



21 March 2022

MEMORANDUM CIRCULAR NO. 1

Series of 2022

T O: All Department Heads and Research Center Directors

R E: Documents and Data for the Institutional Accreditation, AREA 8 Infrastructure and Learning Resources

We will be subjecting ourselves to a Level 4 AACUP Evaluation by mid April 2022. Please submit to OVPPRGAS the following documents covering 2017 to 2021:

1. Enumeration of Office room assignment and name of occupants (on a per room basis); a tabulated listing on the department's letterhead. Signed at the bottom by any department authority.
2. Photo-documents of Classroom with all teaching equipment (if there is any inside the room); including research centers if you have rooms used for instruction to both undergraduate graduate students; photo-documents of students using the equipment in research centers will be best.
3. Schedule of Classes for both class/lecture rooms and laboratories; typed on a letter head.
4. Enumeration of Laboratories: Names of Laboratory and List of Equipment found inside and photo documents of the equipment and name of the Laboratory technician and Shop technicians (if any)
5. Sample Copy of Equipment Manual or Operation Manual for Equipment (only one or two major equipment, especially sophisticated ones but any undergrad or grad students used). This should prove that students could avail of the equipment and has opportunity to know how the equipment functions.
6. Photo of labels of the lab and shop: especially exit doors and markers
7. Photocopy of the equipment logbooks with entries of USERS AND DATES of use, this will prove that the equipment are used, if students name are found in the logbook please highlight; sample pages only. (Each department with especial equipment should have names of students working on their thesis and research assistants)
8. Documents showing that equipment were monitored by lab technician of the department; Lab technician should have a separate logbook indicating the equipment name under his care, when the checking was done, status of equipment at each monitoring period.

9. Documents on Job Requests for Repair of Equipment or Purchase Request for Calibration and Report on Completion of Repair or Calibration of Equipment
10. Records of schedule of equipment maintenance done by the laboratory technician or shop technician. A report (summary or narrative in what ever written form) must be on file. Please provide a copy of the technician's report (annual or any period)
11. Photo document of study areas (include capacity), lobby, hallway or corner seats where students can wait for the next class period. If you have provided Kiosk outside (including student organizational kiosk) include this as your own initiative and as best practice.
12. Photocopy of Schedule of Classes held per class room and laboratory.
13. List of Committees of the Department, highlighting the committees in charge for building maintenance from 2017 to 2021
14. Job Request for building repair and maintenance (or else official letter to PPO, formerly the GSD, for repair)
15. Report of Completion of Repair of Building and Equipment.
16. Documents and Photo-documents of the following rehabilitated or repaired facilities
 - a. NARC Tissue Culture Lab
 - b. DPM Faculty Room
 - c. Philrootcrops Lab and Hallway
 - d. ADE/CME/CoEd Building
 - e. RDE Hall with breakout rooms
17. Safety Guidelines from each department on the use of laboratory and workshops (any Documents and Photos)
 - a. Safety Procedures/Protocols of the whole laboratory
 - b. Safety shower rooms, eyewash area fountain
 - c. Medicine Cabinets
 - d. Quality Procedures in the use of laboratories and shops
 - e. Photos of posted house rules in the laboratory and shops
 - f. Safety Materials or equipment: Hard hats, steeled toe shoes, vests, welding shield, fire extinguisher etc ., as appropriately needed by each lab and shop
 - g. Photo document of two doors with opening from the outside
 - h. Photos of classroom ready for the face to face classes

Explanation:

1. Office Room assignments may change from year to year due to retirement, study leaves of faculty, or you have new hires. Or you have renovated your offices. This should reflect in the year to year assignment. If you do not have that from 2017 to 2021, please make sure you must keep a 2021 room assignment from now on until next ISO and AACUP Evaluation.
2. Regarding the monitoring in the use, repair and calibration of laboratory, classroom and office equipment, we require a logbook. Either you can have several equipment in one logbook or one logbook for a specialized or highly technical equipment. This will prove that the monitoring of equipment emanates from the end-user laboratory or department. This shall be our regular practice from now on.

3. All related Job Request for Repair and Maintenance of Building, or Job Request for Equipment repair, please provide a copy. Then if you need to prove that repair was done, or maintenance and calibration of equipment was outsourced, provide a copy of the Purchase Request and Report of Accomplishment of Work. The intention is to prove that the maintenance and calibration was initiated by the home-end-user and was carried through. Any unfinished Job Request and Request for maintenance and calibration must also be reported.
4. Each Department and Research Centers are expected to have Committees. Please attach copies your department/center committees from 2017 to 2021. Please high the committees in charge Building Repair and Maintenance and also Equipment Maintenance.

Deadline of Submission

Please furnish an e-copy and the hardcopy of the documents to OVPPRGAS on 29 March 2022; the e-copy should be uploaded on the Google Drive https://drive.google.com/drive/folders/0AFmd_Pi7wjvUk9PVA . Thank you.



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