



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
VICE PRESIDENT FOR ADMINISTRATION
FACILITY MANAGEMENT OFFICE

FACILITY INVENTORY
As of September 28, 2018

Indoor Facility

Facility	Location	Estimated Size	Seating Capacity	Amenities
Buwagan Balagtas	4 th Floor, NALLRC	827.65 sq.m	900 people	2 dressing room 1 Control room 1 Storage room 2 Comfort room
Buwagan Bonifacio	4 th Floor, NALLRC	298.25 sq.m	180 people	
Claro M. Recto	6 th Floor, South Wing	383.33 sq.m	300 people	2 Dressing room 1 Comfort room 1 Control room
UCCA Theater	College of Communication	1,455.57 sq.m	600 people	2 Dressing room 4 Comfort room 1 Control room
CEA AVR	4 th Floor, CEA Bldg.	117.18 sq.m	130 people	1 control booth

Conference Room/ Audio Visual Room

Facility	Location	Estimated Size	Seating Capacity	Amenities
Mateo Conference Room	2 nd Floor South Wing	63 sq.m	20 people	Conference tables Executive chairs 1 comfort rooms 1 storage room
Dr. Ofelia Carague	2 nd Floor South Wing	64 sq.m	15 people	Conference tables Executive chairs
Dr. Zenaida Olonan	2 nd Floor South Wing	65.7 sq.m	15 people	Conference tables Executive chairs
Dr. Nemesio Prudente	4 th Floor South Wing	126.35 sq.m	30 people	Conference tables Executive chairs 1 comfort room 1 storage room
College of Education Audio Visual Room	3 rd Floor North Wing	156.48 sq.m	40 people	Tables Chairs
Accenture Conference Room	4 th Floor East Wing	78.23 sq.m	30 people	Tables Chairs
Punongbayan Conference Room	5 th Floor East Wing	78.23 sq.m	20 people	Tables Chairs
College of Arts and Letters AVR	4 th Floor South Wing	94.85 sq.m	23 people	1 control booth

Sports Facility

Facility	Location	Estimated Size	Capacity	Amenities
PUP Gymnasium				
<i>Under construction</i>				
PUP Oval including Grandstand	PUP Grounds	5,800 sq.m	-	1 comfort rooms in grandstand
Swimming Pool including perimeter	PUP Grounds	1,433.27 sq.m	-	2 comfort room
Open Basketball Court	PUP Grounds	2,089.38 sq.m	-	2 washing area 1 comfort room 1 storage room
Tennis Court	PUP Grounds			

Note: Other indoor facility for re-inspection and re-evaluation for accuracy.

Prepared by:

Engr. Arlene M. Delos Angeles
Director, FMO



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Republic of the Philippines
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OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 39, Series of 2016

TO : ALL CONCERNED

SUBJECT: POLICIES AND GUIDELINES ON THE USE OF UNIVERSITY FACILITIES

DATE : December 12, 2016

In accordance with the decision made by the PUP Board of Regents in its 150th Regular Meeting, the following policies and guidelines are formulated and prescribed:

1. Programs and/or activities organized by PUP, its faculty, administrative employees and students (e.g. activities related to sports, religion, culture, education, faculty/staff development etc.) are to be prioritized;
2. Programs and/or activities for more than five (5) consecutive days shall be approved by the University President. If the requesting party is an outsider (non-PUPian), a Memorandum of Agreement (MOA) shall be entered into with the University;
3. Academic activities are only allowed from Monday to Saturday, 7:30 a.m. to 7:30 pm;

It shall be understood that academic activities pertain to curricular activities organized by the Colleges and/or Departments only. Curricular activities refer to **activities, programs and/or learning experiences which are course/subject requirements.**

4. Free use of University facilities shall be granted for:
 - a. curricular activities;
 - b. other activities related to Accreditation (Opening and Exit Conference), Freshmen Orientation, University Foundation, Anniversary Celebration of Colleges, Convocations, Seminars and Trainings sponsored by the University Administration and its legitimate units; and
 - c. such other events/activities as may be determined/approved by the University President.
5. All income-generating or fund-raising activities shall be subject to the payment of applicable assessment fees;
6. Payment for the use of the university facilities by the student councils and student publications may be made chargeable from their accounts in the University provided there is sufficient fund available. Otherwise, payment shall be made directly to the Fund Management Office (FMO);

2nd floor South Wing PUP A, Mabini Campus, Anonas Street, Sta. Mesa, Manila. Phone: (Direct Line) 716-1143; Telefax: 7162644
(Trunk Line) 8201-773/760 local 201/202/258/259; website: www.pup.edu.ph e-mail: president@pup.edu.ph

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7. The University has the right to cancel the approved application due to circumstances beyond its control;
 - a. In case of cancellation, the person-in-charge shall immediately notify the client of the cancellation of his/her reservation;
 - b. If the cancellation is due to the fault of the client, the amount paid shall be forfeited in favor of the University;
 - c. If the cancellation is due to the fault of the University, the client has the option to reschedule the activity or to ask for refund the amount paid;
 - d. If the cancellation is due to fortuitous events, the University shall re-negotiate with the client.
8. Special events (e.g. photo shoot, commercial shooting) are allowed on Sundays only;
9. The University may refuse admission of any person for justifiable cause/s;
10. Clients shall abide by the rules and regulations of the University;
11. Clients must maintain cleanliness and orderliness during the use of the University facilities. In case of damage in any part of the facility/ies, including its equipment, due to their improper use, clients are to be held accountable/liable;
12. Any violation of the University rules and regulations on the use of facilities shall be subject to appropriate penalty/ies and sanction/s.

PROCEDURE FOR RESERVATION

Applicants shall:

1. Submit a request letter addressed to the Person-in-Charge at least five (5) working days prior to the intended date;
2. Bring approved request letter to the Resource Generation Office (RGO) and secure RGO Form 1. Present the letter with the attached form to the Campus Development and Maintenance Office (CDMO) for the assessment of the energy fee and go back to RGO for the assessment of the rental fee; *(Kindly see the attached RGO Form 1 and CDMO Energy Fee Computation)*

In case the person-in-charge is also the CDMO Director, the latter shall determine if the requested venue is available in the intended date and assess the electricity fee if applicable. The proceed to RGO for the assessment of rental fee;

3. Secure a Referral Slip from RGO upon assessment;
4. Present the Referral Slip to the Accounting Office and secure order of payment. RGO shall not waive the rental fee except only upon the approval of the University President or Executive Vice President;
5. Pay the assessed fees to the Cashier's Office;

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6. Have the Official Receipt properly marked with an RGO stamp and duly signed by the Director or his representative. Moreover, the applicant must have the details of payment be recorded by the RGO personnel for monitoring purposes;
7. Proceed to the office of the person-in-charge and present the RGO-stamped OR and copy of the RGO Form to confirm the reservation;
8. Provide the Security Office a copy of the RGO Form 1.

EFFECTIVITY

These policies and guidelines shall take effect immediately.

(Sgd.) **EMANUEL C. DE GUZMAN, PhD**
President

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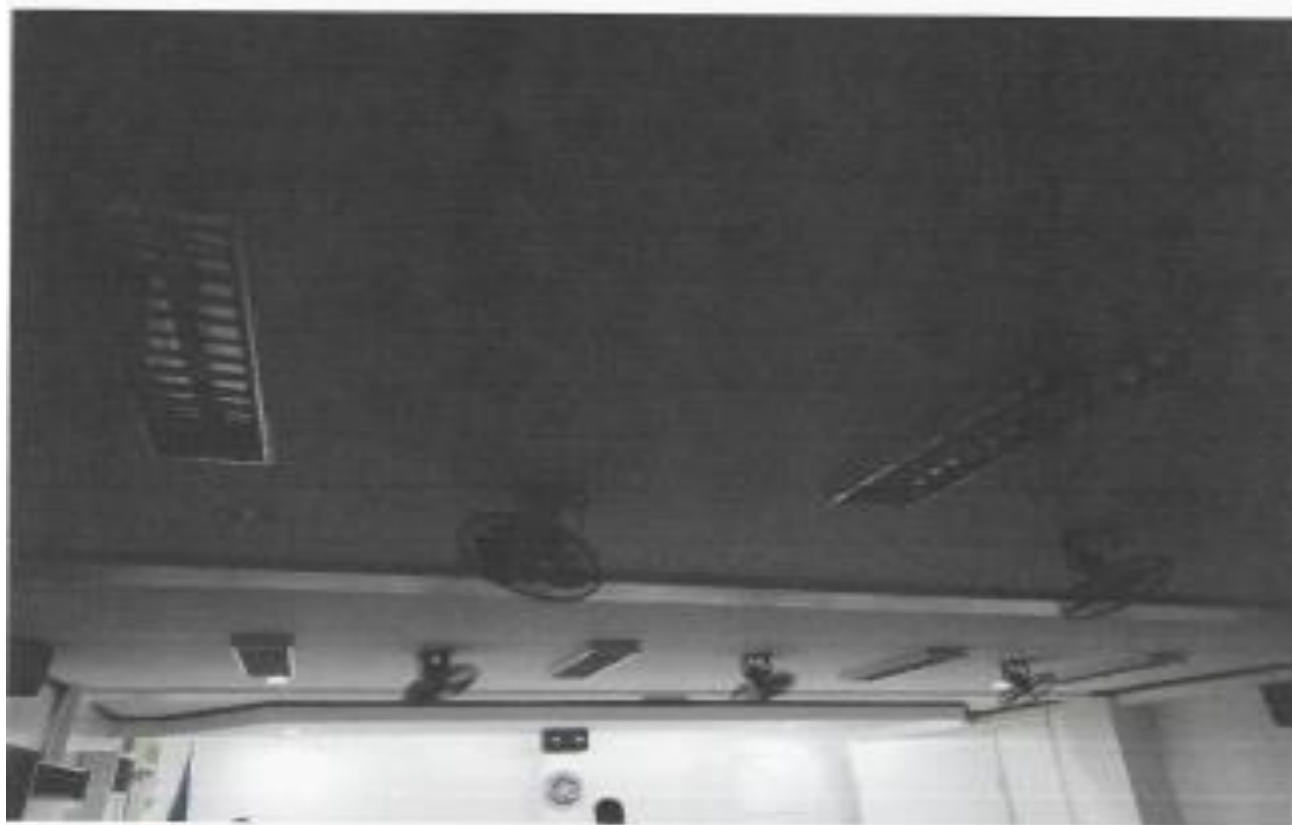
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A. GYMNASIUM

• **Laboratory Manual**

Rules and Regulations

1. Students should wear the proper uniform and an indoor, non-marking rubber shoes in the Gym.
2. Food and drinks are not allowed inside the Gym.
3. Only students with scheduled Physical education classes can enter the gym. Spectators/observers who wish to enter have to ask the permission of the Physical Education teacher/instructor in charge.
4. All equipment used must be properly accounted for and returned to the utility room for safekeeping.
5. For varsity practices, the team can use the gym only during scheduled practices.
6. Presence of the trainer/coach of the varsity team is a requirement during practices.
7. It is the coach's/trainer's/adviser's responsibility to observe the proper use of the area.
8. Maintain cleanliness at times.

• **Operation Manual**

1. The gym is open 8:00 am - 12:00 pm and 1:00 pm - 8:00 pm, Monday - Saturday. However the



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- training of our University Athletes will always be given top priority.
2. Activities requiring the use of the service facility for more than five (5) days (except sports) shall not be allowed.
 3. The gym is exclusive for sports related activity.
 4. Those who want to avail the use of the Gymnasium for tournaments and other events on exclusive or non-exclusive shall secure a Facility Reservation Form.
 5. The request shall be endorsed by VPAA for activities sponsored by various colleges and faculty organizations; VPA for activity sponsored by various administrative offices and organizations and request from the outsiders; VPSS for activities sponsored by various student organization, academic or non-academic.
 6. The Vice-President for Finance shall make the approval of request.
 7. Gymnasium rates Php 1,500.00 per hour for Amateur games and case-to-case basis for Professional games.
 8. In case of extension of time in the use of the venue, a fraction of an hour is considered as one hour.
 9. Putting-up of streamers and other paraphernalia have to be cleared with the office Operations.



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10. Damaged to any part of the venue or parts of any equipment/facility shall be paid for by the client.
11. Cleanliness must be maintained in all areas of the service facility and shall vacate the same in an orderly, sanitary and original condition.
12. The Gym authority is not liable for any lost of belonging during activities/events inside.
13. The University may refuse admission of any person to the service facilities for justifiable cause.



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B. LAWN TENNIS COURT

• **Laboratory Manual**

Rules and Regulation

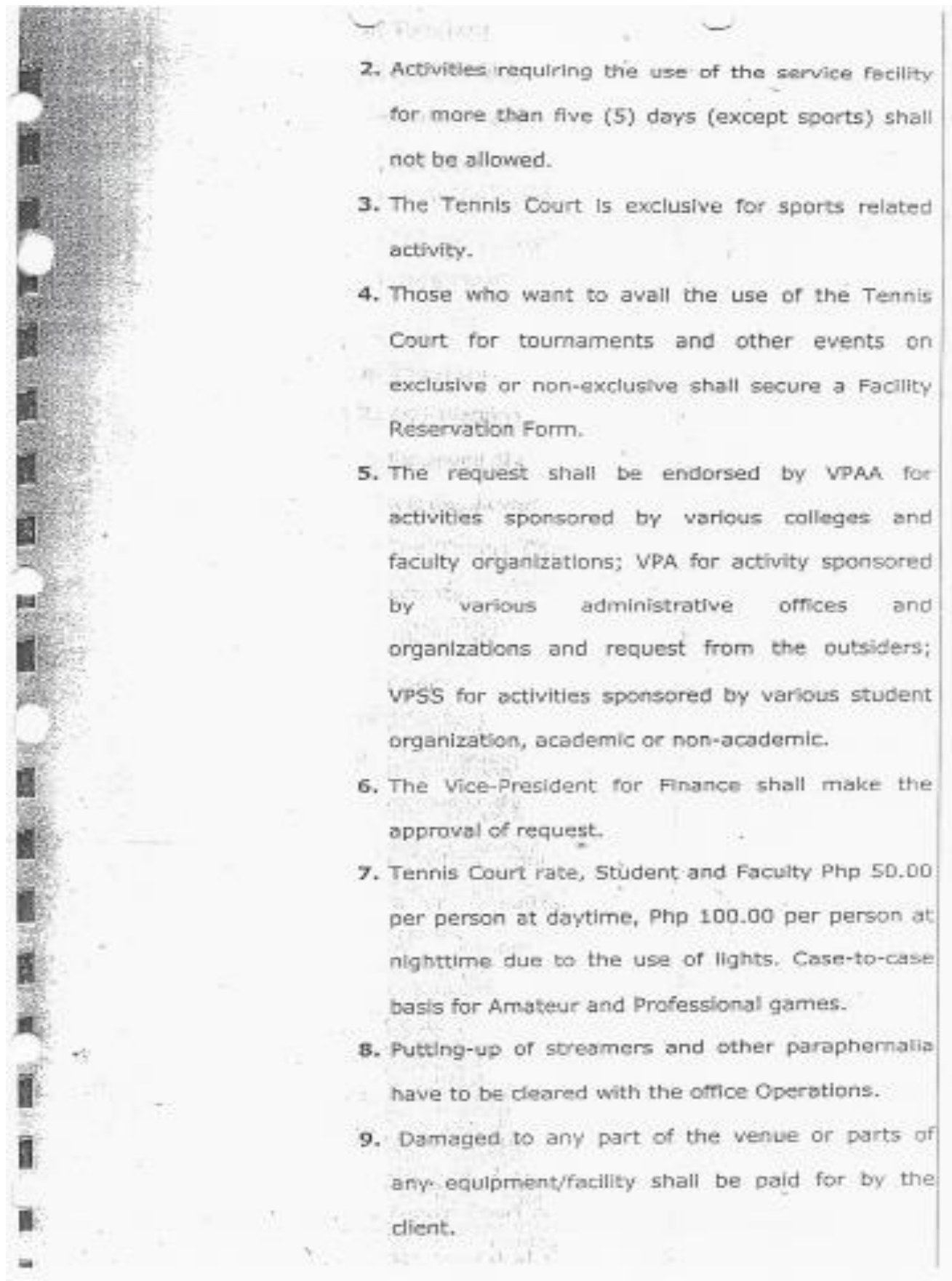
1. Tennis court is open to all bonafide faculty students and administrative officials of the University.
2. Players are to register to the court attendant upon arrival.
3. Use of tennis court is strictly on a first served basis.
4. Players are requested to wear the proper tennis attire (short, t-shirt & rubber shoes).
5. Physical Education classes have the priority to use the tennis courts. No one is allowed to play during P.E. classes.
6. Observe strictly that Tuesday and Thursday afternoon, 4:30-6:00 is reserved for Physical Fitness program of the University.
7. Observe strictly deadlines and orderliness inside the tennis court.

• **Operation Manual**

1. The Tennis Court is open 8:00 am – 12:00 pm and 1:00 pm – 5:00 pm, Monday – Friday. However the training of our University Athletes will always be given top priority.



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10. Cleanliness must be maintained in all areas of the service facility and shall vacate the same in an orderly, sanitary and original condition.
11. The PUP authority is not liable for any lost of belonging during activities/events inside.
12. Strictly "No Smoking" inside the venue (RA 9211 tobacco regulation act of 2003).
13. Alcoholic drinks like beer, wine and other intoxicating beverages including guns, deadly weapons and illegal drugs are strictly prohibited inside the venue.
14. Persons caught stealing, breaking or vandalizing the properties and equipment of PUP will be turnover the PUP Security Unit for further investigation and then to the nearest Police Station for proper disposition.
15. Spitting, gambling, littering persons under the influence of liquor are strictly prohibited inside the venue.
16. The University may refuse admission of any person to the service facilities for justifiable cause.



C. SWIMMING POOL

- **Laboratory Manual**

Rules and Regulations

Swimming Pool users should:

1. Present ID to the locker attendant or Swimming Pool Pass before proceeding to the dressing room.
2. Not be suffering from a communicable disease.
3. Always wear bathing suit or trunk (caps included for men and women).
4. Take a shower and use footbath before swimming.
5. Enter the pool only when an instructor or lifeguard is around.
6. Not spit or blow their nose in the pool.
7. Not run around or push others when in the shower or on deck.
8. Not eat in the swimming pool area.
9. Not bring alcoholic drinks in the swimming pool area.
10. Not be on street shoes around the pool area.
11. Get out of the pool in case of lightning and thunderstorm.

- **Operation Manual**

1. The Swimming Pool is open 8:00 am - 12:00 pm and 1:00 pm - 5:00 pm, Monday - Friday.



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2. Activities requiring the use of the service facility for more than five (5) days (except sports) shall not be allowed.
3. The Swimming Pool is exclusive for sports related activity.
4. Those who want to avail the use of the Swimming Pool for tournaments and other events on exclusive or non-exclusive shall secure a Facility Reservation Form.
5. The request shall be endorsed by VPAA for activities sponsored by various colleges and faculty organizations; VPA for activity sponsored by various administrative offices and organizations and request from the outsiders; VPSS for activities sponsored by various student organization, academic or non-academic.
6. The Vice-President for Finance shall make the approval of request.
7. Swimming Pool rate; Student 50 per person, Non-student 100 per person regardless of numbers of hours and case-to-case basis for Amateur and Professional games.
8. Putting-up of streamers and other paraphernalia have to be cleared with the office Operations.



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9. Damaged to any part of the venue or parts of any equipment/facility shall be paid for by the client.
10. Cleanliness must be maintained in all areas of the service facility and shall vacate the same in an orderly, sanitary and original condition.
11. The PUP authority is not liable for any lost of belonging during activities/events inside.
12. Strictly "No Smoking" inside the venue (RA 9211 tobacco regulation act of 2003).
13. Alcoholic drinks like beer, wine and other intoxicating beverages including guns, deadly weapons and illegal drugs are strictly prohibited inside the venue.
14. Persons caught stealing, breaking or vandalizing the properties and equipment of PUP will be turnover the PUP Security Unit for further investigation and then to the nearest Police Station for proper disposition.
15. Spitting, gambling, littering persons under the influence of liquor are strictly prohibited inside the venue.
16. The University may refuse admission of any person to the service facilities for justifiable cause.



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D. TRACK OVAL

• **Laboratory Manual**

Rules and Regulation:

1. Students should wear the proper uniform and rubber shoes in the Track oval.
2. Food and drinks are not allowed at the oval.
3. Only students with scheduled Physical education classes can enter the oval. Spectators/observers who wish to enter have to ask the permission of the Physical Education teacher/instructor in charge.
4. All equipment used during classes like starting blocks, hurdles, jumping and throwing should be supervise by coaches / trainors must be properly returned to the equipment area after using.
5. For varsity practices, the team can use the oval during scheduled practices.
6. Presence of the trainor/coach of the varsity team is a requirement during practices.
7. It is the coach's/trainor's/adviser's responsibility to observe the proper use of the area.
8. Maintain cleanliness at times.



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• **Operation Manual**

1. The Track oval is open 6:00 am - 12:00 pm and 1:00 pm - 6:00 pm, Monday - Saturday. However the training of our University Athletes will always be given top priority.
2. Activities requiring the use of the service facility for more than five (5) days (except sports) shall not be allowed.
3. The Track oval is exclusive for sports related activity and for big events.
4. Those who want to avail the use of the Track oval for tournaments and other events on exclusive or non-exclusive shall secure a Facility Reservation Form.
5. The request shall be endorsed by VPAA for activities sponsored by various colleges and faculty organizations; VPA for activity sponsored by various administrative offices and organizations and request from the outsiders; VPSS for activities sponsored by various student organization, academic or non-academic.
6. The Vice-President for Finance shall make the approval of request.
7. Track oval rates Php 2,000.00 per hour daytime 3,000.00 per hour at nighttime due to the use of lights.



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MATEO CONFERENCE ROOM AFTER REHABILITATION PICTURE

CONFERENCE ROOM





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CARAGUE CONFERENCE ROOM



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