

# UTILIZATION OF COMPUTER LABORATORY FOR SPECIAL PURPOSES

Doc Contro	PRMSU – ASA –CCITSP03		
Effectivity Date	April 29, 2019		
Revision No.	01	Page 1 of 3	

Revision History					
Rev. No.	Originator	Details of Revision	Revision Date	Effectivity Date	
00	HANSEL S. ADA	Original Issue	May 07, 2018	May 08, 2018	
01	HANSEL S. ADA	Procedure and Template	April 26, 2019	April 29, 2019	
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# LABORATORY FOR SPECIAL PURPOSES

Doc Contro

PRMSU - ASA -CCITSP03

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1.0 OBJECTIVE

To create and preserve a documented system in computer laboratory usage for special purposes like trainings and seminars and borrowing and returning of IT equipment.

#### 2.0 SCOPE

This procedure applies to all teaching, non-teaching personnel or different university organization.

#### 3.0 REFERENCES

**CCIT Laboratory Manual** 

#### 4.0 DEFINITION OF TERMS

**College Dean** - An administrative officer in charge of a college, faculty, or division in a university supervises the enforcement of rules.

**Faculty** - the teaching staff of a university or college, or of one of its departments or divisions, viewed as a body.

Laboratory Custodian – A non-teaching personnel who is assigned to maintain computer laboratory.

Requestor - Person who initiate a request to use computer laboratory

PC – Refers to single computer unit

**RFLU** – Request Form for Laboratory Utilization, a form from the dean's office that include important details regarding computer laboratory utilization.

Application – Refers to the specific type of software.

**Borrower** – Refers to the person or organization that takes and uses something belonging to someone else with intention of returning it.

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NO

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## UTILIZATI N OF COMPUTER LABORATORY FOR SPECIAL **PURPOSES**

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PRMSU - ASA -CCITSP03

**Effectivity Date** 

April 29, 2019

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5.0 PROCEDURES

#### LABORATORY UTILIZATION FOR SPECIAL PURPOSE

#### **FLOWCHART**

# START Secure "RFLU" from the Dean's Office. Check the availability of the Laboratories. Is the requested laboratory is available?

YES

Forward the "RFLU" to the College Dean

for approval.

Is the "RFLU"

approved?

Assign a computer for every user

and have it logged.

End

### **DETAILS/PROCESS**

1. Client

RESPONSIBLE

- 1. Secure and fill-out "Request Form for Laboratory Utilization "RFLU" FROM THE Dean's office. This includes details such as date (start and end), numbers of computer needed and the type of application that will use.
- 2. Laboratory Custodian.
- 2. Check the availability of the computer laboratories based on the borrowing form details. Reserve schedules, day, time and number of unit needed must be also considered.
- 3. Laboratory Custodian.
- 3. If the requested schedule is available forward the "RFLU" to the Dean for approval. If not, find another schedule.
- 4. Dean/Laboratory Custodian
- 4. Once approved by the dean, the borrower must secure a copy of "RFLU" properly log requested schedule facilitation reference.
- 5. Laboratory Custodian/Client
- 5. Computer unit must be assign for every user. User must also log their name date, time and its respected "PC" as scheduled by the laboratory custodian for monitoring purposes.

### 6.0 ATTACHMENT/FORMS

В

Laboratory Utilization for Special Purposes

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YES

Secure and

forward a copy

of the

approved

"RFLU" to the

borrower.

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Dean, CCI

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