



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> • Adao, Chackie Leal • Agoncillo, Guia Angela Cariño • Aguilar, Jane Lizette Garcia 	<ul style="list-style-type: none"> • Almonte, Hillary Mae Lopez • Anciado, Jericho Mangahas • Bagtas, Marlou Cañiban 	<ul style="list-style-type: none"> • Bautista, Alyssa Rhenoa Nicole Dimacuha • Belencio, Bryce Gio M. • Bernardino, Ma. Carla Erica R. 	<ul style="list-style-type: none"> • Cachuela, Saimon Robert Leviste • Caparas, Monica Gabrielle Dizon • Comia, Baby Angel Infante 	<ul style="list-style-type: none"> • Cristobal, Kurt Adrian Wynfred DL. • Del Mundo, Marx Chryz Costales • Dizor, Aldrin O.
<ul style="list-style-type: none"> • Duka, Roniel L. • Estiller, Brian Christian Diaz • Ferrer, Edrian Jose De Guzman 	<ul style="list-style-type: none"> • Ferrer, Jayson Carl • Figura, John Louie A. • Labay, Jay Benedict M 	<ul style="list-style-type: none"> • Lagarnia, Nick G. • Llaneras, Erika Antonino • Lopez, Louiela R. 	<ul style="list-style-type: none"> • Luyun, Jake Matthew Vinluan • Macalalad, Sherlyn Hernandez • Manaligod, Elmo Jerome C. 	<ul style="list-style-type: none"> • Mangalus, John Matthew Legaspi • Maniago, Ralf Joshua Moreno • Maranan, Remzell A.
<ul style="list-style-type: none"> • Olalo, Elaine Joyce M. • Paner, Stephen Mancao • Pangan, Cedrick Paul C. 	<ul style="list-style-type: none"> • Rodriguez, Joshua R. • Sison, Jaeson Matthew Quema • Sison, Robert Vince Tiburcio 	<ul style="list-style-type: none"> • Soriano, Joshua Edrei Aquino • Taculod, John Hendrix Zuñiga • Toft, Montgomery Van Brussel A. 	<ul style="list-style-type: none"> • Tupas, Jedrek Angelo Guerña • Zarate, Cesar Angelo Busabos • Aguilar, Jane Lizette Garcia 	<ul style="list-style-type: none"> • Lagarnia, Nick G. • Llaneras, Erika Antonino • Lopez, Louiela R.
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List of Class Officers

BSCpE 2-1

President	:	Ayesha Ashlyn Esteban
Vice-President	:	Emmanuel Teoxon
Secretary	:	Prichelle Rebuena
Treasurer	:	Audrey Maaño

BSCpE 2-2

President	:	Charles Justine Salvador
Vice-President	:	Ritzhelle Torres
Secretary	:	Eugene Roca
Treasurer	:	Joshua Artuza

BSCpE 2-3

President	:	Jacob Santos
Vice-President	:	Ella Salvador
Secretary	:	Reina Sandig
Treasurer	:	John Lloyd Demotica

BSCpE 2-4

President	:	John Matthew Mangalus
Vice-President	:	Aldrin Dizor
Secretary	:	Kurt Cristobal
Treasurer	:	Brian Estiller

BSCpE 2-5

President	:	Mark Christer Salamante
Vice-President	:	Roland Carreon
Secretary	:	Krizalieh Abne
Treasurer	:	Rainier Navato



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BSCpE 2-6

President : Prince Charles Velarde

Vice-President : Julius Macabulos

Secretary : Alondra Borja

Treasurer : Rainier Dimasacat



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COMPUTER ENGINEERING LABORATORY ROOMS

DO'S

1. Read and follow the safety precautions to avoid any untoward accident.
2. Familiarized yourself with the layout of the Laboratory room, including the location of some materials used during and emergency such as fire extinguisher and first aid kit.
3. Refer to the bread boarding guide for accurate and safe construction of experiment circuits.
4. Be more careful when working with circuits carrying a current greater than 0.03 ampere to avoid sever electric shock.
5. Familiarize yourself with the proper use and care of laboratory experiment and instrument.
6. Take care in performing any Laboratory experiment and handling materials.
7. Check the functionality of all the equipment and materials before and after use.
8. Keep our working area clean and in order.
9. Do your work quietly.

DONT'S

1. Do not eat drink or smoke inside the Laboratory room
2. Do not write anything on the chairs, tables and walls of the Laboratory room.
3. Do not play with the equipment and experiment materials while performing the experiment. Do not place wet materials or container filled with liquid in top or near the Laboratory equipment and components.
4. Transferring of the assigned chairs to other rooms are prohibited.



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Computer Engineering Laboratory Policies:

A. Using Rooms

Computer Engineering Department has ten (10) rooms in total, namely CEA 300, CEA, 302, CEA 310, CEA 311, CEA 312, CEA 313, CEA 314, CEA 315, CEA 316, and CEA 413. All of these rooms are used for lectures and laboratory activities such as hardware crafting or programming. Given some rooms are exclusive for some specific activities, only, the following are to be observed and followed strictly:

1. Students may not enter or use the rooms if there is no faculty present to facilitate their class. However, if there is a prior arrangement between the Computer Engineering Laboratory Head or Student Assistant and the faculty, the students may enter provided that permission is granted.
2. Rooms can only be opened by the CpE Laboratory Staffs and hence, no other people can open the rooms. To request the opening of rooms, a class representative has to go to the CpE Laboratory (CEA 301) to inform the Laboratory Staff present that their instructor or professor has already arrived and at which room. The student representative will surrender his ID or Registration Card and will be given a faculty and room attendance log sheet.
3. After requesting so, the laboratory staff will verify if that particular class really has a class scheduled on that room. Only after verifying that they indeed have a class there will the laboratory staff open the room.
4. Cleanliness and orderliness are a must-observed principle in the rooms. Eating food and snacks are prohibited.
5. Tables and chairs are subject to being moved from place to place and is allowed by the CpE Laboratory if the class will have an exam which requires students to be seat apart from each other. When tables and chairs are moved, it is expected that the students will return the tables and chairs to where they are originally placed.
6. Items inside the rooms absolutely cannot be taken or broken by students. In the event of some items such as LAN Trainers, Computers, or any other items (which also applies to any part of the room) inside the room are broken or taken by students, sanctions stipulated in the student handbook or in this policy document will be given to students.
7. Any problems concerning the rooms are to be reported to the CpE Laboratory ASAP. Some of these problems may be plugs not working,



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PCs are not working or turning on, or there is no electricity in the room. This is to provide quick response on the matter.

8. Do not leave valuables inside the rooms. Lost or damage to your properties are out of the liabilities of the Computer Engineering Department and Laboratory. The laboratory staff may however assist you in the event you lost your item in the rooms.
9. Appliances and lights are to be turned off after using the rooms. Failing to do this will apply a penalty to the class.
10. The Class Representative has to go back to the CpE Laboratory after the class and after writing on the fields required in the attendance log sheet. The representative has to return the log sheet to the staff and inform the staff that the class has ended so that the staff will check and close the room.

B. Borrowing Items

1. The CpE Laboratory can provide students devices and tools needed for class. Some of the items available to be borrowed from the lab are DC Power Supply, Volt-Ohm-Milliammeter (VOM or Multimeter), LAN Tester, Oscilloscope, Function Generator, Network Switches, Screw Drivers, Breadboards, Logic Trainer, and many more.
2. Borrowing items require that a student borrowing has to go to the CpE Laboratory and fill up a borrower slip or log onto the system to register a transaction. On this premise, the student borrowing items must surrender his ID and can only claim it back when the item has been returned and is still working properly undamaged.
3. The items will be tested in front of the student borrowing to confirm that it is working. Therefore, it will also be tested when returned. Confirming that an item is damaged or broken by the student is subject to sanctions stipulated in this document.
4. The student borrowing may not use an ID or Registration Card of his classmate or friend, or any Identification of others. It is strictly observed that only one's own ID or Registration Card can be used to borrow an item.
5. For a disclaimer, the CpE Laboratory can't provide items for everyone due to limited resources and items. Please understand if an item is not yet available, you may just return for it once the item desired it available again.



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C. Reservation of Rooms and Items:

1. Items and Rooms are available for reservation. This applies for an entire class or an organization.
2. To request for reservations, inquire to the CpE Laboratory staff if the rooms and/or items are available for the time schedule you want.
3. If they are available, provide the CpE Laboratory with a letter addressed to the CpE Laboratory Head stating that you will borrow a room(s) and/or item(s) on what date, time, and for what purpose.
4. Give the letter to the laboratory staff so that it will be presented to the laboratory head, wait if your request of reservation will be granted.
5. Under many circumstance, rooms and items are not available, if the staff declared that a room or item is not available, it really is the case and must be understood. In this event, your reservation may not be processed completely.
6. You may however, still negotiate with the staff and laboratory head your request.

D. Sanctions and Penalties:

1. Minor Offense on Rooms: are offenses made to rooms and are subject to penalties like bringing rags etc. First offense will concur the class to bring three (3) items of the item stated by the CpE Laboratory. Second offense will concur five (4) items, and five (5) on the third. The following are grounds for a class to receive a minor offense.
 - a. Leaving rooms messy
 - b. Leaving writings on the board
 - c. Leaving the windows open
 - d. Eating inside the laboratory room
2. Major Offense on Rooms: are offenses made to rooms and are subject to penalties
 - a. Leaving the air-condition units open
 - b. Entering the classroom without the professor
3. Offenses on the Laboratory
 - a. Not returning the items borrowed



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