



9 November 2023

MEMORANDUM CIRCULAR NO. 49
Series of 2023

T O: All Academic Department Heads

R E: Verification on Operational Classrooms and Laboratory Rooms

The 1st semester of AY 2023-2024 is almost over and the Office of the University Registrar (OUR) is on the process of preparing the class schedule for the coming 2nd semester.

During the 1st semester there were issues and concerns raised related to conflict of schedule, unavailability and wrong labelling of classroom assignments.

In view of this and in order to have an accurate data, we are conducting verification as to the validity of data at hand in the OUR on available classrooms and laboratory rooms per result of the ocular survey conducted last May 2023. Kindly check on the list of lecture/laboratory rooms in your respective department (*attached/emailed*) if the details on room name, usage, and actual seating capacity is correct.

Furthermore, please fill-up the form provided below and submit it to OUR not later than November 14, 2023 (Tuesday).

Available Classrooms and Laboratory Rooms For 2 nd sem., SY 2023-2024			
Department: _____			
Room Name/Number	Use for Lec/Lab	Actual Capacity	Remarks
Ex: ADE 131	Lec	40	Additional/New
ADE 131	Lec	40	For Deletion – under repair
Please check: [] The list from OUR on available lecture/laboratory rooms in our department is correct except on the above-cited room/s.			
Certified Correct: _____ Printed Name & Signature of Head			

For your guidance and compliance.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Departments	ROOMS	Use for Lec. / Lab.	ACTUAL CAPACITY
Institute of Human Kinetics	GYM	Lec.	600
	CONFERENCE ROOM	Lec.	35
	IHK-DANCE ROOM	Lec.	35
	IHK-101	Lec.	35
	IHK-102	Lec.	35
	IHK-103	Lec.	35
	IHK-104	Lec.	35
College of Veterinary Medicine	VM-B1	Lec.	40
	VM-B2	Lec.	60
	VM-B12	Lec.	40
	VM-B14	Lec.	50
	VM-C1	Lec. & Lab.	35
	VM-C4	Lab.	35
	VM-C5	Lab.	35

Departments	ROOMS	Use for Lec. / Lab.	ACTUAL CAPACITY
	VM-C11	Lec. & Lab.	35
	VM-C12	Lec. & Lab.	35
	VM-C13	Lab.	35
	VM-C14	Lec. & Lab.	35
Institute of Strategic Research and Development Studies	ISRDS TRAINING ROOM	Lec.	50
Institute of Tropical Ecology & Environmental Management	ITEEM-LR	Lec. & Lab.	30
Department of Computer Science & Technology	DCST-101	Lec.	40
	DCST-102	Lab.	24
	DCST-103	Lec. & Lab.	20/14
	DCST-201	Lec. & Lab.	60/30
	DCST-202	Lec. & Lab.	40/25
	DCST-203	Lec. & Lab.	30/24
Department of Tourism & Hospitality Management	DTHM-B1	Lec.	60
	DTHM-B2	Lec.	60

Departments	ROOMS	Use for Lec. / Lab.	ACTUAL CAPACITY
	DTHM-B3	Lec.	30
	DTHM-B4	Lec.	30
	DTHM-CTR	Lec. & Lab.	60
	DTMH-OFR	Lec.	30
	DTHM-MEETING ROOM	Lec.	50
	DTHM-FR	Lec.	40
	DTHM-DEMO ROOM	Lec.	50
	DTHM-FOOR LABORATORY	Lab.	25
Department of Teacher Education	ADE-131	Lec.	40
	ADE-132	Lec.	50
	ADE-133	Lec.	40
	ADE-213	Lec.	40
	ADE-214	Lec.	50
	ADE-236	Lec.	100

Departments	ROOMS	Use for Lec. / Lab.	ACTUAL CAPACITY
	ADE-237	Lec.	60
Department of Economics	ADE-134	Lec. & Lab.	30
	ADE-135	Lec. & Lab.	40
	ADE-136	Lec. & Lab.	40
	ADE-234	Lec. & Lab.	60
	ADE-235	Lec. & Lab.	60
Department of Business Manangement	ADE-215	Lec. & Lab.	50
	ADE-216	Lec. & Lab.	40
Department of Development Communication	ADE-218	Lec. & Lab.	45
	ADE-123A	Lec. & Lab.	20
	NEW ROOM (GRADUATE ROOM)	Lec. & Lab.	45
Department of Statistics	DStat Lab 1	Lec. & Lab.	15
	DStat Lab 2	Lec. & Lab.	15
	DStat Lab 3	Lec.	25

Departments	ROOMS	Use for Lec. / Lab.	ACTUAL CAPACITY
	DStat Lec 1	Lec.	40
	DStat Lec 2	Lec.	40
	DStat LH	Lec.	80
Department of Geodetic Engineering	EB-102	Lec. & Lab.	25
	EB-201 Anx	Lec. & Lab.	40
	EB-202 Anx	Lec. & Lab.	40
	EB-203 Anx	Lec. & Lab.	40
Department of Meteorology	EB 104 Anx	Lec.	40
	EB 105 Anx	Lec.	40
	EB 201 COM. LAB.	Lec. & Lab.	25
Department of Agricultural and Biosystems Engineering	EB-101	Lec.	30
	SLH	Lec.	80
	CPB 01	Lab.	30
	CPB 02	Lec.	40

Departments	ROOMS	Use for Lec. / Lab.	ACTUAL CAPACITY
	CPB 03	Lec.	25
Department of Civil Engineering	EB-101 Anx	Lec.	35
	EB-102 Anx	Lec.	35
	EB-103 Anx	Lec.	35
	SOILS MECHANICS LAB.	Lab.	20
	EB-103 COMPUTER ROOM	Lab.	25
	DCE- MTLR	Lab.	20
	EB-107 DRAFTING ROOM	Lab.	30
Department of Mechanical Engineering	DME-LR 1	Lec. & Lab.	40
	DME-LR 2	Lec. & Lab.	40
	DME-LR 4	Lec. & Lab.	30
Department of Physics	OLRM 5	Lec. & Lab.	60
	OLRM 6	Lec. & Lab.	60
	DPHYS LAB 1	Lec. & Lab.	30

Departments	ROOMS	Use for Lec. / Lab.	ACTUAL CAPACITY
	DPHYS LAB 2	Lec. & Lab.	30
	DPHYS LAB 3	Lec. & Lab.	10
Department of Pure and Applied Chemistry	AC-105	Lab.	20
	AC-106	Lab.	20
	AC-108	Lab.	20
	AC-206	Lab.	20
	AC-208	Lab.	20
	AC-209A	Lec.	30
	AC-209B	Lec.	30
	AC-210	Lec.	35
Department of Mathematics	DMP-OLI-R1	Lec.	50
	DMP-OLI-R2	Lec	45
	DMP-OLI-R3	Lec.	40
	DMP-OLI-R4	Lec.	35

Departments	ROOMS	Use for Lec. / Lab.	ACTUAL CAPACITY
Department of Liberal Arts and Behavioral Sciences	DMP-OLI-R7	Lec.	40
	DMATH CONF ROOM	Lec.	20
	DLABS- AUDITORIUM	Lec.	80
	DLABS-ERR1	Lec.	60
	DLABS-2A1	Lec.	45
	DLABS-2A2	Lec.	45
	DLABS-3B	Lec.	40
	DLABS-4B	Lec.	40
	DLABS-5B1	Lec.	40
	DLABS-5B2	Lec.	40
	DLABS-6C	Lec.	40
	DLABS-7C	Lec.	45
	DLABS-8C	Lec.	45
	DLABS-9C	Lec.	45

Departments	ROOMS	Use for Lec. / Lab.	ACTUAL CAPACITY
	DLABS-10D	Lec.	45
	DLABS-11D	Lec.	45
	DLABS-12D	Lec.	45
	DLABS-13D	Lec.	40
Department of Forest Science	AUDIO VISUAL ROOM (AVR)	Lec.	180
	DFS TRAINING ROOM	Lec.	50
	DFS COMPUTER ROOM	Lec.	40
	DFS-A3	Lec. & Lab.	40
	DFS-A5	Lec. & Lab.	30
	DFS-C11	Lec. & Lab.	30
	DFS-C21	Lec. & Lab.	30
	DFS-C22	Lec. & Lab.	30
	DFS-C23	Lec. & Lab.	50
Department of Biological Sciences	DBS-101	Lec.	100

Departments	ROOMS	Use for Lec. / Lab.	ACTUAL CAPACITY
	DBS-102	Lec.	45
	DBS-103	Lab.	30
	DBS-104	Lab.	30
	DBS-105	Lab.	30
	DBS-106	Lab.	30
	DBS ANATOMY LABORATORY	Lab.	30
Department of Pest Management	DPM-101	Lec.	100
	DPM-102	Lec.	40
	DPM-103	Lab.	35
	DPM-105	Lab.	35
	DPM-106	Lab.	35
	DPM-107	Lab.	35
	DPM PSB Rm-6	Lec.	40
Department of Agronomy	DA PSB Rm-1	Lec.	30

Departments	ROOMS	Use for Lec. / Lab.	ACTUAL CAPACITY
	DA PSB Rm-2	Lec.	50
	DA Rm-201	Lab.	30
	DA Rm-202	Lab.	30
	DA Rm-203	Lec.	50
	UTILITY ROOM	Lec.	10
	CONFERENCE ROOM	Lec.	10
Department of Food Science and Technology	DFST LECTURE ROOM	Lec. & Lab.	50
	DFST SENSORY ROOM	Lec. & Lab.	30
	DFST PILOT ROOM	Lab.	60
	FOOD MICROBIOLOGY ROOM	Lab.	30
	DFST LIBRARY	Lec. & Lab.	10
Department of Agricultural Education and Extension	PSB Rm-9	Lec. & Lab.	60
	PSB Rm-10	Lec. & Lab.	60
Department of Horticulture	DOH-101	Lec.	60-80

Departments	ROOMS	Use for Lec. / Lab.	ACTUAL CAPACITY
	DOH-202	Lec.	35
	PSB DOH-05	Lec.	50
	DOH ORNAMENTAL LABORATORY	Lec. & Lab.	30
	DOH POST HARVEST LABORATORY	Lec. & Lab.	35
	DOH CROP PHYSIOLOGY LABORATORY	Lab.	30
	DOH SEED TECHNOLOGY LABORATORY	Lab.	30
	DOH POMOLOGY AREA	Lec.	30-35
	DOH FRUIT AND PLANT NURSERY	Lec.	30-35
	DOH VEGETABLE AREA	Lec.	40
College of Nursing	SKILLS LABORATORY	Lec. & Lab.	60
	SMALL ROOM	Lec.	40
	STUDENT CENTER	Lec.	90
Department of Biotechnology	DBT-Lab1	Lab.	15
	DBT-Lab2	Lab.	25

Departments	ROOMS	Use for Lec. / Lab.	ACTUAL CAPACITY
	DBT-LecR1	Lec.	40
	DBT-LecR2	Lec.	40
Department of Plant Breeding and Genetics	DPBG LR-1	Lec.	60
	DPBG-LH	Lec.	60
	DPBG-PSB 11	Lec.	40
	DPBG-PSB 12	Lec.	40
Department of Soil Science	DSS-116	Lab.	25
	DSS-207	Lab.	25
	PSB-07	Lec.	60
	PSB-08	Lec.	60
	DSS-119	Lec.	100
	DSS-206	Lab.	25
Department of Animal Science	DAS-1	Lec. & Lab.	45
	DAS-2	Lec. & Lab.	45

Departments	ROOMS	Use for Lec. / Lab.	ACTUAL CAPACITY
	DAS-3	Lec. & Lab.	30
	DAS-4	Lec. & Lab.	30
	DAS-5	Lec. & Lab.	35
	DAS-6	Lec. & Lab.	35
	DAS-7	Lec. & Lab.	35
	DAS MEAT LABORATORY	Lab.	35
	DAS CONFERENCE ROOM	Lec. & Lab.	12