



UTILIZATION OF COMPUTER LABORATORY FOR SPECIAL PURPOSES

Doc Control No.:

PRMSU – ASA –CCITSP03

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01

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BY: **GERRY DE BRAYA**
DATE: **APR 29 2019**

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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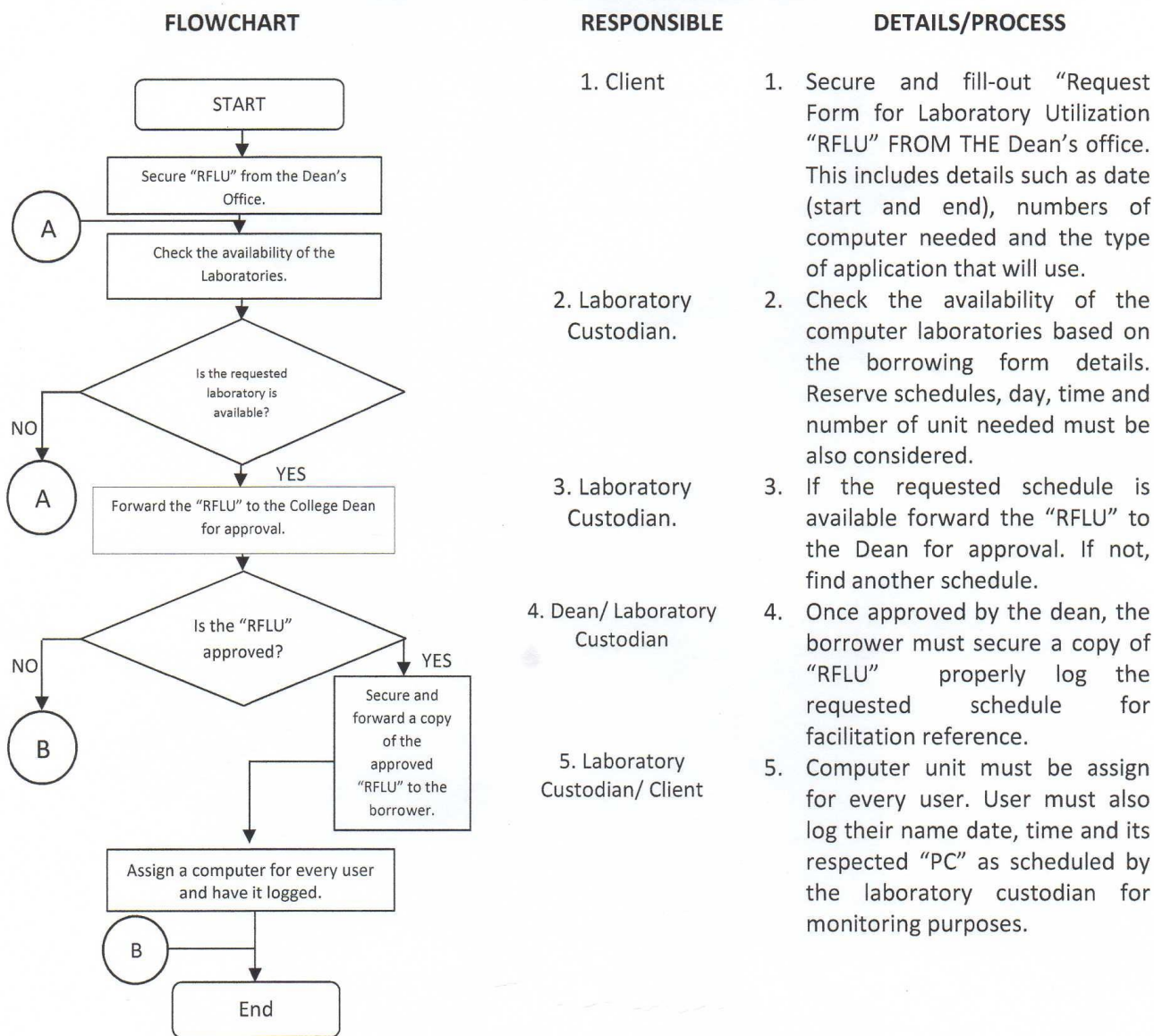
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5.0 PROCEDURES

LABORATORY UTILIZATION FOR SPECIAL PURPOSE



6.0 ATTACHMENT/FORMS

- Laboratory Utilization for Special Purposes

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