandisey.Amors.Cantaleo
kandisey.cantaleo@cvu.edu.ph
Consultation Schedule: Wednesday,
2:00pm-3:00pm



Sir Riel

@SirJohn.Riel
john.riel.susanna@cavu.edu.ph
Consultation Schedule: Monday, 6:00pm-8:00pm



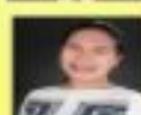
Sir Jonel

@Jin.Nie
jonel.counseling@cvu.edu.ph
Consultation Schedule: Wednesday,
2:00pm-4:00pm



Ms. Amor Shaine

@MsAmor.Cunanan.Cantaleo
shaine.cunanan@cavu.edu.ph
Consultation Schedule: Tuesday, 2:00pm-4:00pm



Ms. Amor Efrenbert

@Efrenbert.N.Siaosa
efrenbert.siaosa@cavu.edu.ph
Consultation Schedule: Thursday & Friday,
2:00-4:00pm



Cavite State University-General Trias City Campus

Guidance and Counseling Services

A.2 Copy of laboratory lay-out

Lay-out of Cavite State University - General Trias Campus

Educational Technology/ Demonstration Teaching Laboratory

Educational Technology/ Demonstration Teaching Laboratory



Educational Technology/ Demonstration Teaching Laboratory



Educational Technology/ Demonstration Teaching Laboratory



Lay-out of Cavite State University - General Trias Campus Science Laboratory

CABINET

CABINET

LABORATORY SAMPLES

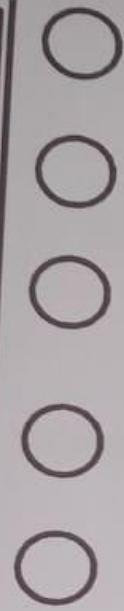
LAY-OUT OF THE CAVITE STATE UNIVERSITY-GENERAL TRIAS CITY CAMPUS
BIOLOGY LABORATORY



Lay-out of Cavite State University - General Trias Campus

Computer Laboratory

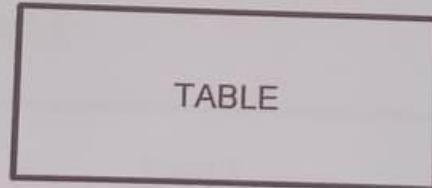
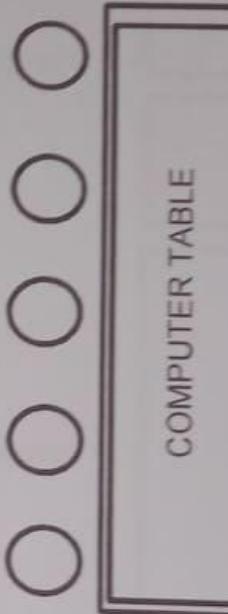
COMPUTER TABLE



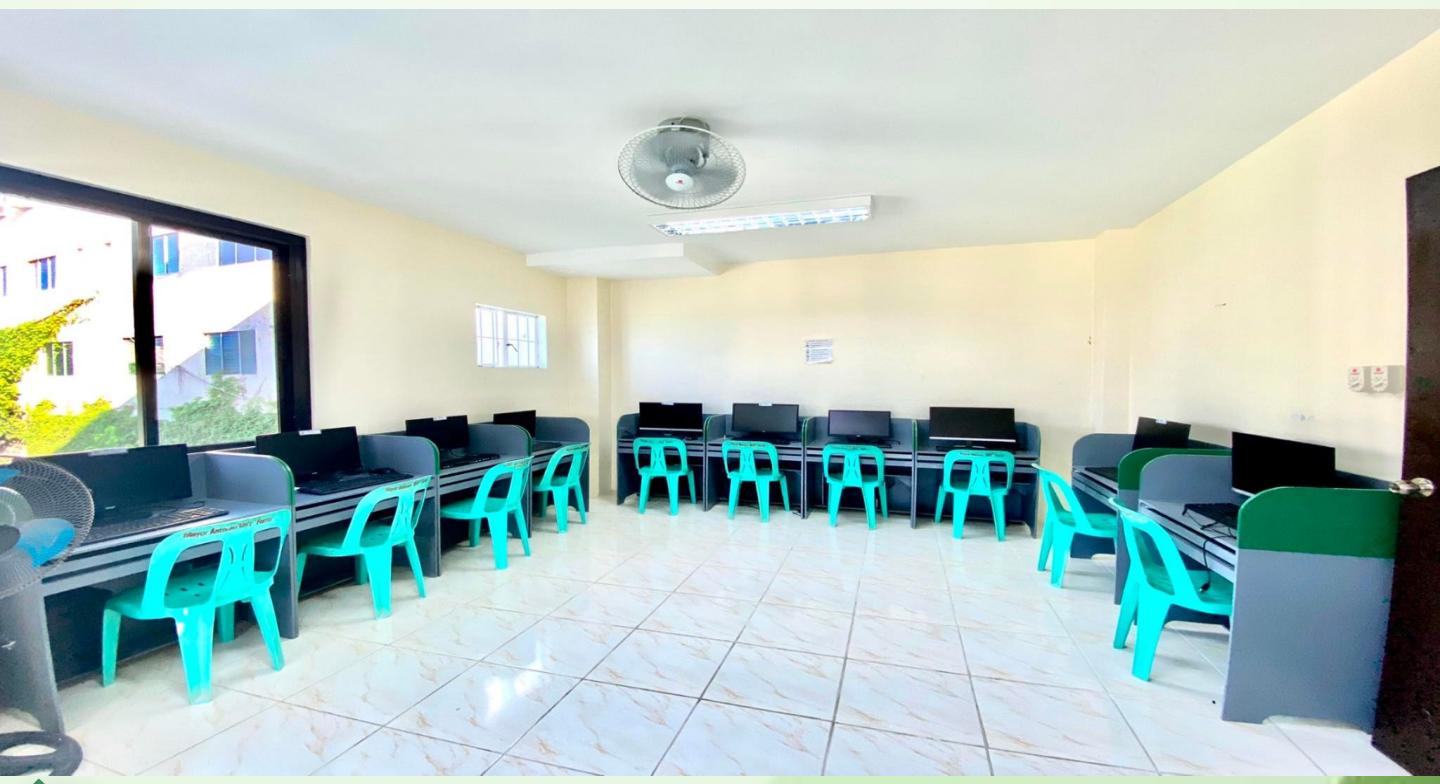
COMPUTER TABLE



COMPUTER TABLE



AY-OUT OF THE CAVITE STATE UNIVERSITY-GENERAL TRIAS CITY CAMPUS
COMPUTER LABORATORY



A.3 Inventory of available equipment, gadgets, fixtures in every laboratory


Republic of the Philippines
CAVITE STATE UNIVERSITY
Gen. Trias City Campus
457-0695

UPDATED LIST OF COMPUTER LAB EQUIPMENT

As of June 2022

ITEMS	EXISTING		ASSIGNED ROOM	REMARKS
	Quantity	Unit		
Desktop				
System unit	11	unit	Com Lab	Operational
Mouse	11	pcs	Com Lab	Operational
Monitor	11	unit	Com Lab	Operational
Keyboard	11	pcs	Com Lab	Operational
AVR	1	unit	Com Lab	Operational
Projector	12	unit	Com Lab	Operational
Typewriter	4	unit	Com Lab	Operational
Extension	2	unit	Com Lab	Operational
Wall Fan	2	unit	Com Lab	Operational
Air conditioning unit	1	unit	Com Lab	Operational

Prepared by:


ROLAND C. HELMO
Property Custodian

Computer Laboratory Equipment Inventory 2021



Republic of the Philippines
CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS

Town Proper, City of General ~~Trias~~, Cavite, 4107
+ (046) 509-4148
cvsugeneraltrias@cvsu.edu.ph



UPDATED LIST OF COMPUTER LAB EQUIPMENT



As of November 3, 2021

ITEMS	EXISTING		ASSIGNED ROOM	REMARKS
	Quantity	Unit		
Desktop				
System unit	30	unit	Com Lab	Operational
Mouse	30	pcs	Com Lab	Operational
Monitor	30	unit	Com Lab	Operational
Keyboard	30	pcs	Com Lab	Operational
AVR	30	unit	Com Lab	Operational
Modem	1	unit	Com Lab	Operational
Main Server	1	unit	Com Lab	Operational
Projector	1	unit	Com Lab	Operational
Ceiling Fan Fan	2	unit	Com Lab	Operational
Air conditioning unit	1	unit	Com Lab	Operational
Monoblock chairs	30	pcs	Com Lab	Operational
Computer Table	30	unit	Com Lab	Operational

Computer Laboratory Equipment Inventory 2021

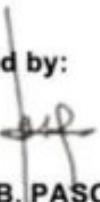
Blackboard	1	unit	Com Lab	Operational
Eraser	1	pcs	Com Lab	Operational

Prepared by:



ALBINO F. PANOTES
Property Custodian

Approved by:



LAURO B. PASCUA, EdD
Campus Administrator

Computer Laboratory Equipment Inventory 2020

LIST OF COMPUTER LAB EQUIPMENT

As of 2020

ITEMS	EXISTING		ASSIGNED ROOM	REMARKS
	Quantity	Unit		
Desktop Computer				
System Unit	11	units	Com Lab	Operational
Mouse	11	pcs	Com Lab	Operational
Monitor	11	units	Com Lab	Operational
Keyboard	11	pcs	Com Lab	Operational
AVR	1	unit	Com Lab	Operational
Projector	12	units	Com Lab	Operational
Typewriter	4	units	Com Lab	Operational
Extension	2	units	Com Lab	Operational
Wall Fan	2	units	Com Lab	Operational
Air Conditioning Unit	1	unit	Com Lab	Operational

Prepared by:

ROMMEL H. SARREAL
Property Custodian

MARIE JOY C. IGNACIO
In-charge, Computer Laboratory

NOEL A. SEDIGO, MSc
Campus Administrator

Computer Laboratory Equipment Inventory 2019



Republic of the Philippines
CAVITE STATE UNIVERSITY
Tanza|Trece Martires City | Gen. Trias City Campus
235-7997 | 410-5247 | 437-0693
www.cvsu.edu.ph

UPDATED LIST OF COMPUTER LABORATORY EQUIPMENT, SUPPLIES AND MATERIALS

As of 2019

ITEMS	EXISTING		ASSIGNED ROOM	REMARKS
	Quantity	Unit		
Desktop Computer				
System Unit	11	units	Com Lab	Operational
Mouse	11	pcs	Com Lab	Operational
Monitor	11	units	Com Lab	Operational
Keyboard	11	pcs	Com Lab	Operational
AVR	1	unit	Com Lab	Operational
Projector	12	units	Com Lab	Operational
Typewriter	4	units	Com Lab	Operational
Extension	2	units	Com Lab	Operational
Wall Fan	2	units	Com Lab	Operational
Air Conditioning Unit	1	unit	Com Lab	Operational

Prepared by:

ROMMEL H. SARREAL
Property Custodian

MARIE JOY C. IGNACIO
In-charge, Computer Laboratory

NOEL A. SEDIGO, MSc
Campus Administrator



Republic of the Philippines

**CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS**

Town Proper, City of General Trias, Cavite, 4107

Tel. (046) 509-4148

cvsugeneraltrias@cvsu.edu.ph

**GENERAL SCIENCES LABORATORY****LIST OF LABORATORY EQUIPMENT/APPARATUS
as of MAY 2021**

Items	Existing		Remarks
	Quantity	Unit	
GLASSWARES AND BASIC SUPPLIES			
Beaker, 50 ml	1	pc.	
Beaker, 100ml	2	pcs.	
Beaker, 250 ml. Pyrex	4	pcs.	
Beaker, 500 ml. Pyrex	4	pcs.	
Beaker, 1000, Pyrex	4	pcs.	
Graduated cylinder, 100 ml. Pyrex	2	pcs.	
Graduated cylinder, 500 ml. Pyrex	4	pcs.	
Glass pipet, 1ml. Pyrex	10	pcs.	
Glass pipet, 5 ml. Pyrex	10	pcs.	
Glass pipet, 10 ml. Pyrex	10	pcs.	
Alcohol lamp, 150 ml. China	4	pcs.	
Test tubes, 13x100 mm. Pyrex	50	pcs.	
Petri dish, 15x100 mm. Pyrex	50	pcs.	
Erlenmeyer flask, 250 ml. Pyrex	2	pcs.	
Erlenmeyer flask, 500 ml. Pyrex	2	pcs.	
Stirring rod, 7 mm. x 12	2	pcs.	
Mortar & pestle, Whatman	2	pcs.	
Thermometer, 110°C, China	1	pc.	
Cover slip	1	box	
Test Tube Holder	4	pcs.	
Test tube Rack	4	pcs.	
Glass Dropper	10	pcs.	
Hematocrit Tubes	none	none	

INSTRUMENTS

Binocular Microscope	2	pc	
Simple Compound Microscope	3	pc	Need repair
Dissecting Microscope	none	none	
Microwave Oven	1	pc.	
Heavy duty gas stove, single high pressure	1	pc.	
Prepared Slides			
Onion Root Tip	1	pc.	
Dicot Stem	1	pc.	
Dicot Leaf	1	pc.	
Dicot Root	1	pc.	
Monocot Leaf	1	pc.	
Monocot Stem	1	pc.	
Monocot Root	1	pc.	
Human Blood Smear	1	pc.	
Cardiac Muscle x.s	1	pc.	
Skeletal Muscle x.s	1	pc.	
Calcified Bone x.s	1	pc.	
Stratified Squamous	1	pc.	
Kidney x.s	1	pc.	
Digital Weighing Balance	none	none	for Purchase Request
Triple Beam Balance	1	pc	
Analytical Balance	none	none	for Purchase Request
Cold Cabinet	none	none	for Purchase Request
pH Indicator Strips, Machery Nagel (0-11)	1	pack	
Inoculation loop (nickel wire), local	4	pcs.	
Inoculating needle	none	pc	for Purchase Request
Filter paper, Whatman	1	box	
Refrigerator	none	pcs.	for Purchase Request
Beam Balance	1	pc.	
Dissecting Pan	4	pcs.	
Hot plate	none	pc.	for Purchase Request
Fumehood	none	pc.	for Purchase Request
Homogenizer	none	pc.	for Purchase Request
Incubation Oven	none	pc.	for Purchase Request
Multi hotplate stirrer	none	pc	for Purchase Request
Laminar flowhood	none	pc	for Purchase Request
Autoclave	2	pc	
Waterbath shaker	none	pc	for Purchase Request

Electrophoresis apparatus with power supply	none	pc	Not a priority since there are no molecular biology subject offering in the campus
Spectrophotometer	none	pc	for Purchase Request
Vacuum pump	none	pc	for Purchase Request
Micropipette	none	pc	for Purchase Request
Tran illuminator	none	pc	for Purchase Request
Microscope with mounted camera assembly	none	pc	for Purchase Request
Centrifuge	none	pc	for Purchase Request
Pipettors, variable volume capacities	none	pc	for Purchase Request
Cork borers (set with variable sizes)	none	pc	for Purchase Request
Blender	none	pc	for Purchase Request
Latex gloves	none	pc	for Purchase Request
Aspirators	none	pc	for Purchase Request
Forceps	none	pc	for Purchase Request
Electrophoresis Kit and Power Supply	none	unit	Not a priority since there are no molecular biology subject offering in the campus
Air conditioner	none	unit	for Purchase Request
Electric Fans	none	units	for Purchase Request
Exhaust Fans	none	units	for Purchase Request
Holding pod for frog and turtle specimens	none	pc	for Purchase Request
Glass Aquarium with aerators	none	pc	for Purchase Request
Fire Extinguisher	1	pc	
Human Body Anatomy Models Skeletal, Muscular, Internal Organ Structure	none	unit	for Purchase Request
First Aid Kit	none	pc	for Purchase Request

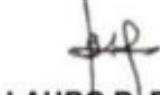
Prepared by:



ALBINO F. PANOTES

Property Custodian

Certified correct:



LAURO B. PASCUA, EdD.

Campus Administrator



GENERAL TRIAS CITY CAMPUS

UPDATED LIST OF SCIENCE LABORATORY SUPPLIES, APPARATUSES AND EQUIPMENT

As of 2019

ITEMS	Existing		ASSIGNED ROOM	REMARKS
	Quantity	Unit		
Beaker, 50 ml	1	pc.	Science Room	Operational
Beaker, 100ml	2	pcs.	Science Room	Operational
Beaker, 250 ml. Pyrex	4	pcs.	Science Room	Operational
Beaker, 500 ml. Pyrex	4	pcs.	Science Room	Operational
Beaker, 1000, Pyrex	4	pcs.	Science Room	Operational
Graduated cylinder, 100 ml. Pyrex	2	pcs.	Science Room	Operational
Graduated cylinder, 500 ml. Pyrex	5	pcs.	Science Room	Operational
Glass pipet, 1ml. Pyrex	10	pcs.	Science Room	Operational
Glass pipet, 5 ml. Pyrex	10	pcs.	Science Room	Operational
Glass pipet, 10 ml. Pyrex	24	pcs.	Science Room	Operational
Alcohol lamp, 150 ml. China	5	pcs.	Science Room	Operational
Test tubes, 13x100 mm. Pyrex	50	pcs.	Science Room	Operational
Test tubes, 13x100 mm.	24	pcs.	Science Room	Operational
Test tube brush	2	pcs	Science Room	Operational
Petri dish, 15x100 mm. Pyrex	50	pcs.	Science Room	Operational
Petri dish, plastic	960	pcs.	Science Room	Operational
Erlenmeyer flask, 125 ml.	1	pc.	Science Room	Operational
Erlenmeyer flask, 250 ml. Pyrex	2	pcs.	Science Room	Operational
Erlenmeyer flask, 250 ml.	2	pcs.	Science Room	Operational
Erlenmeyer flask, 500 ml. Pyrex	2	pcs.	Science Room	Operational
Erlenmeyer flask, 50 ml.	4	pcs.	Science Room	Operational
Stirring rod, 7 mm. x 12	2	pcs.	Science Room	Operational
Mortar & pestle, Whatman	2	pcs.	Science Room	Operational
Thermometer, 110°C, China	1	pc.	Science Room	Operational
Cover slip	1	box	Science Room	Operational
Test Tube Holder	4	pcs.	Science Room	Operational
Test tube Rack	4	pcs.	Science Room	Operational
bottles	1	pc	Science Room	Operational

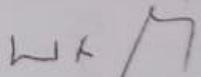
Binocular Microscope	1	pc	Science Room	Operational
Simple Compound Microscope	3	pc	Science Room	Operational
Dissecting Microscope	none	none	Science Room	Operational
Microwave Oven	1	pc.	Science Room	Operational
Heavy duty gas stove, single high pressure	1	pc.	Science Room	Operational
Prepared Slides:				
Onion Root Tip	1	pc.	Science Room	Operational
Dicot Stem	1	pc.	Science Room	Operational
Dicot Leaf	1	pc.	Science Room	Operational
Dicot Root	1	pc.	Science Room	Operational
Monocot Leaf	1	pc.	Science Room	Operational
Monocot Stem	1	pc.	Science Room	Operational
Monocot Root	1	pc.	Science Room	Operational
Triple Beam Balance	1	pc	Science Room	Operational
pH Indicator Strips, Machery Nagel (0-11)	1	pack	Science Room	Operational
Inoculation loop (nichrome wire), local	4	pcs.	Science Room	Operational
Filter paper, Whatman	1	box	Science Room	Operational
Beam Balance	1	pc.	Science Room	Operational
Dissecting Pan	4	pcs.	Science Room	Operational
Electric Fans	1	unit	Science Room	Operational
CHEMICALS				
Potato Dextrose Agar	50	grams	Science Room	Operational
Nutrient Agar	50	grams	Science Room	Operational
Sabauraud Dextrose Agar	50	grams	Science Room	Operational
Malt Extract Agar	500	grams	Science Room	Operational
Plate Count Agar	500	grams	Science Room	Operational
Hydrogen Peroxide	100	ml	Science Room	Operational
Benedicts Solution	100	ml	Science Room	Operational
Lactophenol	50	ml	Science Room	Operational
Methanol	500	ml	Science Room	Operational
99.9 % Ethanol	500	ml	Science Room	Operational
Sodium Phosphate Dibasic	50	ml	Science Room	Operational
Mono Potassium Phosphate	50	ml	Science Room	Operational
Hydrochloric Acid	500	ml	Science Room	Operational
Glacial Acetic Acid	500	ml	Science Room	Operational
Lugol's Solution	1000	ml	Science Room	Operational
Iodine Solution	50	ml	Science Room	Operational
Formalin	100	ml	Science Room	Operational
Formaldehyde Solution	250	ml	Science Room	Operational
stain crystal violet	500	ml	Science Room	Operational

Gram's iodine	1000	ml	Science Room	Operational
Pharmaceutical agar	500	gram	Science Room	Operational
Petroleum ether	1000	ml	Science Room	Operational
Denatured alcohol	350	ml	Science Room	Operational
Iodine xylene	100	ml	Science Room	Operational
Malachite green	100	ml	Science Room	Operational
Glacial acetic acid	100	ml	Science Room	Operational
Canada Balsam	3	bottle	Science Room	Operational
Safranin	60	ml	Science Room	Operational
Crystal violet	60	ml	Science Room	Operational
Manganese sulphate	500	gram	Science Room	Operational
Bacteriological agar powder	500	gram	Science Room	Operational
VJ agar	500	gram	Science Room	Operational
95% Ethanol	500	ml	Science Room	Operational
Dulcitol	50	gram	Science Room	Operational
Sodium thiosulphate	500	gram	Science Room	Operational
Zinc sulphate	500	gram	Science Room	Operational
Cupric sulphate	500	gram	Science Room	Operational
Safraninc	50	gram.	Science Room	Operational
Crystal Violet	200	gram	Science Room	Operational
Antifungal	12	milligram	Science Room	Operational
Gelatin powder	500	gram	Science Room	Operational

Prepared by:


RONCESVALLE J. CAIPANG
 In-Charge, Science Laboratory

Certified Correct:


NOEL A. SEDIGO
 Campus Administrator

PURCHASE REQUEST

Entity Name: CAVITE STATE UNIVERSITY

Fund Cluster:

MVA

Office/ Section	GEN. TRIAS	PR No	909 - 09 - 1214	Date	4/14/14	
Stock/ Property No.	Unit	Item Description		Quantity	Unit Cost	Total Cost
		SEMI EXPANDABLE SPORTS EQUIPMENT				-
1	pc/s	BADMINTON RACKET		8	650.00	5,200.00
2	pc/s	BASEBALL BALL		9	550.00	4,950.00
3	pc/s	BASEBALL BAT		4	1,500.00	6,000.00
4	sets	BASEBALL/SOFTBALL GLOVES		8	1,800.00	14,400.00
5	pc/s	BASEBALL/SOFTBALL HELMET		6	1,495.00	8,970.00
6	pairs	BOXING GLOVES, 14"		4	1,975.00	7,900.00
7	pc/s	CHESS CLOCK		4	875.00	3,500.00
8	pc/s	CHESS MAT		4	600.00	2,400.00
9	pc	DISCUSS THROW, women, 3kg		1	850.00	850.00
10	pc	JAVELIN THROW, men, 12kg		2	800.00	1,600.00
11	pc	SHOT PUT, men, 5kg		2	1,500.00	3,000.00
12	pc	SOFTBALL BALL		6	650.00	3,900.00
14	jar	TABLE TENNIS BALL, 1 STAR		2	1,349.00	2,698.00
15	pc	WHISTLE		4	650.00	2,600.00
16	pc	BOXING PUNCHING BAG, XL		1	5,450.00	5,450.00
17	pc	FIVB Approved official MVA300 (Volleyball Ball)		2	4,315.00	8,630.00
18	pc	FIVB Approved GG7X (Basketball Ball)		3	2,480.00	7,440.00
19	pc	BASEBALL BODY GEAR		2	759.00	1,518.00
20	pc	TABLE TENNIS OFFICIAL, 3 STAR		3	110.00	330.00
21	tube	RSL SHUTTLECOCK TOURNEY		2	4,740.00	9,480.00
22	pc	LAWN TENNIS RACKET		2	4,740.00	9,480.00
		CAVITE STATE UNIVERSITY SUPPLY & PROPERTY OFFICE				-
		RECEIVED				-
		REF. NO.: SN-1Gy9-05-09				-
		BY: <u>ML</u>				-
		DATE: 08-15-14				-
		CAVITE STATE UNIVERSITY SUPPLY & PROPERTY OFFICE				-
		RECEIVED				-
		BY: <u>ED</u>				-
		DATE: 07/11/14				-
		CERTIFIED IN ACCORDANCE WITH THE APPROVAL OF: (MVA)				-
		PREPARED BY: <u>NOEL A. SEDIGO</u>				-
		RECEIVED BY: <u>HERNANDO D. ROBLES</u>				-
Purpose:	For Accreditation					110,296.00

Signature:

Printed Name:

Designation:

Requested by:

NOEL A. SEDIGO
Campus HeadHERNANDO D. ROBLES
University President

A.4 Laboratory Manuals.

Internship Manual

Click this to see the file

A.5 First-aid kit and Antidote Charts displayed conspicuously.

First aid kit is available in the laboratory



A.6 List of Safety and precautionary measures being implemented.

Fire Extinguishers are present in the Computer Laboratory & Educational Technology Laboratory and in the campus



Fire Alarms are in place.



Disaster Prevention and Safety Training in Cooperation with LGU Police Unit



Disaster Prevention and Safety Training in Cooperation with LGU Police Unit



Disaster Prevention and Safety Training in Cooperation with LGU Police Unit



A.7 Evidence of training conducted on the proper use of laboratories.

Instructor providing training on the proper use of laboratories



Instructor providing training on the proper use of laboratories





CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias , Cavite

BACHELOR OF SCIENCE IN SECONDARY EDUCATION MAJOR IN ENGLISH

PRELIMINARY SURVEY VISIT

**AREA IX.
LABORATORIES**

General (for all laboratories)

A.8 Inventory of usable computer units and other equipments.

Computer Laboratory Equipment Inventory 2022



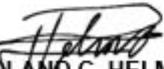
Republic of the Philippines
CAVITE STATE UNIVERSITY
Gen. Trias City Campus
437-0693

UPDATED LIST OF COMPUTER LAB EQUIPMENT

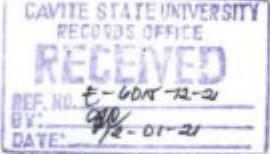
As of June 2022

ITEMS	EXISTING		ASSIGNED ROOM	REMARKS
	Quantity	Unit		
Desktop				
System unit	11	unit	Com Lab	Operational
Mouse	11	pcs	Com Lab	Operational
Monitor	11	unit	Com Lab	Operational
Keyboard	11	pcs	Com Lab	Operational
AVR	1	unit	Com Lab	Operational
Projector	12	unit	Com Lab	Operational
Typewriter	4	unit	Com Lab	Operational
Extension	2	unit	Com Lab	Operational
Wall Fan	2	unit	Com Lab	Operational
Air conditioning unit	1	unit	Com Lab	Operational

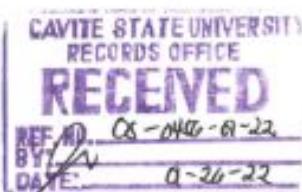
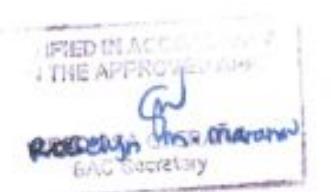
Prepared by:


ROLAND C. HELMO
Property Custodian

Purchase Request for additional computer units and equipment

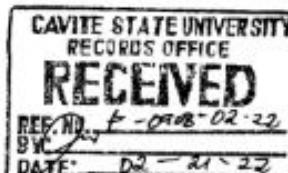
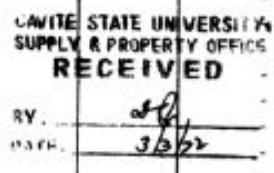
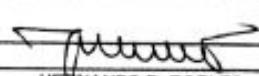
QUEST					
Buyer Name: CAVITE STATE UNIVERSITY			Fund Cluster: 444		
Office/Section	GENTRI	PR No.	2022-02-173	Date	2/14/22
		Responsibility Center Code:			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	unit	LAPTOP AMD Ryzen 5 5500U hexa-core processor; Windows 10 Home 64-bit; AMD Radeon Graphics, 8 GB of onboard LPDDR4X system memory; 512 SSD, PCIe Gen3 8Gb's NVMe; 35.6 cm (14.0") display with IPS (In-Plane Switching) technology, Full HD 1920 x 1080 pixel, High brightness(300 units) ComfyView™ LED backlit TFT LCD; Fingerprint reader; Alexa built-in; MS Office H&S 2019	1	45000.00	45,000.00
 					
TOTAL: 45,000.00					
Purpose: for Campus Operation (to be use of Campus Administrator)					
Requested by:					
Signature:					
Printed Name:	LAURO B. PASCUA		HERNANDO D. ROBLES		
Designation:	Campus Administrator		University President		

Purchase Request for additional computer units and equipment

PURCHASE REQUEST					
Requester: CAVITE STATE UNIVERSITY			Fund Cluster: <i>TMJ</i>		
Office/ Section	GENTRI	PR No.	2022 - 03 - 298	Date	8/16/22
Responsibility Center Code:					
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	month	Internet Connection (New Installation) Direct Internet 20 (val-ex) 20 mbps Public IP=6 CIR = 1:1 24/7 Technical support } 888/	12 u	25000.00	300,000.00
(Please see attachment for complete details)					
					
					
					
TOTAL: 300,000.00 <i>el</i>					

Purpose: To Campus Server SIMNET CHARGING PROJECT

Purchase Request for additional computer units and equipment

PURCHASE REQUEST						
Entity Name: <u>CAVITE STATE UNIVERSITY</u>				Fund Cluster: <u>F14</u>		
Office/Section	<u>GENTRI</u>	PR No.	<u>4022 - 03 - 207</u>	Date	<u>3/3/22</u>	
Responsibility Center Code:						
Stock/Property No.	Unit	Item Description		Quantity	Unit Cost	Total Cost
1	unit	LASER PRINTER Up to 18/18ppm (monochrome/colour) , 64MB, Up to 600 x 600 dpi, 2400 x 600 dpi, High Speed Colour LED Printer with Auto 2-sided Printing and Network Capability MULTI-FUNCTION PRINTER Printer Type Ink Jet Printers, Max Print Resolution, 1200dpi, Print Method: inkjet Print Speed: 13ppm Printer Features: Borderless Printing Ports/ Interface Ethernet LAN Warranty Type: Manufacturer Warranty Print Colour: Colour Paper Handling: A4 (210mm X 297mm) Printer Connectivity Type: WiFi, Scan Resolution: 1000dpi Warranty Duration: 24 Months Printer Function Type: Print, Copy, Scan, Paper Tray Capacity: 100# Sheets Weight: 8kg		1	18000.00	18,000.00
2	unit	BRANDED COMPUTER SET, i5 processor 1 TB HARD DRIVE, 256 GB SSD, 8 GB RAM GT, 1039 2GB, windows 10 pro A4 tech keyboard and mouse monitor full HD resolution.		4	18000.00	72,000.00
3	unit			1	50000.00	50,000.00
 						
TOTAL: <u>140,000.00</u>						
Purpose: <u>For Campus Operation for Limited Face to Face</u>						
Signature:		Requested by:		 <u>LAURO B. PASCUA</u>		
Printed Name:				 <u>HERNANDO D. ROBLES</u>		
Designation:						

Purchase Request for additional computer units and equipment

Purchase Request for additional computer units and equipment

For canvass. Please submit RFQs together with Abstract of Canvass to Supply Office seven (7) days upon receipt of the copy of PR. Thank you.

<p>For canvass. Please submit RFQs together with Abstract of Canvass to Supply Office seven (7) days upon receipt of the copy of PR. Thank you.</p>				<p>ASE REQUEST</p> <p>Fund Cluster: <u>P64</u></p>		
Order No.	Section	Responsibility Center Code:			Date	
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost	
Semi Expendable ICT Equipment						
1	unit	KEYBOARD, USB-TYPE	10	420.00	4,200.00	
2	unit	KEYBOARD, WIRELESS	6	525.00	3,150.00	
4	unit	MONITOR, 21", LED	10	14,700.00	147,000.00	
5	unit	MOUSE Optical, WIRELESS	12	448.25	5,379.00	
			108			
			PC			
<p>CAVITE STATE UNIVERSITY RECORDS OFFICE RECEIVED REF ID: SM-02/3-11-2 BY: [Signature] DATE: 11-10-24</p>						
<p>CERTIFIED IN ACCORDANCE WITH THE APPROVAL OF PRECIOSA G. ERAÑA BAC Secretary</p>						
						TOTAL: 154,700.00
<p>Purpose: for Campus Offices Operation</p> <hr/>						
		Requested by:				
Signature:						
Printed Name:	LAURO B. PASCUA			HERNANDO D. ROBLES		
Designation:	Campus Administrator			University President		

Computer Laboratory Equipment Inventory 2020

LIST OF COMPUTER LAB EQUIPMENT

As of 2020

ITEMS	EXISTING		ASSIGNED ROOM	REMARKS
	Quantity	Unit		
Desktop Computer				
System Unit	11	units	Com Lab	Operational
Mouse	11	pcs	Com Lab	Operational
Monitor	11	units	Com Lab	Operational
Keyboard	11	pcs	Com Lab	Operational
AVR	1	unit	Com Lab	Operational
Projector	12	units	Com Lab	Operational
Typewriter	4	units	Com Lab	Operational
Extension	2	units	Com Lab	Operational
Wall Fan	2	units	Com Lab	Operational
Air Conditioning Unit	1	unit	Com Lab	Operational

Prepared by:

ROMMEL H. SARREAL
Property Custodian

MARIE JOY C. IGNACIO
In-charge, Computer Laboratory

NOEL A. SEDIGO, MSc
Campus Administrator

Computer Laboratory Equipment Inventory 2019



Republic of the Philippines
CAVITE STATE UNIVERSITY
Tanza|Trece Martires City | Gen. Trias City Campus
235-7997 | 410-5247 | 437-0693
www.cvsu.edu.ph

UPDATED LIST OF COMPUTER LABORATORY EQUIPMENT, SUPPLIES AND MATERIALS

As of 2019

ITEMS	EXISTING		ASSIGNED ROOM	REMARKS
	Quantity	Unit		
Desktop Computer				
System Unit	11	units	Com Lab	Operational
Mouse	11	pcs	Com Lab	Operational
Monitor	11	units	Com Lab	Operational
Keyboard	11	pcs	Com Lab	Operational
AVR	1	unit	Com Lab	Operational
Projector	12	units	Com Lab	Operational
Typewriter	4	units	Com Lab	Operational
Extension	2	units	Com Lab	Operational
Wall Fan	2	units	Com Lab	Operational
Air Conditioning Unit	1	unit	Com Lab	Operational

Prepared by:

ROMMEL H. SARREAL
Property Custodian

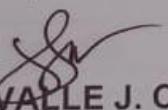
MARIE JOY C. IGNACIO
In-charge, Computer Laboratory

NOEL A. SEDIGO, MSc
Campus Administrator

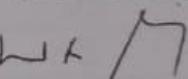
Binocular Microscope	1	pc	Science Room	Operational
Simple Compound Microscope	3	pc	Science Room	Operational
Dissecting Microscope	none	none	Science Room	Operational
Microwave Oven	1	pc.	Science Room	Operational
Heavy duty gas stove, single high pressure	1	pc.	Science Room	Operational
Prepared Slides:				
Onion Root Tip	1	pc.	Science Room	Operational
Dicot Stem	1	pc.	Science Room	Operational
Dicot Leaf	1	pc.	Science Room	Operational
Dicot Root	1	pc.	Science Room	Operational
Monocot Leaf	1	pc.	Science Room	Operational
Monocot Stem	1	pc.	Science Room	Operational
Monocot Root	1	pc.	Science Room	Operational
Triple Beam Balance	1	pc	Science Room	Operational
pH Indicator Strips, Machery Nagel 0-11)	1	pack	Science Room	Operational
Inoculation loop (nichrome wire), local	4	pcs.	Science Room	Operational
Filter paper, Whatman	1	box	Science Room	Operational
Beam Balance	1	pc.	Science Room	Operational
Dissecting Pan	4	pcs.	Science Room	Operational
Electric Fans	1	unit	Science Room	Operational
CHEMICALS				
Potato Dextrose Agar	50	grams	Science Room	Operational
Nutrient Agar	50	grams	Science Room	Operational
Sabauraud Dextrose Agar	50	grams	Science Room	Operational
Malt Extract Agar	500	grams	Science Room	Operational
Plate Count Agar	500	grams	Science Room	Operational
Hydrogen Peroxide	100	ml	Science Room	Operational
Benedicts Solution	100	ml	Science Room	Operational
Lactophenol	50	ml	Science Room	Operational
Methanol	500	ml	Science Room	Operational
99.9 % Ethanol	500	ml	Science Room	Operational
Sodium Phosphate Dibasic	50	ml	Science Room	Operational
Mono Potassium Phosphate	50	ml	Science Room	Operational
Hydrochloric Acid	500	ml	Science Room	Operational
Glacial Acetic Acid	500	ml	Science Room	Operational
Lugol's Solution	1000	ml	Science Room	Operational
Iodine Solution	50	ml	Science Room	Operational
Formalin	100	ml	Science Room	Operational
Formaldehyde Solution	250	ml	Science Room	Operational
	500	ml	Science Room	Operational

Gram's iodine	1000	ml	Science Room	Operational
Pharmaceutical agar	500	gram	Science Room	Operational
Petroleum ether	1000	ml	Science Room	Operational
Denatured alcohol	350	ml	Science Room	Operational
Iodine xylene	100	ml	Science Room	Operational
Malachite green	100	ml	Science Room	Operational
Glacial acetic acid	100	ml	Science Room	Operational
Canada Balsam	3	bottle	Science Room	Operational
Safranin	60	ml	Science Room	Operational
Crystal violet	60	ml	Science Room	Operational
Manganese sulphate	500	gram	Science Room	Operational
Bacteriological agar powder	500	gram	Science Room	Operational
VJ agar	500	gram	Science Room	Operational
95% Ethanol	500	ml	Science Room	Operational
Dulcitol	50	gram	Science Room	Operational
Sodium thiosulphate	500	gram	Science Room	Operational
Zinc sulphate	500	gram	Science Room	Operational
Cupric sulphate	500	gram	Science Room	Operational
Safraninc	50	gram	Science Room	Operational
Crystal Violet	200	gram	Science Room	Operational
Antifungal	12	milligram	Science Room	Operational
Gelatin powder	500	gram	Science Room	Operational

Prepared by:


RONCESVALLE J. CAIPANG
In-Charge, Science Laboratory

Certified Correct:


NOEL A. SEDIGO
Campus Administrator

A.9 Guidelines in the use of computer laboratories.



Republic of the Philippines
CAVITE STATE UNIVERSITY

General Trias City Campus

Brgy. Vibora, City of General Trias, Cavite

☎ (046) 509-4148

www.cvsu.edu.ph

**COMPUTER LABORATORY
RULES AND GUIDELINES**

1. Students must display their student cards while in the laboratory.
2. Students must wear proper attire according to the University's dress code.
3. Students are allowed to bring in bags but must be placed on the rack provided in the laboratory.
4. Use of mobile phones is prohibited in the laboratory. Foods and drinks are also prohibited.
5. Faulty computer equipment must be reported to the staff in charge, prior to or after usage.
6. Students are responsible to replace any damaged or lost equipment if found damaging it on purpose.
7. Students are prohibited to change any computer settings.
8. Students are not allowed to remove or relocate any computer equipment from its location.
9. Students must switch off the computer after each use to avoid energy waste and damage.

LECTURE ROOM


CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS

P. Burgos Street, Poblacion, Barangay Vibora,
City of General Trias, Cavite

(046) 509-4148

Computer Laboratory Rules

1 Student must display their student card while in the laboratory.



2 Student must wear proper attire according to the University's dress code.



3 Student is allowed to bring in bags, but must be placed on the rack provided in the laboratory.



4 Use of mobile phone is prohibited in the laboratory. Foods and Drinks are also prohibited.



5 Faulty computer equipment must be reported to the staff in charge, prior of after usage.



6 Student is responsible to replace any damaged or lost equipment if found damaging it on purpose.



7 Student is prohibited to change computer settings.



8 Student is not allowed to remove or relocate any computer equipment from its location.



9 Student must switch off the computer after each use to avoid energy waste and damage.



COMPUTER LABORATORY RULES



Students must read, understand and obey all of the rules and regulations before using laboratory facilities or services of university.

- 1. Student must display their student card while in the laboratory.**
- 2. Student must wear proper attire according to the university's dress code. Student caught wearing short pant, sleeveless shirt or blouse, miniskirt or torn jeans will not be allowed to enter the laboratory.**
- 3. Student is allowed to bring in bags, but, must be placed on the rack provided in the laboratory.**
- 4. Use of mobile phone is prohibited in the laboratory at all times. Food and drinks are also prohibited in the laboratory.**
- 5. Faulty computer equipment must be reported to the staff in charge immediately, prior or after usage.**
- 6. Student is responsible to replace any damaged or lost equipment if found damaging or losing it on purpose.**
- 7. Student is prohibited to change computer settings (i.e., wallpaper, folder, system file, mouse pointer, and desktop settings including operating system).**
- 8. Student is not allowed to remove or relocate any computer equipment from its location without obtaining permission from the laboratory Technician.**
- 9. Student must switch off the computer after each use to avoid energy waste and equipment damage.**

A.10 PDF of the designated computer technicians.

Republic of the Philippines
POSITION DESCRIPTION FORM
DBM-CSC Form No. 1
(Revised Version No. 1, s. 2017)

1. POSITION TITLE (as approved by authorized agency) with
 parenthetical title

COMPUTER TECHNICIAN/PROGRAMMER 1

2. ITEM NUMBER

3. SALARY GRADE

N/A

SG 11

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

Province	1st Class	5th Class
City	2nd Class	6th Class
Municipality	3rd Class	Special
	4th Class	

5. DEPARTMENT, CORPORATION OR AGENCY/
 LOCAL GOVERNMENT

6. BUREAU OR OFFICE

CAVITE STATE UNIVERSITY

STATE UNIVERSITY AND COLLEGE

7. DEPARTMENT / BRANCH / DIVISION

8. WORKSTATION / PLACE OF WORK

GENERAL TRIAS CITY CAMPUS

GENERAL TRIAS CITY CAMPUS

9. PRESENT APPROP ACT

N/A

10. PREVIOUS APPROP ACT

N/A

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

CAMPUS ADMINISTRATOR

VICE PRESIDENT FOR ADMINISTRATIVE AND SUPPORT SERVICES

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(If more than seven (7) list only by their item numbers and titles)

POSITION TITLE

ITEM NUMBER

NONE

NONE

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

COMPUTER, PRINTER, SCANNER, NETWORKING DEVICE S

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial

General Public

Supervisors

Other Agencies

Non-Supervisors

Others (Please Specify): _____

Staff

18. WORKING CONDITION

Office Work

Others (Please Specify)

Field Work

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

RESPONSIBLE FOR DEVELOPING ENROLLMENT SYSTEM, MANAGEMENT SYSTEM, AND RECORDS SYSTEM.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

MAINTAIN AND TROUBLE SHOOT COMPUTER HARDWARE AND SOFTWARE.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
BACHELOR'S DEGREE IN INFORMATION TECHNOLOGY, COMPUTER SCIENCE OR ANY OTHER ALLIED COURSES	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED

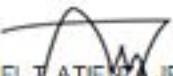
21e. Core Competencies	Competency Level
N/A	N/A

21f. Leadership Competencies	Competency Level
N/A	N/A

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here.)	
90%	RESPONSIBLE FOR DEVELOPING ENROLLMENT SYSTEM, MANAGEMENT SYSTEM, AND RECORDS SYSTEM. MAINTAIN AND TROUBLE SHOOT COMPUTER HARDWARE AND SOFTWARE.	N/A
10%	PERFORM OTHER RELATED TASKS ASSIGNED BY HIGHER AUTHORITIES	

23. ACKNOWLEDGMENT AND ACCEPTANCE:

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.



ARIEL T. ATIENZA JR.
Employee's Name, Date and Signature



LAURO B. PASCUA, Ed.D.
Supervisor's Name, Date and Signature



CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias , Cavite

BACHELOR OF SCIENCE IN SECONDARY EDUCATION MAJOR IN ENGLISH

PRELIMINARY SURVEY VISIT

AREA IX. LABORATORIES

**Natural Science/Technology/PE
Facilities**

A.11 Inventory of equipment fixtures, apparatuses, supplies and materials.



Republic of the Philippines

CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias, Cavite, 4107

Tel. (046) 509-4148

cvsugeneraltrias@cvsu.edu.ph



GENERAL SCIENCES LABORATORY

LIST OF LABORATORY EQUIPMENT/APPARATUS as of MAY 2021

Items	Existing		Remarks
	Quantity	Unit	
GLASSWARES AND BASIC SUPPLIES			
Beaker, 50 ml	1	pc.	
Beaker, 100ml	2	pcs.	
Beaker, 250 ml. Pyrex	4	pcs.	
Beaker, 500 ml. Pyrex	4	pcs.	
Beaker, 1000, Pyrex	4	pcs.	
Graduated cylinder, 100 ml. Pyrex	2	pcs.	
Graduated cylinder, 500 ml. Pyrex	4	pcs.	
Glass pipet, 1ml. Pyrex	10	pcs.	
Glass pipet, 5 ml. Pyrex	10	pcs.	
Glass pipet, 10 ml. Pyrex	10	pcs.	
Alcohol lamp, 150 ml. China	4	pcs.	
Test tubes, 13x100 mm. Pyrex	50	pcs.	
Petri dish, 15x100 mm. Pyrex	50	pcs.	
Erlenmeyer flask, 250 ml. Pyrex	2	pcs.	
Erlenmeyer flask, 500 ml. Pyrex	2	pcs.	
Stirring rod, 7 mm. x 12	2	pcs.	
Mortar & pestle, Whatman	2	pcs.	
Thermometer, 110°C, China	1	pc.	
Cover slip	1	box	
Test Tube Holder	4	pcs.	
Test tube Rack	4	pcs.	
Glass Dropper	10	pcs.	
Hematocrit Tubes	none	none	

INSTRUMENTS

Binocular Microscope	2	pc	
Simple Compound Microscope	3	pc	Need repair
Dissecting Microscope	none	none	
Microwave Oven	1	pc.	
Heavy duty gas stove, single high pressure	1	pc.	
Prepared Slides			
Onion Root Tip	1	pc.	
Dicot Stem	1	pc.	
Dicot Leaf	1	pc.	
Dicot Root	1	pc.	
Monocot Leaf	1	pc.	
Monocot Stem	1	pc.	
Monocot Root	1	pc.	
Human Blood Smear	1	pc.	
Cardiac Muscle x.s	1	pc.	
Skeletal Muscle x.s	1	pc.	
Calcified Bone x.s	1	pc.	
Stratified Squamous	1	pc.	
Kidney x.s	1	pc.	
Digital Weighing Balance	none	none	for Purchase Request
Triple Beam Balance	1	pc	
Analytical Balance	none	none	for Purchase Request
Cold Cabinet	none	none	for Purchase Request
pH Indicator Strips, Machery Nagel (0-11)	1	pack	
Inoculation loop (nickel wire), local	4	pcs.	
Inoculating needle	none	pc	for Purchase Request
Filter paper, Whatman	1	box	
Refrigerator	none	pcs.	for Purchase Request
Beam Balance	1	pc.	
Dissecting Pan	4	pcs.	
Hot plate	none	pc.	for Purchase Request
Fumehood	none	pc.	for Purchase Request
Homogenizer	none	pc.	for Purchase Request
Incubation Oven	none	pc.	for Purchase Request
Multi hotplate stirrer	none	pc	for Purchase Request
Laminar flowhood	none	pc	for Purchase Request
Autoclave	2	pc	
Waterbath shaker	none	pc	for Purchase Request

Electrophoresis apparatus with power supply	none	pc	Not a priority since there are no molecular biology subject offering in the campus
Spectrophotometer	none	pc	for Purchase Request
Vacuum pump	none	pc	for Purchase Request
Micropipette	none	pc	for Purchase Request
Tran illuminator	none	pc	for Purchase Request
Microscope with mounted camera assembly	none	pc	for Purchase Request
Centrifuge	none	pc	for Purchase Request
Pipettors, variable volume capacities	none	pc	for Purchase Request
Cork borers (set with variable sizes)	none	pc	for Purchase Request
Blender	none	pc	for Purchase Request
Latex gloves	none	pc	for Purchase Request
Aspirators	none	pc	for Purchase Request
Forceps	none	pc	for Purchase Request
Electrophoresis Kit and Power Supply	none	unit	Not a priority since there are no molecular biology subject offering in the campus
Air conditioner	none	unit	for Purchase Request
Electric Fans	none	units	for Purchase Request
Exhaust Fans	none	units	for Purchase Request
Holding pod for frog and turtle specimens	none	pc	for Purchase Request
Glass Aquarium with aerators	none	pc	for Purchase Request
Fire Extinguisher	1	pc	
Human Body Anatomy Models Skeletal, Muscular, Internal Organ Structure	none	unit	for Purchase Request
First Aid Kit	none	pc	for Purchase Request

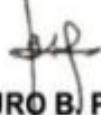
Prepared by:



ALBINO F. PANOTES

Property Custodian

Certified correct:



LAURO B. PASCUA, EdD.

Campus Administrator

A.12 Availability of stockroom.



Republic of the Philippines
CAVITE STATE UNIVERSITY
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GENERAL TRIAS CITY CAMPUS



Science Laboratory Supplies





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HM Laboratory Stock Supplies



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GENERAL TRIAS CITY CAMPUS



Science Laboratory Equipment and Apparatus

A.13 Evidence on the availability of gas, water and electricity for practicum purposes.

Click here to see the file:

Evidence of Electricity

**Evidence of Water
Availability**

**Evidence of Internet
Availability**

A.14 Guidelines in the use of equipment and apparatuses.



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