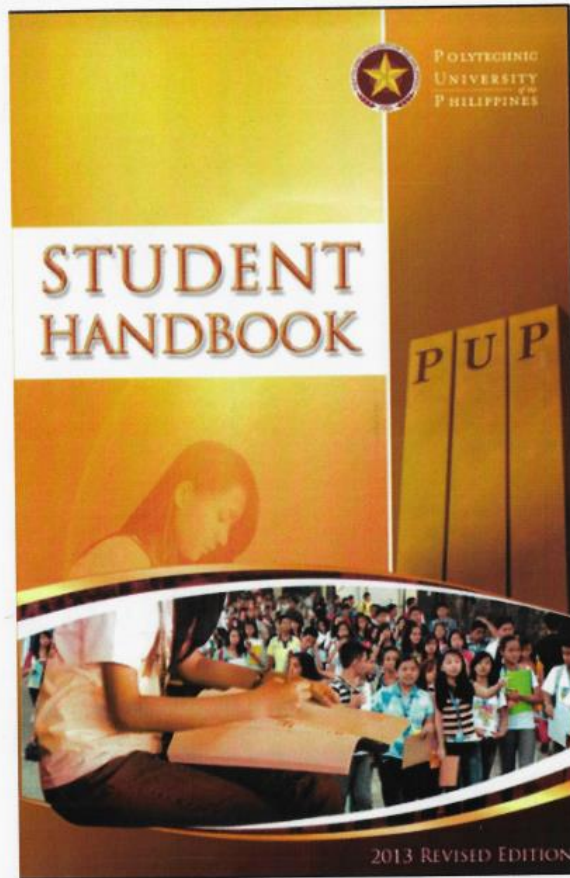




POLYTECHNIC UNIVERSITY OF THE PHILIPPINES COLLEGE OF ENGINEERING COMPUTER ENGINEERING DEPARTMENT



Section 10. He/She is encouraged to attend University-, college-, department-, and campus/branch-sponsored activities.

Section 11. He/She should not stay inside the University premises during curfew time (10pm to 6am). Sundays, holidays or when classes are suspended. However, activities during curfew time, or on Sundays or holidays and overnight stays may be allowed provided he/she secures approval from the Office of the Vice President for Student Affairs and Services (OVPSAS) as recommended by the Office of the Director for Student Services, at least two days before the intended stay and complies with other requirements such as parental consent and request-letter endorsed by the Dean (for academic-related activity) or faculty adviser (in case of student organization) with complete contact information. The student shall stay only at the approved venue and shall not be allowed to go outside the campus during curfew. The security officers shall be informed of the names of the person/s who will stay overnight and shall monitor the student activities.

Section 12. In cases where a permit or any other document of a student require the signature of the parent/guardian, he/she is the only authorized person to sign.

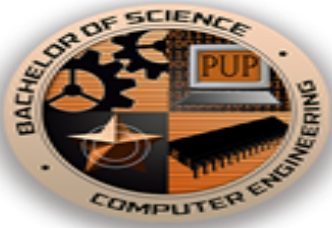
Section 13. The University President may suspend classes in case of serious weather disturbance, calamity and / or other emergency situation/s.

Section 14. Students, as individuals or groups, shall not be allowed to use the name, logo and seal of the University without the recommendation of the activity adviser and the approval of the duly authorized University Official. This applies to printed programs, invitations, announcements, tickets, and the like.

TITLE 4

CODE OF CONDUCT

To ensure an atmosphere conducive to the pursuit of academic excellence and the formation of responsible and productive Filipino citizens, as well as to maintain the order necessary for the common good, every PUP student shall strictly abide by the following University rules and regulations:



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES COLLEGE OF ENGINEERING COMPUTER ENGINEERING DEPARTMENT

- subjects of the first year of his curriculum, or 25% of the total number of units required in his/her entire course.
- 6.3.2 Sophomore – one who is on the second year of his/her curriculum, or who has satisfactorily completed the prescribed subjects of the first year of his/her curriculum or has finished more than 25% but less than 50% of the total number of units required in his/her entire course.
 - 6.3.3 Junior – one who is on the third year of his/her curriculum, or who has completed the prescribed subjects of the first and second years of his/her curriculum or has finished more than 50% but less than 75% of the total number of units required in his/her entire course.
 - 6.3.4 Senior – one who is on the fourth year of his/her curriculum, or who has completed the prescribed subjects of the first, second, and third years of his/her curriculum or has finished 75% or more of the total number of units required in his/her entire course.
 - 6.3.5 Fifth year – in the College of Engineering or College of Architecture and Fine Arts, a student who is on the fifth year of his/her curriculum is considered a senior if he/she has completed at least 80% of the curricular requirements.

Section 7. Attendance

- 7.1 Students are required to attend all classes starting with the first meeting of every subject. Non-attendance in any required class or academic activity constitutes an absence. Time lost due to late enrollment shall also be considered as absence.
- 7.2 A student shall be considered absent from class if he/she is not present within the first third fraction of the scheduled class time. In other words, a student is considered absent if he/she arrives after:
 - 7.2.1 the first 60 minutes of a three-hour class;
 - 7.2.2 the first 40 minutes of a two-hour class;
 - 7.2.3 the first 30 minutes of a one-hour-and-a-half class; and
 - 7.2.4 the first 20 minutes of a one-hour class.

- 7.3 A student is considered late or tardy if he/she arrives in class during the first third fraction of the scheduled class time, that is, if he/she arrives within the time schedules described in 1.2 above.
- 7.4 Three incidences of tardiness shall be considered as one absence from class.
- 7.5 Any student who has incurred absence from the class must, whenever required by the faculty member concerned, obtain an excuse slip from the Guidance, Counseling and Testing Services Office (GCTSO).
- 7.6 Absence duly authorized in writing by the University by reason of officially representing the University at some function or affair shall be excused. The Dean/Chairperson/ or Director/ Academic Head shall inform the faculty member/s concerned.
- 7.7 Absence due to illness may be excused if the student submits a medical certificate issued by the University Medical Office, or any other physician: provided that, in the latter case, the medical certificate shall be authenticated by the University's Medical Office and presented to the Guidance, Counseling and Testing Services Office (GCTSO) for the issuance of an excuse slip.
- 7.8 Excused absences are for time missed only. All works covered by the class during the student's absence will have to be made up by the student within a reasonable period of time.
- 7.9 Three successive unexcused absences shall be reported by the faculty member concerned to the Chief of the Guidance, Counseling and Testing Services Office (GCTSO) who shall call for the student and notify his/her parents or guardians.
- 7.10 A student who has been absent for at least 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one subject for the semester, or any academic period, shall be automatically dropped from the class roll, and the Registrar shall be advised accordingly.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES COLLEGE OF ENGINEERING COMPUTER ENGINEERING DEPARTMENT

7.11 No student shall be denied access/entry to class due to tardiness. Student may, however, be marked absent and may not take part in any graded oral or written recitation.

Section 8. Grading System

8.1 Students shall be graded or marked in accordance with the following system:

Grade/Mark	Percentage/Equivalent	Description
1.0	97-100	Excellent
1.25	94-96	Excellent
1.5	91-93	Very Good
1.75	88-90	Very Good
2.0	85-87	Good
2.25	82-84	Good
2.5	79-81	Satisfactory
2.75	76-78	Satisfactory
3.0	75	Passing
5.0	65-74	Failure
Inc.		Incomplete
W		Withdrawn
D		Dropped

8.2 An Incomplete (Inc.) mark is temporarily given to a student who may qualify for passing but has not taken any major exam or its equivalent. Such requirement(s) must be satisfied within one year from the end of the term; otherwise, the grade shall automatically be replaced by "5".

8.3 A Withdrawn Mark is given if the student voluntarily withdraws in writing from a subject at any time but not less than one (1) month before the final examination.

8.4 A Dropped Mark is given when the faculty member drops the student from his/her roll for having exceeded the allowable number of absences or for not having attended the class since the start of the term. W and D marks should not be

converted into a grade of "5" and should not be included in the computation of the general weighted average.

8.5 A student who received a passing grade in a subject shall not be allowed to take another examination for the purpose of improving his/her grade.

Section 9. Late Reporting of Grade/s, Mark/s and Correction of Entry\

9.1 Correction of Entry should be accomplished within a period of one semester upon receipt of grade and Late Reporting of Grade should be accomplished within a period of one year.

Section 10. Removal of Incomplete Mark

10.1 For those who received Incomplete Marks they must accomplish and submit Completion Form together with a photocopy of pertinent documents such as faculty class record and student registration certificate to the Office University Registrar (OUR) within a period of one year. The student must pay the Completion Fee at the Cashier's Office. A copy of the completion form with the passing grade signed by the subject Professor, Chairperson/Dean attached with the official receipt covering the payment must be submitted to the Office of the University Registrar (OUR). (Completion form is downloadable in the PUP website.)

10.2 Examinations for the removal of INC (Incomplete) mark shall not be charged any fee during the following:

10.2.1 The regular examination period where the subject is included in the schedule of examination.

10.2.2 The regular removal examination period within ten (10) days before the registration period.

10.3 Removal examinations may be taken at other times upon the approval of the College Dean/Branch/Campus Director concerned and after payment of the corresponding fee.

10.4 Any incomplete mark should be completed before the prescribed period stated in the University Calendar.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES COLLEGE OF ENGINEERING COMPUTER ENGINEERING DEPARTMENT

- 5.3 The PUP Laboratory High School, colleges/institutes and other academic units in the main campus and the different branches and campuses of the University may also have their official student publications the frequency of which shall depend on their respective funds. Moreover, taking into consideration their respective situations, they may adopt the guidelines governing the Catalyst, or such rules as the University may promulgate.

Section 6. The staffers and advisers if any, of the official student publication shall be appointed by the University President through the Vice President for Student Affairs and Services, upon the recommendation of the editorial board and endorsement of the Director of Student Services.

Section 7. As a matter of policy, the University encourages the different colleges and organizations to establish their own student publications. Any college or organization desiring to print an independent student publication shall submit a request to the Office of the Vice President for Student Affairs and Services (OVPSAS) through the ODSS or his/her duly authorized representative.

- 7.1 The publisher of each independent student publication shall be the sponsoring organization as a whole and shall assume all responsibilities that devolve upon it.
- 7.2 The staffers and adviser(s) of each independent student publication shall be chosen in accordance with rules and procedures promulgated by the sponsoring group and approved by the OVPSAS upon the recommendation of the ODSS or his/her duly authorized representative.

Section 8. The formal proposal accompanying the request for authority to publish shall indicate therein, among other things, the following information:

- 8.1 proposed name of the publication;
8.2 name of the sponsoring group;
8.3 specific purpose/s of the publication;
8.4 proposed composition of the editorial staff, including staffers'

- names and status in the University;
8.5 names of proposed advisers; if any, he/she should be a fulltime faculty member or permanent employee of the University;
8.6 complete specifications of the publication;
8.7 editorial policies of the publications;
8.8 proposed budgetary outlay; and
8.9 fund-control system.

Section 9. Funds collected directly by student groups earmarked for specific publications shall be managed by the student groups concerned, subject to the accounting and auditing rules as shall be prescribed by the University Internal Auditor. A co-signatory on the part of the University must be duly designated by the authorized officials of the University.

Section 10. Printing of official student publications and taking of pictures for the yearbook may be awarded to a printing press and photo studio after due compliance with all requirements of law, rules and regulations pertinent thereto. As much as possible, however, the facilities of the University Printing Press when made operational shall be utilized. In any case, a copy of the contract for the printing of any official student publications and/or taking of photographs in case of an annual shall be furnished the ODSS, Internal Auditor and the Legal Office through the Office of the Student Services, which shall ensure that the stipulations, terms and conditions of the corresponding contracts are duly observed.

TITLE 9

CODE OF DISCIPLINE

Section 1. Student offenses shall be subjected to disciplinary measures by the University. If the sanction imposed is suspension or dismissal, the student shall not be allowed to enter the University premises.

Section 2. The grounds for disciplinary action and the corresponding sanctions/penalties are as follows:

- 2.1 Failure to bring validated I.D. In case the student can present



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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
Computer Engineering Department
ATTENDANCE SHEET



Date: Sept. 2, 2019
 Program: BSCPE
 Year/Section: CPE 1-4
 College: CPE
 Course Code: CMPE 30022
 Day/Room: 7030-120 CEA-312

ACTIVITY/LESSON:
MIDTERM LAB
PRACTICAL EXAM

INSTRUCTION: Please write in PRINT and sign. (To be filled out personally using black ink pen)

No.	Name	Signature
1	RAMOS, LOISE ANNE M.	[Signature]
2	VILLANUEVA, VANCEE A.	[Signature]
3	UREANO, GODWIN CRIS O	[Signature]
4	VIADO, EDRIAN MILES P.	[Signature]
5	MARUZO TOM JAVONLE A.	[Signature]
6	Polio, John Francis A	[Signature]
7	GALINAS, JAREN M.	[Signature]
8	Jordani, Justin Paul C.	[Signature]
9	IGNACIO, BRIANNE PAULINE A.	[Signature]
10	MARCIAL, JOHN ERWIN D.	[Signature]
11	GUINO, JOHN KENNET B.	[Signature]
12	UY, ROPAUD JAY B.	[Signature]
13	VALENZUELA, Carl Alexis Jr.	[Signature]
14	SERVERA, JOHN CLIFFORD M.	[Signature]
15	Porazo, Charles Brian A.	[Signature]
16	De Lumban, Raniel Bryan M.	[Signature]
17	SY, DYDEL FRIEND P.	[Signature]
18	MUGAÑO, RALPH ANDRIAN A	[Signature]
19	SOLIVA, JUNEL L.	[Signature]
20	Noanep, Rindun Andree T.	[Signature]
21	Pasalesdang, Robin T.	[Signature]
22	MONTENARRE MORRIS JOHN A.	[Signature]
23	Sanita, Teroy R.	[Signature]
24	GUERARDO SETYA MUGER	[Signature]
25	GILLWEN KYMLCH MAE D	[Signature]
26	KANAWO, KATIA C.	[Signature]
27	ESTANDANTE, ARJHANN K.	[Signature]
28	ARCUATE, JB ANTONIS O.	[Signature]
29	ASIDDAO, VICE M.	[Signature]
30	FLORES, HAZEL GRACE A.	[Signature]

No.	Name	Signature
31	CARAMAY, MARVEEC DAN S.	[Signature]
32	ALCERAS, JASMINE F.	[Signature]
33	JUANCO, DANILLO JEFF	[Signature]
34	Adon, Dueduo	[Signature]
35	ALBESA JR, ARNEL Y.	[Signature]
36	DANID, Kenneth Carl Ricardo R.	[Signature]
37	DAMIAR, Daniela V	[Signature]
38	GAMBA, MARK JAS L.	[Signature]
39	AGUSTIN, GEBIAN CARU	[Signature]
40	GERON CARLO Z.	[Signature]
41	GARCIA, JOSE ALEXIS C.	[Signature]
42	CUNANAN, ALVIN M.	[Signature]
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SUMMARY

Total No. of Absent _____

Total No. of Present _____

Total No. of Excused _____

Submission/Deadlines: _____

Checked/Prepared by : _____
Officer-in-charge

Noted by Engr. JULIUS S. GANSINO
CHAIRPERSON, COMPUTER ENGINEERING DEPARTMENT
Professor





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
 Computer Engineering Department
ATTENDANCE SHEET



Date: Sept. 10, 2019
 Program: BSCPE
 Year/Section: BSCPE 1-1
 College: CE
 Course Code: CEAE 30222
 Day/Room: Tu/Wed CEA 312

ACTIVITY/LESSON:
Lab 8 : Predefined Functions

INSTRUCTION: Please write in PRINT and sign. (To be filled out personally using black ink pen)

No.	Name	Signature
1	PALOMA, KATELENE GRACE S.	<i>[Signature]</i>
2	CLAVECILLAS, PAULA I.	<i>[Signature]</i>
3	MANAOG, DANIEL J.	<i>[Signature]</i>
4	NAPATANG, JUDIEL G.	<i>[Signature]</i>
5	LACUESTA, KARLA JAN J.	<i>[Signature]</i>
6	MARQUEZ, JOHN BERNARD C.	<i>[Signature]</i>
7	Henderson, Andrei Joseph G.	<i>[Signature]</i>
8	RON SAMUEL DE LEON	<i>[Signature]</i>
9	FAMERO, CHRISTINE NICOLE C.	<i>[Signature]</i>
10	BAUTISTA, SHAINNE F.	<i>[Signature]</i>
11	Alvarado, Ma. Kristin Dimple P.	<i>[Signature]</i>
12	Daza, Lindsay	<i>[Signature]</i>
13	Pagunyan, Editha N. S.	<i>[Signature]</i>
14	DelRosario, Jucthera Shannen P.	<i>[Signature]</i>
15	Pascual, Aaron Raphael L.	<i>[Signature]</i>
16	Dorag, Keno Rei V.	<i>[Signature]</i>
17	MALAPDI, KANE EDWARD Y.	<i>[Signature]</i>
18	De Castro, Angelo N.	<i>[Signature]</i>
19	Mesina, Seus Piolo G.	<i>[Signature]</i>
20	Quimampang, Aldrin B.	<i>[Signature]</i>
21	Dorag, Christian M.	<i>[Signature]</i>
22	ROMERO, BIANCA MARIE DG.	<i>[Signature]</i>
23	Samaing, Matt Gabriel R.	<i>[Signature]</i>
24	CABANERO, SOPHIA LORRAINE F.	<i>[Signature]</i>
25	DELOS REYES, ARVIN M.	<i>[Signature]</i>
26	CUVAS, MORIS V.	<i>[Signature]</i>
27	Bunji, Rens Dominic M.	<i>[Signature]</i>
28	Taylor, John Christopher V.	<i>[Signature]</i>
29		
30	Caudac, Erin John A.	<i>[Signature]</i>

No.	Name	Signature
31	BENAMER, ROYD GRACE	<i>[Signature]</i>
32	DE UDRE, ANNATH JOI	<i>[Signature]</i>
33	SANSOLIS, LOUIE ARTHUR P.	<i>[Signature]</i>
34	Galli, Jehn Jheniel P.	<i>[Signature]</i>
35	AREVALO, Janel Q.	<i>[Signature]</i>
36	Mayo, Justine Paul G.	<i>[Signature]</i>
37	PEREZ, ANGELO T.	<i>[Signature]</i>
38	Tan, Joseph Anthony T.	<i>[Signature]</i>
39	Cumpio, Carl Laine C.	<i>[Signature]</i>
40	Padilla, Rachel Mae R.	<i>[Signature]</i>
41	Eula, Marie Jocene A.	<i>[Signature]</i>
42	Largado, Frennie Marie L.	<i>[Signature]</i>
43	Vizarra, Jonathan P.	<i>[Signature]</i>
44	Espallardo, Adrian Kim V.	<i>[Signature]</i>
45	Mallano, Wilfred S.	<i>[Signature]</i>
46	Torralba, Xander Djin R.	<i>[Signature]</i>
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49	Nadine Cufingul (Yumawa)	
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SUMMARY

Total No. of Absent _____

Total No. of Present _____

Total No. of Excused _____

Submission/Deadlines: _____

Checked/Prepared by : Delos Reyes Arvin M.
 Officer-in-charge

Noted by : _____
 Professor





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
 Computer Engineering Department
ATTENDANCE SHEET



Date: August 17, 2019 Program: Computer Engineering
 Year/Section: BSCOE 2-2 College: College of Engineering
 Course Code: CMPE 30052 Day/Room: Saturday / Room 312

ACTIVITY/LESSON:

INSTRUCTION: Please write in PRINT and sign. (To be filled out personally using black ink pen)

No.	Name	Signature
1	Interior, Nicolle V.	<i>[Signature]</i>
2	Dalisan, Jonrev G.	<i>[Signature]</i>
3	Maniclang, Frederico N.	<i>[Signature]</i>
4	Callang Jr, Ronald P.	<i>[Signature]</i>
5	Requinas, Clint B.	<i>[Signature]</i>
6	Patanil, Michael John P.	<i>[Signature]</i>
7	TORRES, RITZHELLE GENNA M.	<i>[Signature]</i>
8	POMBILLO, MARK ANJEL P.	<i>[Signature]</i>
9	GARCIA, OLIVER JR. C.	<i>[Signature]</i>
10	SARALDE, MARCUS M.	<i>[Signature]</i>
11	GUADALUPE, Laurence Jacquine	<i>[Signature]</i>
12	Ningobay, Kyle Matthew	<i>[Signature]</i>
13	Carino, Mark Daniel D.	<i>[Signature]</i>
14	Contreras, Joseph Jake G.	<i>[Signature]</i>
15	Urag, Joshua Alexis M.	<i>[Signature]</i>
16	ORDIZ, RUSTOM ANTHONY P.	<i>[Signature]</i>
17	GRAEIL, CHRISSELLE DC.	<i>[Signature]</i>
18	AMATA, WAHNG EUNICE C.	<i>[Signature]</i>
19	SALVADOR, CHARLE JUSTINE	<i>[Signature]</i>
20	Baldozo, Michael, T.	<i>[Signature]</i>
21	Deocano, Rainier M.	<i>[Signature]</i>
22	RIVERA, Estephonie Eurice	<i>[Signature]</i>
23	Marangay, Darri Mae A.	<i>[Signature]</i>
24	ROBUICO, JAY ANTON V.	<i>[Signature]</i>
25	DIOSO, MARK VINCENT M.	<i>[Signature]</i>
26	Jose, Francis Kyle M.	<i>[Signature]</i>
27	Artaza, Mark Soehma V.	<i>[Signature]</i>
28	ROCA, EUGENE A.	<i>[Signature]</i>
29	Balbuena, Jobelle Nina C.	<i>[Signature]</i>
30	OCADO, ROGIELYN D.	<i>[Signature]</i>

No.	Name	Signature
31	Diaz, Alphonse A.	<i>[Signature]</i>
32	Pala, Sonja B.	<i>[Signature]</i>
33	Mabale, Jeremiah A.	<i>[Signature]</i>
34	Cantara, John Michael R.	<i>[Signature]</i>
35	Pagas, John Christopher B.	<i>[Signature]</i>
36	Globiogo, Justine T.	<i>[Signature]</i>
37	MARTIN, ERWIN PAUL	<i>[Signature]</i>
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SUMMARY

Total No. of Absent _____

Total No. of Present _____

Total No. of Excused _____

Submission/Deadlines: _____

Checked/Prepared by : Jobelle Nina C. Balbuena
 Officer-in-charge

Noted by : ENGR. JOHNSON CANSINO
 Professor





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
 Computer Engineering Department
ATTENDANCE SHEET



Date: 8/25/19 Program: B.S. CPE
 Year/Section: CPE 1-4 College: CE
 Course Code: CMPE 30022 Day/Room: 10³⁰-1³⁰ / CEA312

ACTIVITY/LESSON:
Python's Selection Structures

INSTRUCTION: Please write in PRINT and sign. (To be filled out personally using black ink pen)

No.	Name	Signature
1	ARJHANN R. ESTANDANTE	[Signature]
2	DE LUMBAN, RENIEL DEYAN M.	[Signature]
3	AGUSTIN, GABRIAN CARL	[Signature]
4	IGNACIO, BRIANNE PAULINE A.	[Signature]
5	MARCIAL, JOHN ERWIN D.	[Signature]
6	MOGADO, RALPH ANDRIAN A.	[Signature]
7	ALVARO, DANILO E. JR.	[Signature]
8	SERVERA, JOHN CLIFFORD	[Signature]
9	GERON, CARLO S.	[Signature]
10	SOLIVA, JUNE L.	[Signature]
11	Ducado, Marianne Andrea C.	[Signature]
12	Ruino, John Kenneth S.	[Signature]
13	ARCILLA JR. MNGEL S O	[Signature]
14	PASINOSOS, ROBIN	[Signature]
15	MAYOR, MORRIS JOHN A	[Signature]
16	SY, DIZEL FRIEND P.	[Signature]
17	SALINAS, JAREN M.	[Signature]
18	OY, ERIC AND JAY B.	[Signature]
19	UMBAND, GODWIN CRIS O.	[Signature]
20	RAMOS, LOISE ANNE M.	[Signature]
21	Vlado, Edrian Miles P.	[Signature]
22	VILLANUEVA, YANCEE A.	[Signature]
23	DAMIAR, DANIELA V	[Signature]
24	GAMBETA, Mark Jason L.	[Signature]
25	ALDOLEPAS, JASMINE P.	[Signature]
26	GUILLEN, KYRIKH MAE R.	[Signature]
27	RANARIO, RAFAEL L.	[Signature]
28	GEMZON, Eldrick Christian C.	[Signature]
29	GARCIA, JOSE ALEXEI C.	[Signature]
30	MAPULLO, TOM JAYDNE A.	[Signature]

No.	Name	Signature
31	PALO, JOHN FRANCIS A.	[Signature]
32	BALDEVARONA, JEROME DEBUCK S.	[Signature]
33	Cordero, Efran Anthony P.	[Signature]
34	VERDEÑA, JUSTINE PAUL CANLAS	[Signature]
35	VALENZUELA, CARL ALEXIS G.	[Signature]
36	ALBESA JR, ARNEL Y.	[Signature]
37	DANID, Kenneth Carl Ender R.	[Signature]
38	FLORES, HAZEL GRACE A.	[Signature]
39	ASIDDAO, VIEL M.	[Signature]
40	BUTRIRA, Brandon A.	[Signature]
41	CURRANGO, SEMA MUGEL	[Signature]
42	ROJAS, Kim Melvin	[Signature]
43	CRUZ, Zhenyara, Carlo F.	[Signature]
44	Caraman, Marvic Dan S.	[Signature]
45	CUNANAN, ALEVIN M.	[Signature]
46	Drapiza, Ace Vogel A.	[Signature]
47	Porazo, Charles Brian A.	[Signature]
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SUMMARY

Total No. of Absent _____
 Total No. of Present _____
 Total No. of Excused _____

Submission/Deadlines: _____

Checked/Prepared by : _____
 Officer-in-charge

Noted by : _____
 Professor



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
 Computer Engineering Department
ATTENDANCE SHEET



Date: August 23, 2019 Program: BSCPE
 Year/Section: BSCPE1-4 College: CE
 Course Code: CMPE 30022 Day/Room: T/F 1030 - POC EA 312

ACTIVITY/LESSON:
Lab exercise 5

INSTRUCTION: Please write in PRINT and sign. (To be filled out personally using black ink pen)

No.	Name	Signature
1	ARJHANN R. ESTANDANTE	[Signature]
2	DE LUNA, BENEDICT BRYAN	[Signature]
3	AGUSTINI, Gheian Carl	[Signature]
4	IGNACIO, ARIANNE PAULINE A.	[Signature]
5	MARCIAL, JOHN ERWIN D.	[Signature]
6	MOGADO, RALPH ANDRIAN A.	[Signature]
7	ALVARO, DANILO E. JR.	[Signature]
8	SERFERA, JOHN CLIFFORD M.	[Signature]
9	DRAPIZA, Ace Vernel M.	[Signature]
10	SOLIVA, JUNEL L.	[Signature]
11	Ducduc, Gerome Andrew	[Signature]
12	Quiñan, John Kenneth B.	[Signature]
13	Jamito, Jacy R.	[Signature]
14	Arillo Jr. Angelis	[Signature]
15	MONTENAJOS, MORRIS JOHN A.	[Signature]
16	Car-Herrera, Carlo F.	[Signature]
17	Curanan, Maquin M.	[Signature]
18	OT, ROMEO IVY D.	[Signature]
19	URDANO, GOOAN CRISO	[Signature]
20	GERON, CARLO Z.	[Signature]
21	VIAO - EDRIAN MILES P.	[Signature]
22	VILLANUEVA, YANCEE A.	[Signature]
23	RAMOS, LOISE ANNE M.	[Signature]
24	GAMBORA, Mark Jason L.	[Signature]
25	RANALDO, RAFAEL I.	[Signature]
26	Rosario, Charles Brian A.	[Signature]
27	ALOLENAS, JASMINE F.	[Signature]
28	GUILLEN, KYRISH MAE R.	[Signature]
29	GEMOND, Eldrick Christian C.	[Signature]
30	GARCIA, Jose Alexei C.	[Signature]

No.	Name	Signature
31	MARUZO, TOM JAMDALE A.	[Signature]
32	BUSTRIA, Brandon A.	[Signature]
33	Pao, John Francis A.	[Signature]
34	SI, DIZEL FRIEND P.	[Signature]
35	PASANOS, RICHARD I.	[Signature]
36	CHURANCO, ROMAN MIGUEL	[Signature]
37	BALEVARONA, JONNE CORRIE	[Signature]
38	Verdeja, JUSTINE PAUL C.	[Signature]
39	VALENUELA, Carl Alex G.	[Signature]
40	ALBESA JR., ARNEL Y.	[Signature]
41	DANID Kenneth Carl Brisco P.	[Signature]
42	DAMIAR, Daniela V.	[Signature]
43	PLORES, HAZEL BEBE A.	[Signature]
44	ASIDEAO, VIEL M.	[Signature]
45	Caraway, Marvic Dan S.	[Signature]
46	NOANOP, Ruben Andrei	[Signature]
47	JANINAS, JAREN M.	[Signature]
48	KIM MELWANT, Betz	[Signature]
49	Fabiar, Marnel Luis R.	[Signature]
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SUMMARY

Total No. of Absent: 1
 Total No. of Present: 49
 Total No. of Excused:

Submission/Deadlines:
LAB EXERCISES # 5

Checked/Prepared by: RAFAEL L. RANALDO
 Officer-in-charge

Noted by: ENGR. JULIAN S. ORASINO
 Professor



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
Computer Engineering Department
ATTENDANCE SHEET



Sept. 3, 2019
to
CPE 1-1
Year/Section
CMPE 30022
Course Code

BS CPE
Program
CE
College
730-1030 312
Day/Room

ACTIVITY/LESSON:
MIDTERM LAB
PRACTICAL EXAM

INSTRUCTION: Please write in PRINT and sign. (To be filled out personally using black ink pen)

No.	Name	Signature
1	Camaring, Matt Gabriel R.	[Signature]
2	Bunyi, Renz Dominic M.	[Signature]
3	Cruz, Marc V.	[Signature]
4	Benares, Roan Grace G.	[Signature]
5	Dela Reyes, Irwin H.	[Signature]
6	Eria, Marie Jocene A.	[Signature]
7	DelRosario, Zaynab Shannon P.	[Signature]
8	De Leon, Ron Samuel	[Signature]
9	Clavecillas, Paula	[Signature]
10	Bautista, SHANE	[Signature]
11	De Jose, Anniah Jay D	[Signature]
12	De Castro, Angelo	[Signature]
13	Dorog, Keno Rayll	[Signature]
14	Daza, Lindsay	[Signature]
15	Carden, Erin John A	[Signature]
16	Casero, Sergio Angelo A.	[Signature]
17	AREVALO, Jannel G.	[Signature]
18	Catungal, Nadine	[Signature]
19	Avarado, Ma. Francis Simplic P.	[Signature]
20	Espallardo, Adrian Kim V.	[Signature]
21	Dadar, Christian M.	[Signature]
22	Cumpio, Carl Lovie C.	[Signature]
23	Centames, Andre Christopher S.	[Signature]
24	Ponayao, Dexter B.	[Signature]
25	Caballero, Soppia Lorraine	[Signature]
26	Tan Joseph Anthony T	[Signature]
27	Mary, Justine Paul	[Signature]
28	Perez, Angelo T.	[Signature]
29	Romero, Bianca Marie De	[Signature]
30	Mesina, Sens Piolo G.	[Signature]

No.	Name	Signature
31	Sumampang, Aldrin B.	[Signature]
32	Mayor, John Christopher V.	[Signature]
33	Padua, Aaron Raphael L.	[Signature]
34	MALAYO, KANE EDWARD Y.	[Signature]
35	Vizana, Jonathan P.	[Signature]
36	Galli, John Jihad F.	[Signature]
37	Murden, Andrea Joseph G.	[Signature]
38	Padillo, Rachel Mae R.	[Signature]
39	MAMUAG, JOHN DENVER C.	[Signature]
40	Largado, Frennie Marie L.	[Signature]
41	Rivera, Francisco III L.	[Signature]
42	Pamero, Christine Nicole C.	[Signature]
43	LAWESTA, KARLA JAN J.	[Signature]
44	PALOMA, KATHLENE GRACE S.	[Signature]
45	MANOG, DANIEL J.	[Signature]
46	Pajumar, Ppilbert Jr. I.	[Signature]
47	NAPATANG, JUDIEL G.	[Signature]
48	Melero, Wilfred B.	[Signature]
49	SANSOLIS, LOUIE ANTONAN P.	[Signature]
50	Torralla, Xander Djin R.	[Signature]
51		
52		
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FILED

SUMMARY

Total No. of Absent _____

Total No. of Present _____

Total No. of Excused _____

Submission/Deadlines: _____

Checked/Prepared by : _____
Officer-in-charge

Noted by Engr. JULIUS S. CANSINO
CHAIRPERSON, COMPUTER ENGINEERING DEPARTMENT
Professor





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

of Sir Paas | Data Structures & Algorithms
#5 CpE 2-7P
June 17, 2019

Name	Signature
1. Ardiente, Lorraine T.	[Signature]
2. Cabrocan, Deanna Joanne L.	[Signature]
3. Rivero, John Alfred S.	[Signature]
4. Cabran, Redner Ian P.	[Signature]
5. Tolentino, John Kaiser D.	[Signature]
6. Bonabrea, Kevin Zoren S.	[Signature]
7. Delas Reyes, Dominic John A.	[Signature]
8. Valenzuela, Rafael R.	[Signature]
9. De Vera, Mikah J.	[Signature]
10. Salas, Suana Mae	[Signature]
11. Solivas, Angelo Frederic M.	[Signature]
12. Trinidad, John Lloyd G.	[Signature]
13. Villarin, Christian M.	[Signature]
14. Tolosa, Emmanuel B.	[Signature]
15. Pineda, Stephen Paolo B.	[Signature]
16. Revilla, Shayne Jhay V.	[Signature]
17. DeLa Cruz, Joanne Clarisse D.	[Signature]
18.ACION, Marlon DeGuzman	[Signature]
19. Mappala, Phillip Shawn Angelo M.	[Signature]
20. Ladion, Vina Jeremy T.	[Signature]
21. Saligan, Velit	[Signature]
22. Cuevas, Jarella T.	[Signature]



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES COLLEGE OF ENGINEERING COMPUTER ENGINEERING DEPARTMENT

CEA316						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
07:30AM-08:00AM						
08:00AM-08:30AM	GEED 10013 RIZAL BSCPE 2-7P (Prof. Santos)	GEED 10013 RIZAL BSCPE 2-2 (Prof. De Amboy)	CHEM 03BC GENERAL CHEMISTRY (BRIDGING) (Prof. Caruaja)	ENSC 2063 ENGG ECONOMY (Prof. Viray)		
08:30AM-09:00AM						
09:00AM-09:30AM						
09:30AM-10:00AM						
10:00AM-10:30AM						
10:30AM-11:00AM						
11:00AM-11:30AM	ELEN 20044 FUNDAMENTALS OF ELECTRICAL CIRCUITS BSCPE 2-2 (Engr. F. Natividad)	COEN 3344 ELECTRONICS 1 BSCPE 3-1D (Engr. F. Natividad)	ELEN 20044 FUNDAMENTALS OF ELECTRICAL CIRCUITS BSCPE 2-2 (Engr. F. Natividad)	ENSC 2043 STATICS OF RIGID BODIES BSCPE 3-1D (Engr. Israel)	COEN 3344 ELECTRONICS 1 BSCPE 3-1D (Engr. F. Natividad)	COEN 3453 PROJECT MANAGEMENT BSCPE 5-2 (Dr. Reyes)
11:30AM-12:00PM						
12:00PM-12:30PM						
12:30PM-01:00PM						
01:00PM-01:30PM						
01:30PM-02:00PM						
02:00PM-02:30PM		GEED 10103 FILIPINO BSCPE 2-7P (Prof. Santos)	MATH 20043 CALCULUS 1 BSCPE 1-5 (Prof. Macariola)		MATH 20063 DIFFERENTIAL EQUATIONS BSCPE 2-4 (Prof. Costales)	ELEN 20044 FUNDAMENTALS OF ELECTRICAL CIRCUITS BSCPE 2-6 (Engr. F. Natividad)
02:30PM-03:00PM						
03:00PM-03:30PM						
03:30PM-04:00PM						
04:00PM-04:30PM						
04:30PM-05:00PM		GEED 10083 MATH IN THE MODERN WORLD BSCPE 1-4 (Prof. Canana)	GEED 10083 MATH IN THE MODERN WORLD BSCPE 2-4 (Prof. Macariola)	MATH 20043 CALCULUS 1 BSCPE 1-5 (Prof. Macariola)	GEED 10083 MATH IN THE MODERN WORLD BSCPE 1-4 (Prof. Canana)	
05:00PM-05:30PM						
05:30PM-06:00PM						
06:00PM-06:30PM						
06:30PM-07:00PM	GEED 10013 RIZAL BSCPE 2-3 (Prof. CABANGON)	MATH 20132 SOLID MEASUREMENT BS-ARCHI 1-3 ()	MATH 20043 CALCULUS 1 BSCPE 1-6 (Engr. Polyayoy)	CMPE 40012 BASIC CKTS AND ELECTRONICS BSCPE 1-5 (Engr. K. Natividad)		
07:00PM-07:30PM						
07:30PM-08:00PM						
08:00PM-08:30PM						
08:30PM-09:00PM						

CEA300						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
07:30AM-08:00AM						
08:00AM-08:30AM				COEN 3433 SYSTEMS ANALYSIS & DESIGN BSCPE 5-FS1N (Engr. Khan)		
08:30AM-09:00AM					COEN 3054 DATA STRUCTURES 1PCOEN3054 (Engr. Chin)	
09:00AM-09:30AM		COEN 3054 DATA STRUCTURES 1PCOEN3054 (Engr. Chin)				
09:30AM-10:00AM				COEN 3433 SYSTEMS ANALYSIS & DESIGN BSCPE 5-FS1N (Engr. Khan)		
10:00AM-10:30AM					COEN 3444 OBJECT ORIENTED PROGRAMMING BSCPE 5-5 (Dr. De La Cruz)	
10:30AM-11:00AM						
11:00AM-11:30AM	BSCOE-ELEC2 DBMS BSCPE 5-4 (Engr. Oquindo)					
11:30AM-12:00PM						
12:00PM-12:30PM						
12:30PM-01:00PM		COEN 3433 SYSTEMS ANALYSIS & DESIGN BSCPE 5-2 (Engr. Lorico)	COEN 3351 CPE DRAFTING AND DESIGN BSCPE 3-1D (Dr. Velasco)	COEN 3453 PROJECT MANAGEMENT BSCPE 5-4 (Dr. Reyes)		
01:00PM-01:30PM	CPE DISCIPLINE BSCPE 1-2 (Engr. Oquindo)			COEN 3453 PROJECT MANAGEMENT BSCPE 5-4 (Dr. Reyes)		
01:30PM-02:00PM						
02:00PM-02:30PM						
02:30PM-03:00PM						
03:00PM-03:30PM						
03:30PM-04:00PM						
04:00PM-04:30PM	COEN 3423 COMPUTER SYSTEM ADMIN BSCPE 5-3 (Engr. Pajabera)	COEN 3433 SYSTEMS ANALYSIS & DESIGN BSCPE 5-1 (Engr. Lorico)	COEN 3453 PROJECT MANAGEMENT BSCPE 5-FS1N (Dr. Velasco)	COEN 3453 PROJECT MANAGEMENT BSCPE 5-4 (Dr. Reyes)	COEN 3444 OBJECT ORIENTED PROGRAMMING BSCPE 5-1 (Dr. De La Cruz)	
04:30PM-05:00PM						
05:00PM-05:30PM						
05:30PM-06:00PM						
06:00PM-06:30PM						
06:30PM-07:00PM	COEN 3444 OBJECT ORIENTED PROGRAMMING BSCPE 5-3 (Dr. De La Cruz)	COEN 3453 PROJECT MANAGEMENT BSCPE 5-1 (Engr. Legarda)	BSCOE-ELEC2 DBMS BSCPE 5-FS1N (Engr. Canlas)	COEN 3433 SYSTEMS ANALYSIS & DESIGN BSCPE 5-3 (Engr. Lorico)	COEN 3444 OBJECT ORIENTED PROGRAMMING BSCPE 5-1 (Dr. De La Cruz)	
07:00PM-07:30PM						
07:30PM-08:00PM						
08:00PM-08:30PM						
08:30PM-09:00PM						

CEA413						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
07:30AM-08:00AM						
08:00AM-08:30AM	WORTH 2222 ADVANCED ALGEBRA 1MATH2122 (Engr. Diona)		GEED 20023 POLITICS BSCPE 2-1 (Prof. Calata)			
08:30AM-09:00AM						
09:00AM-09:30AM						
09:30AM-10:00AM						
10:00AM-10:30AM						
10:30AM-11:00AM						
11:00AM-11:30AM	GEED 20023 POLITICS BSCPE 2-5 (Prof. Cubacub)	GEED 10053 MATH IN THE MODERN WORLD BSCPE 2-1 (Prof. Abdul)	GEED 10103 FILIPINO BSCPE 2-1 (Prof. Quijano)	GEED 10103 FILIPINO BSCPE 2-5 (Prof. Cubacub)	GEED 10053 MATH IN THE MODERN WORLD BSCPE 1-2 (Engr. Isaac)	CMPE 40012 BASIC CKTS AND ELECTRONICS BSCPE 1-3 (Engr. K. Natividad)
11:30AM-12:00PM						
12:00PM-12:30PM						
12:30PM-01:00PM						
01:00PM-01:30PM						
01:30PM-02:00PM						
02:00PM-02:30PM						
02:30PM-03:00PM						
03:00PM-03:30PM						
03:30PM-04:00PM	GEED 10023 UNDERSTANDING THE SELF BSCPE 1-2 (Engr. Diona)	GEED 10023 UNDERSTANDING THE SELF BSCPE 1-6 (Prof. Mangahas)	GEED 10083 SCI TECH AND SOCIETY BSCPE 1-6 (Prof. Mangahas)			
04:00PM-04:30PM						
04:30PM-05:00PM						
05:00PM-05:30PM						
05:30PM-06:00PM						
06:00PM-06:30PM						
06:30PM-07:00PM						
07:00PM-07:30PM						
07:30PM-08:00PM						
08:00PM-08:30PM						
08:30PM-09:00PM						

CEA302						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
07:30AM-08:00AM						
08:00AM-08:30AM						
08:30AM-09:00AM						
09:00AM-09:30AM		COEN 3064 CIRCUITS 1 BSCPE 3-1D (Engr. Fernando)	GEED 10083 SCI TECH AND SOCIETY BSCPE 1-1 (Engr. Berico)	MATH 20043 CALCULUS 1 BSCPE 1-2 (Engr. Berico)	COEN 3064 CIRCUITS 1 BSCPE 3-1D (Engr. Fernando)	ELEN 20044 FUNDAMENTALS OF ELECTRICAL CIRCUITS BSCPE 2-3 (Engr. Fernando)
09:30AM-10:00AM						
10:00AM-10:30AM						
10:30AM-11:00AM						
11:00AM-11:30AM						
11:30AM-12:00PM						
12:00PM-12:30PM						
12:30PM-01:00PM						
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06:00PM-06:30PM						
06:30PM-07:00PM						
07:00PM-07:30PM						
07:30PM-08:00PM						
08:00PM-08:30PM						
08:30PM-09:00PM						

(02) 8713 5968 | dcoe_chair@gmail.com
RM322 CEA BLDG. NDC COMPOUND,
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA



ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP0004130



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES COLLEGE OF ENGINEERING COMPUTER ENGINEERING DEPARTMENT

CEA310						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
0730 - 0800						
0800 - 0830	GEED 10073 ART APPRECIATION CPE 2-2 (Prof. ALIMAN)	MATH 20043 CALCULUS 1 CPE 1-3 (Prof. POLOYAPOY)	GEED 20023 POLITICS CPE 2-2 (Dr. FRIVALDO)	CMPE 40012 BASIC CKTS AND ELECTRONICS CPE 1-6 ()	MATH 20063 DIFFERENTIAL EQUATIONS CPE 2-2 (Prof. ZABLAN)	COEN 3453 PROJECT MANAGEMENT 1PCOEN3453 (Engr. DELOS REYES)
0830 - 0900						
0900 - 0930						
0930 - 1000						
1000 - 1030						
1030 - 1100						
1100 - 1130	GEED 10023 UNDERSTANDING THE SELF CPE 1-3 (Prof. ELISON)	GEED 10053 MATH IN THE MODERN WORLD CPE 1-3 (Prof. ELISON)	CMPE 40012 BASIC CKTS AND ELECTRONICS CPE 1-1 (Engr. DELA CRUZ)	GEED 10083 SO TECH AND SOCIETY CPE 1-3 (Engr. POLOYAPOY)	CMPE 40012 BASIC CKTS AND ELECTRONICS CPE 1-1 (Engr. DELA CRUZ)	COEN 3423 COMPUTER SYSTEM ADMIN CPE 5-1 (Engr. PAJABERA)
1130 - 1200						
1200 - 1230						
1230 - 1300						
1300 - 1330						
1330 - 1400	GEED 10073 ART APPR. CPE 2-3 (Prof. KABANGON)	GEED 10023 UNDERSTANDING THE SELF CPE 1-4 (Prof. ALEJANDRO)		ART APPR. CPE 1-4 (Prof. KABANGON)	GEED 10023 UNDERSTANDING THE SELF CPE 1-4 (Prof. ALEJANDRO)	COEN 3433 SYSTEMS ANALYSIS & DESIGN CPE 5-5 (Dr. REYES)
1400 - 1430						
1430 - 1500						
1500 - 1530						
1530 - 1600	GEED 10013 RIZAL CPE 2-4 (Prof. GUIEB)	GEED 20023 POLITICS CPE 2-6 (Dr. FRIVALDO)	GEED 20023 POLITICS CPE 2-7P (Dr. RAMCES)	ELEN 20044 FUNDAMENTALS OF ELECTRICAL CIRCUITS CPE 2-5 (Engr. RODRIGUEZ)	MATH 20063 DIFFERENTIAL EQUATIONS CPE 2-7P (Engr. BERICO)	
1600 - 1630						
1630 - 1700						
1700 - 1730						
1730 - 1800						
1800 - 1830	GEED 10053 MATH IN THE MODERN WORLD CPE 1-6 (Engr. POLOYAPOY)	MATH 20132 SOLID MENSURATION ARCH 1-2 (Engr. RODRIGUEZ)	ELEN 20044 FUNDAMENTALS OF ELECTRICAL CIRCUITS CPE 2-4 (Engr. DELA CRUZ)	MATH 20132 SOLID MENSURATION ARCH 1-4 (Engr. RODRIGUEZ)	COEN 3153 PRINCIPLES OF COMMIS 1PCOEN3153 (Engr. K. NATIVIDAD)	
1830 - 1900						
1900 - 1930						
1930 - 2000						
2000 - 2030						
2030 - 2100						

CEA312						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
07:30AM-08:00AM						
08:00AM-08:30AM	BSCO-ELEC2 DBMS BSCPE 5-2 (Engr. Khan)	CMPE 30022 PROG LOGIC AND DESIGN BSCPE 1-1 (Engr. Cansino)	CMPE 30052 DATA STRUCTURES BSCPE 2-3 (Engr. Sagum)	COEN 3433 SYSTEMS ANALYSIS & DESIGN BSCPE 5-5 (Dr. Reyes)	CMPE 30022 PROG LOGIC AND DESIGN BSCPE 1-1 (Engr. Cansino)	CMPE 40012 BASIC CKTS AND ELECTRONICS BSCPE 1-3 (Engr. K. Natividad)
08:30AM-09:00AM						
09:00AM-09:30AM						
09:30AM-10:00AM						
10:00AM-10:30AM						
10:30AM-11:00AM	BSCO-ELEC2 DBMS BSCPE 5-2 (Engr. Khan)	CMPE 30022 PROG LOGIC AND DESIGN BSCPE 1-4 (Engr. Cansino)	CMPE 30052 DATA STRUCTURES BSCPE 2-3 (Engr. Sagum)	CMPE 30052 DATA STRUCTURES BSCPE 2-4 (Engr. Cansino)	CMPE 30022 PROG LOGIC AND DESIGN BSCPE 1-4 (Engr. Cansino)	CMPE 30052 DATA STRUCTURES BSCPE 2-2 (Engr. Cansino)
11:00AM-11:30AM						
11:30AM-12:00PM						
12:00PM-12:30PM						
12:30PM-01:00PM						
01:00PM-01:30PM						
01:30PM-02:00PM						
02:00PM-02:30PM						
02:30PM-03:00PM	CMPE 40032 GAME DEV BSCPE 2-5 ()		CMPE 30052 DATA STRUCTURES BSCPE 2-5 (Engr. Lorico)	CMPE 30052 DATA STRUCTURES BSCPE 2-4 (Engr. Cansino)	CMPE 30022 PROG LOGIC AND DESIGN BSCPE 1-2 (Engr. Rodriguez)	ENSC 20032 COMPUTER PROGRAMMING BSIE 1-4 (Engr. Lorico)
03:00PM-03:30PM						
03:30PM-04:00PM						
04:00PM-04:30PM						
04:30PM-05:00PM						
05:00PM-05:30PM						
05:30PM-06:00PM						
06:00PM-06:30PM						
06:30PM-07:00PM						
07:00PM-07:30PM	CMPE 40032 GAME DEV BSCPE 2-4 (Engr. Sunga)	COEN 3433 SYSTEMS ANALYSIS & DESIGN BSCPE 5-2 ()	CMPE 30052 DATA STRUCTURES BSCPE 2-5 (Engr. Lorico)	CMPE 40032 GAME DEV BSCPE 2-6 (Engr. Chin)	CMPE 40032 GAME DEV BSCPE 2-7P (Engr. Sunga)	ENSC 20032 COMPUTER PROGRAMMING BSIE 1-4 (Engr. Lorico)
07:30PM-08:00PM						
08:00PM-08:30PM						
08:30PM-09:00PM						

CEA311						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
07:30AM-08:00AM						
08:00AM-08:30AM	GEED 10053 MATH IN THE MODERN WORLD BSCPE 1-2 (Engr. Rodriguez)	CMPE 40012 BASIC CKTS AND ELECTRONICS BSCPE 1-6 ()		COEN 3204 DIGITAL SIGNAL PROCESSING 1PCOEN3204 ()	MATH 20132 SOLID MENSURATION BS-ARCHI 1-3 (Engr. Rodriguez)	BSCO-ELEC2 DBMS BSCPE 5-1 (Engr. Oquindo)
08:30AM-09:00AM						
09:00AM-09:30AM						
09:30AM-10:00AM						
10:00AM-10:30AM						
10:30AM-11:00AM						
11:00AM-11:30AM	GEED 10103 FILIPINO BSCPE 2-3 (Prof. Cabacub)	ENSC 20032 COMPUTER PROGRAMMING BSIE 1-3 (Dr. Velasco)	ELEN 20044 FUNDAMENTALS OF ELECTRICAL CIRCUITS BSCPE 2-5 (Engr. Rodriguez)	COEN 3423 COMPUTER SYSTEM ADMIN BSCPE 5-5 (Engr. Pajabera)	ENSC 20032 COMPUTER PROGRAMMING BSIE 1-3 (Dr. Velasco)	BSCO-ELEC2 DBMS BSCPE 5-F51N (Engr. Canlas)
11:30AM-12:00PM						
12:00PM-12:30PM						
12:30PM-01:00PM						
01:00PM-01:30PM						
01:30PM-02:00PM						
02:00PM-02:30PM						
02:30PM-03:00PM	CMPE 20012 COMPUTER PROGRAMMING BSME 2-2 (Engr. Rodriguez)		GEED 10103 FILIPINO BSCPE 2-6 (Prof. Aguilar)	COEN 3423 COMPUTER SYSTEM ADMIN BSCPE 5-5 (Engr. Pajabera)	CMPE 20012 COMPUTER PROGRAMMING BSME 2-1 (Dr. Velasco)	COEN 3423 COMPUTER SYSTEM ADMIN BSCPE 5-F51N (Engr. Pajabera)
03:00PM-03:30PM						
03:30PM-04:00PM						
04:00PM-04:30PM						
04:30PM-05:00PM						
05:00PM-05:30PM						
05:30PM-06:00PM	CMPE 20012 COMPUTER PROGRAMMING BSME 2-2 (Engr. Rodriguez)	COEN 3054 DATA STRUCTURES 2PCOEN3054 ()	COEN 3133 DISCRETE MATH 1PCOEN3133 ()	COEN 3423 COMPUTER SYSTEM ADMIN BSCPE 5-2 (Dr. Velasco)	CMPE 20012 COMPUTER PROGRAMMING BSME 2-1 (Dr. Velasco)	COEN 3423 COMPUTER SYSTEM ADMIN BSCPE 5-F51N (Engr. Pajabera)
06:00PM-06:30PM						
06:30PM-07:00PM						
07:00PM-07:30PM						
07:30PM-08:00PM						
08:00PM-08:30PM						
08:30PM-09:00PM						

CEA313						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
07:30AM-08:00AM						
08:00AM-08:30AM	CMPE 30022 PROG LOGIC AND DESIGN BSCPE 1-3 (Engr. Artificio)			CMPE 30022 PROG LOGIC AND DESIGN BSCPE 1-3 (Engr. Artificio)	COEN 3453 PROJECT MANAGEMENT BSCPE 5-5 (Dr. Ado)	CMPE 30022 PROG LOGIC AND DESIGN BSCPE 1-5 (Engr. Tenerife)
08:30AM-09:00AM						
09:00AM-09:30AM						
09:30AM-10:00AM						
10:00AM-10:30AM						
10:30AM-11:00AM						
11:00AM-11:30AM						
11:30AM-12:00PM						
12:00PM-12:30PM						
12:30PM-01:00PM						
01:00PM-01:30PM						
01:30PM-02:00PM						
02:00PM-02:30PM						
02:30PM-03:00PM						
03:00PM-03:30PM						
03:30PM-04:00PM	CMPE 30022 PROG LOGIC AND DESIGN BSCPE 1-6 (Engr. Mahaguay)	ENSC 20032 COMPUTER PROGRAMMING BSIE 1-1 (Engr. Rodriguez)	BSCO-ELEC2 DBMS BSCPE 5-1 (Engr. Oquindo)	ENSC 20032 COMPUTER PROGRAMMING BSIE 1-5N (Engr. Rodriguez)	ENSC 20032 COMPUTER PROGRAMMING BSIE 1-1 (Engr. Rodriguez)	CMPE 30022 PROG LOGIC AND DESIGN BSCPE 1-5 (Engr. Tenerife)
04:00PM-04:30PM						
04:30PM-05:00PM						
05:00PM-05:30PM						
05:30PM-06:00PM						
06:00PM-06:30PM						
06:30PM-07:00PM						
07:00PM-07:30PM						
07:30PM-08:00PM						
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(02) 8713 5968 | dcoe_chair@gmail.com
RM322 CEA BLDG. NDC COMPOUND,
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA





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CEA314						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
07:30AM-08:00AM						
08:00AM-08:30AM						
08:30AM-09:00AM						
09:00AM-09:30AM	COEN 3444 OBJECT ORIENTED PROGRAMMING BSCPE 5-FS1N (Dr. De La Cruz)	CMPE 40032 GAME DEV BSCPE 2-1 (Engr. Tria)	COEN 3453 PROJECT MANAGEMENT BSCPE 5-5 (Dr. Ado)		CMPE 40032 GAME DEV BSCPE 2-1 (Engr. Tria)	BSCOE-ELEC2 DBMS BSCPE 5-5 (Engr. Madriñalaga)
09:30AM-10:00AM				COEN 4153 METHODS OF ENGG RESEARCH 1PCOEN4153 (Dr. Velasco)		
10:00AM-10:30AM						
10:30AM-11:00AM						
11:00AM-11:30AM	COEN 3444 OBJECT ORIENTED PROGRAMMING BSCPE 5-FS1N (Dr. De La Cruz)	CMPE 40032 GAME DEV BSCPE 2-2 (Engr. Tria)	COEN 3444 OBJECT ORIENTED PROGRAMMING BSCPE 5-5 (Dr. De La Cruz)	CPE DISCIPLINE BSCPE 1-4 (Dr. Velasco)	CMPE 40032 GAME DEV BSCPE 2-2 (Engr. Tria)	BSCOE-ELEC2 DBMS BSCPE 5-3 (Engr. Oquindo)
11:30AM-12:00PM				COEN 3453 PROJECT MANAGEMENT BSCPE 5-FS1N (Dr. Velasco)		
12:00PM-12:30PM						
12:30PM-01:00PM						
01:00PM-01:30PM						
01:30PM-02:00PM						BSCOE-ELEC2 DBMS BSCPE 5-3 (Engr. Oquindo)
02:00PM-02:30PM						
02:30PM-03:00PM						
03:00PM-03:30PM						
03:30PM-04:00PM	COEN 3444 OBJECT ORIENTED PROGRAMMING BSCPE 5-4 (Dr. De La Cruz)	COEN 3453 PROJECT MANAGEMENT BSCPE 5-3 (Dr. Velasco)	COEN 3444 OBJECT ORIENTED PROGRAMMING BSCPE 5-4 (Dr. De La Cruz)		CMPE 30052 DATA STRUCTURES BSCPE 2-1 (Engr. Tenerife)	
04:00PM-04:30PM				COEN 3453 SYSTEMS ANALYSIS & DESIGN BSCPE 5-1 (Engr. Lantica)		COEN 3005 FILIPINO BSCPE 2-4 (Prof.)
04:30PM-05:00PM						
05:00PM-05:30PM						
05:30PM-06:00PM						
06:00PM-06:30PM						
06:30PM-07:00PM	COEN 3193 DATA COMMS 1PCOEN3193 (Engr. Dela Cruz)	CMPE 40032 GAME DEV BSCPE 2-6 (Engr. Chin)	COEN 3444 OBJECT ORIENTED PROGRAMMING BSCPE 5-3 (Dr. De La Cruz)	CMPE 40032 GAME DEV BSCPE 2-4 (Engr. Sunga)	CMPE 40032 GAME DEV BSCPE 2-5 (Engr. Chin)	
07:00PM-07:30PM						
07:30PM-08:00PM						
08:00PM-08:30PM						
08:30PM-09:00PM						

CEA315						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
07:30AM-08:00AM						
08:00AM-08:30AM						
08:30AM-09:00AM						
09:00AM-09:30AM						
09:30AM-10:00AM						
10:00AM-10:30AM						
10:30AM-11:00AM						
11:00AM-11:30AM						
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Prepared By: Engr. Joshua Benjamin Rodriguez



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his/her registration certificate, he/she is allowed to enter the campus. However, if the student fails to present any of the two, the offense/s shall be meted as follows:

DISCIPLINARY SANCTIONS

1st Offense – The student shall secure a Student's Entry Slip (SES) from the Office of the Director of the Student Services.

2nd Offense – The student shall be given a warning slip by the Student Affairs Section. The student's parent/guardian shall be informed about the offense committed by the student.

3rd Offense – one (1) or (2) days suspension, depending on the reason for not bringing the I.D.

More than three (3) Offenses – minimum of (3) days suspension

- 2.2 Failure to conspicuously wear his/her validated ID at all times inside the campus.

DISCIPLINARY SANCTIONS

1st Offense – The student's name, ID number, college, year and section shall be noted down by any official, faculty member, or security office and submitted to the GCTSO for record and counseling purposes.

2nd Offense – The student shall be given a letter of advice and interviewed by the GCTSO. The student's parent/guardian shall be informed by the GCTSO about the offense committed.

3rd Offense – Community/Campus service of six (6) hours.

More than three (3) offenses – one (1) to three (3) days suspension, depending on the number of offenses.

- 2.3 Loss of ID

DISCIPLINARY SANCTIONS

1st Offense – Warning and payment of the cost of printing of new ID

2nd Offense – Warning and 16-hour student assistant service to be rendered within 5 schooldays upon report of loss on top of the cost of printing.

For more than two (2) offenses – 24-hour student assistant service to be rendered within 7 schooldays upon report of loss on top of the cost of printing.

In all instances, submission of notarized affidavit attesting to the reason of the loss shall be required. Notarization of Affidavit of Loss for Lost ID card shall be rendered as free service of the University. .

- 2.4 Loss of registration certificate and/or library card

DISCIPLINARY SANCTIONS

1st Offense – Warning and payment of the cost of printing of new registration certificate and/or library card

2nd Offense – Warning and 16-hour student assistant service to be rendered within 5 schooldays upon report of loss on top of the cost of printing.

For more than two (2) offenses – 24-hour student assistant service to be rendered within 7 schooldays upon report of loss on top of the cost of printing.

In all instances, submission of notarized affidavit attesting to the reason of the loss shall be required. Notarization of Affidavit of Loss for lost registration and/or library card shall be rendered as free service of the University.

- 2.5 Using fake, non-validated ID/another person's ID or Lending one's ID for the use of another person



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DISCIPLINARY SANCTIONS

- 1st Offense – Warning plus one (1) day suspension
- 2nd Offense – The case shall be referred to the Student Disciplinary Board (SDB).

- 2.6 Failure to secure an ID on time or late filing of application for ID. Freshmen and transferees shall secure ID upon registration.

DISCIPLINARY SANCTIONS

- 1st Offense – three (3) hours community/campus service
- 2nd Offense – six (6) hours community/campus service
- 3rd Offense – two (2) days suspension
- More than three (3) offenses – one (1) week suspension

- 2.7 Wearing of inappropriate attire or violation of Title 4, Section 6.

DISCIPLINARY SANCTIONS

- 1st Offense – three (3) hours community/campus service
- 2nd Offense – six (6) hours community/campus service
- 3rd Offense – Two (2) day suspension
- More than three (3) offenses – The case shall be referred to the Student Disciplinary Board.

- 2.8 Unauthorized stay (overnight or holidays) in the campus

DISCIPLINARY SANCTIONS

- 1st Offense – three (3) hours community/campus service
- 2nd Offense – six (6) hours community/campus service
- 3rd Offense – One day suspension
- 4th Offense – Three (3) days suspension
- More than four (4) offenses – The case shall be referred to the SDB.

- 2.9 Unauthorized use of name, logo and seal of the University in printed programs, invitations, announcements, tickets, and the like.

DISCIPLINARY SANCTIONS*

- 1st Offense – Reprimand
- 2nd Offense – Two (2) day suspension
- More than two (2) offenses – The case shall be referred to the SDB.

*All the above sanctions shall include payment of whatever damages the University shall incur.

- 2.10 Unauthorized use of school facilities

DISCIPLINARY SANCTIONS*

- 1st Offense – three (3) hours community/campus service
- 2nd Offense – six (6) hours community/campus service
- 3rd Offense – Two (2) day suspension
- More than three (3) offenses – The case shall be referred to the SDB.

*All the above sanctions shall include payment of whatever expenses/damages the University shall incur.

- 2.11 Unofficial or unauthorized participation in any activity outside the campus as a representative of the University

DISCIPLINARY SANCTIONS*

- 1st Offense – six (6) hours community/campus service
- 2nd Offense – two (2) day suspension
- More than two (2) offenses – The case shall be referred to the SDB.

*All the above sanctions shall include payment of whatever expenses/damages the University shall incur.

- 2.12 Unauthorized release to the press or similar channels of public communication notices and other announcements about or on behalf of the University



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DISCIPLINARY SANCTIONS*

1st Offense – three (3) hours community/campus service
2nd Offense – six (6) hours community/campus service
3rd Offense – Two (2) day suspension
More than three (3) offenses – The case shall be referred to the SDB.

*All the above sanctions shall include payment of whatever expenses/damages the University shall incur.

- 2.13 Unauthorized entry of visitors/guests invited by students/organizations (e.g. lecturers, speakers, seminar participants, viewers of exhibits, etc.)

DISCIPLINARY SANCTIONS*

1st Offense – three (3) hours community/campus service
2nd Offense – six (6) hours community/campus service
3rd Offense – Two (2) day suspension
More than three (3) offenses – The case shall be referred to the SDB.

*All the above sanctions shall include payment of whatever expenses/damages the University shall incur.

- 2.14 Unauthorized educational trips, excursions, activities and the like conducted by students/student organizations

DISCIPLINARY SANCTIONS

The case shall be referred to the SDB for investigation and determination of applicable sanctions.

- 2.15 Illegal posting of bills, posters, tarpaulins and the like

DISCIPLINARY SANCTIONS

1st Offense – three (3) hours community/campus service

2nd Offense – six (6) hours community/campus service
3rd Offense – Three (3) days suspension

More than three (3) offenses – The case shall be referred to the SDB.

- 2.16 Littering

DISCIPLINARY SANCTIONS

1st Offense – Warning
2nd Offense – One (1) day suspension
3rd Offense – One (1) day suspension and one-week cleaning inside the campus for two (2) hours each day

More than three (3) offenses – One (1) week suspension and two (2) weeks cleaning inside the campus for two (2) hours each day.

- 2.17 Smoking

DISCIPLINARY SANCTIONS

1st Offense – Warning
2nd Offense – One (1) day suspension
3rd Offense – One (1) day suspension and one-week cleaning inside the campus for two (2) hours each day

More than three (3) offenses – One (1) week suspension and two (2) weeks cleaning inside the campus for two (2) hours each day.

- 2.18 Entering or being on school premises in a state of intoxication and bringing in and/or in possession of liquor and other intoxicating drinks in the University premises.

DISCIPLINARY SANCTIONS

1st Offense – Reprimand and barred from entering the campus/classes
2nd Offense – One-week suspension



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- 3rd Offense – Two-week suspension
4th Offense – Dismissal
- 2.19 Gambling, betting or similar engagement in any game of chance within the school premises.

DISCIPLINARY SANCTIONS

- 1st Offense – Reprimand
2nd Offense – One-week suspension
3rd Offense – Two-week suspension
4th Offense – Dismissal

- 2.20 Use of internet/IT facilities within the Campus for gaming, pornography, cyber bullying and the like.

DISCIPLINARY SANCTIONS

- 1st Offense – Reprimand
2nd Offense – One-week suspension
3rd Offense – Two-week suspension
4th Offense – Dismissal

- 2.21 Theft, vandalism, and defacing

DISCIPLINARY SANCTIONS

- 1st Offense – Reprimand
2nd Offense – One-week suspension
3rd Offense – Two-week suspension
4th Offense – Dismissal

- 2.22 Destruction and other intentional damage to University property or of an individual person's property.

DISCIPLINARY SANCTIONS

- 1st Offense – Two (2) week suspension and restitution of damaged University property or individual person's property and filing of administrative case
2nd Offense – Dismissal and restitution of damaged

University property or individual person's property and filing of criminal case.

*Cases of this nature shall be referred to the SDB for investigation and application of sanctions.

- 2.23 Deliberate disruption of classes, academic function, official meeting or school activity which tends to create disorder or disturbance.

DISCIPLINARY SANCTIONS

- 1st Offense – Reprimand
2nd Offense – One-week suspension
3rd Offense – Two-week suspension
4th Offense – Dismissal

- 2.24 Gross acts of disrespect, in word or in deed, which tend to put any member of the faculty, administration or non-teaching staff in ridicule or contempt.

DISCIPLINARY SANCTIONS

- 1st Offense – Reprimand
2nd Offense – One-week suspension
3rd Offense – Two-week suspension
4th Offense – Dismissal

- 2.25 Direct or Indirect assault upon the person of any member of the University academic community.

DISCIPLINARY SANCTIONS*

- 1st Offense – One-month suspension
2nd Offense – Dismissal and filing of criminal case
*The necessity of filing a criminal case shall be determined by the Office of the University Legal Counsel

- 2.26 Scandalous display of affection

DISCIPLINARY SANCTIONS

- 1st Offense – Reprimand



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- 2nd Offense – One-week suspension
3rd Offense – Dismissal
- 2.27 Brawls on campus or at off-campus school functions.

DISCIPLINARY SANCTIONS

- 1st Offense – One-week suspension
2nd Offense – Dismissal
- 2.28 Tampering with, falsifying or causing the falsification of any official document like registration certificate, transcript of records, identification cards, certifications, and other documents of similar nature or purpose.

DISCIPLINARY SANCTIONS*

- 1st Offense – Two-week suspension
2nd Offense – Suspension for one semester
3rd Offense – Dismissal
- *The necessity of filing a criminal case for falsification shall be determined by the Office of the University Legal Counsel
- 2.29 Dishonesty, such as cheating during any examination, quiz or test, and plagiarism in connection with any academic work. Specifically, the following acts shall constitute cheating and shall be punishable, to wit:

- 2.29.1 Unauthorized possession of notes or any material relative to the examination, particularly when those are actually used;
- 2.29.2 Copying from another's examination papers or allowing another to copy from one's examination papers;
- 2.29.3 Having somebody else take the examination for him/her (in which case both shall be liable); and

- 2.29.4 Passing off another's work as if it's one's own work any assigned report, term paper, case analysis, reaction paper, and the like copied from another

DISCIPLINARY SANCTIONS

- 1st Offense – Failing grade in the examination/quiz concerned
2nd Offense – Failing grade in the subject concerned
3rd Offense – Two-week suspension
4th Offense – Dismissal
- 2.30 Carrying deadly weapons, such as firearms, explosives, ice picks, knives, and the like within the University premises.

DISCIPLINARY SANCTIONS

- 1st Offense – Dismissal and filing of criminal case
- 2.31 Possession or use of prohibited drugs, such as LSD, marijuana, heroin, shabu or opiate of any kind.

DISCIPLINARY SANCTIONS

- 1st Offense – Dismissal and filing of criminal case
- 2.32 All forms of bullying and/or harassment, threat and intimidation.

DISCIPLINARY SANCTIONS

- 1st Offense – Reprimand plus one (1) day suspension
2nd Offense – One-week suspension
3rd Offense – Two-week suspension
- More than Three (3) offenses – The case shall be referred to the SDB.
- Section 3. All offenses shall be reported to the parent/s or guardian/s of the offender through the Guidance, Counseling and Testing Services



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Office. Due process shall be observed by the University through its authorized representative/s.

Section 4. Appropriate disciplinary sanctions for non-observance of the University Rules or other infractions not covered by Title 9 above shall be recommended by the Student Disciplinary Board (SDB) to be submitted to the Vice President for Student Affairs and Services before the final endorsement to the University President, subject to the provisions of Title 10, Section 2.4 (d), (e), (f), (g) and (h) of this Handbook.

TITLE 10

PROCEDURES FOR THE SETTLEMENT OF COMPLAINTS/GRIEVANCES

Section 1. The procedure for the redress and settlement of complaints and grievances in the University shall conform to the due process of law to ensure the highest degree of fairness and justice to all concerned. To the greatest extent, however, all concerned parties should seek all remedies through counseling, arbitration and amicable settlement of conflicts. In every case, the ultimate aim shall be the restoration of impaired human dignity and, where necessary, restoration of material damages. Sanctions and punishments shall be meted out sparingly, taking into consideration the capacity of individuals to learn and profit from their mistakes.

Section 2. The essential processes involved are:

- 2.1 Any concerned or aggrieved party, whether a student or University personnel, should, as an initial step, seek advice or consult with an appropriate responsible person, such as a teacher or an official within whose area or responsibility the problem has arisen. Problems, which are psychological in nature, should be referred directly or through a responsible third party to the Guidance and Counseling Office.
- 2.2 As much as possible, problems should be solved at the initial stage of consultation and advice.
- 2.3 Complaints, both disciplinary and non-disciplinary, must be in writing signed by the complainant/s, and filed with the Office of the Director of Student Services (ODSS).

2.4 The guidelines for referrals must be:

- a. In the case of complaints of (1) student/s against student/s (2) faculty member/s against student/s and (3) non-teaching personnel/s against student/s which carry a disciplinary action, the complaint shall be referred by the ODSS to the Student Disciplinary Board (SDB). Controversies between two students or student groups involving student-promulgated rules or complaints against any of the constitutional commission shall be referred by the ODSS to the arbitration system of the Sentral na Konseho ng Mag-aaral (SKM) through the Student Tribunal. All election-related cases or disputes shall be filed with the SC Comelec and shall be disposed with in accordance with established rules and regulations of the SC Comelec and in no case shall the University intervene.
- b. The Student Disciplinary Board (SDB) shall be composed of two representatives from the student sector, who shall be recommended by the SKM; one representative from the faculty, who shall be recommended by the Faculty Federation; one representative from the administrative employees, who shall be recommended by the Employee's Union and one representative from the administration, who shall be designated by the University President. Majority of its membership shall constitute a quorum necessary for the conduct of disciplinary proceedings. The presiding officer shall be elected from among its members.
- c. The Student Disciplinary Board is mandated to submit to the President through the Vice President for Student Affairs and Services a written report of all the resolutions, findings, actions, recommendations and proceedings undertaken in the exercise of its adjudicatory functions.
- d. Upon receipt of the aforesaid referral, the SDB shall require the complainant to submit a sworn affidavit with proof of service to the respondent within a period of five (5) days from receipt of the order. In the same directive,



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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