



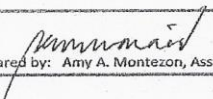
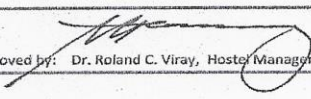
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

1. Accomplished Administrative Profile Form (List of Official and Staff)

<i>Job Description Manual</i>		JD-Univ-01-10	
University <u>Polytechnic University of the Philippines</u>		Revision Code: 0	Page 2 of 2
Section: <u>Hasmin Hostel</u>		Effectivity Date: _____	
Subject: <u>Hostel Manager</u>			

COMPETENCY (knowledge and Skills)	DESIRED LEVEL
Communication Skills (Verbal and Written)	4
Computer Literacy – MS Office	3
Problem Solving skills	4
Judgment and Decision Making	4
Company Policies & Procedures	3
QMS Policies & Procedures	3
Technical/Functional Hostel Management	4
5 S of Good Housekeeping	4

Legend: 1 –not sufficient to do the work without supervision
 2 –adequate to do the job effectively with some supervision
 3 –adequate to do the job effectively and efficiently without supervision
 4 –adequate to make improvements on the job performance
 5 –adequate to do innovation and improve work standards

 Prepared by: Amy A. Montezon, Asst. Hostel Manager	 Reviewed and Approved by: Dr. Roland C. Viray, Hostel Manager
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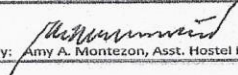
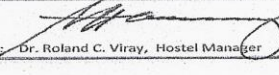


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Job Description Manual University <u>Polytechnic University of the Philippines</u>	JD-Univ-01-10	
	Revision Code: 0	Page 2 of 2
Section: Hasmin Hostel	Effectivity Date: _____	
Subject: Assistant Hostel Manager		

COMPETENCY (knowledge and Skills)	DESIRED LEVEL
Communication Skills (Verbal and Written)	3
Computer Literacy – MS Office	3
Problem Solving skills	3
Judgment and Decision Making	3
Company Policies & Procedures	3
QMS Policies & Procedures	3
Technical/Functional Hostel Management	3
5S of Good Housekeeping/Systematic techniques	4

Legend: 1 –not sufficient to do the work without supervision
 2 –adequate to do the job effectively with some supervision
 3 –adequate to do the job effectively and efficiently without supervision
 4 –adequate to make improvements on the job performance
 5 –adequate to do innovation and improve work standards

Prepared by:  Amy A. Montezon, Asst. Hostel Manager	Reviewed and Approved by:  Dr. Roland C. Viray, Hostel Manager
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Job Description Manual University <u>Polytechnic University of the Philippines</u>	JD-Univ-01-10	
	Revision Code: 0	Page 1 of 2
Section: Hasmin Hostel	Effectivity Date: _____	
Subject: Administrative Aide VI		

Reporting to ASST. HOSTEL MANAGER
HOSTEL MANAGER
DIRECTOR, MHDC

Job Summary

This position is primarily responsible for rendering assistance to the hostel guest, employees, faculty and students. Dissemination of adequate, timely and relevant information regarding the hostel operations and services.

Key task Responsibilities

- Take charge of room accommodations of guest
- Attend queries regarding room accommodation
- Prepares document needed for accommodation
- Respond to the information request of the client
- Responsible for order of payment of the client for the cashier office
- Attends to needs of the client inquiries, assistance in locating room assignment
- Attend other duties/works as related to job.

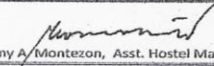
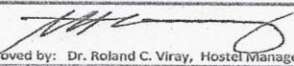
Education Experience:

- Graduate of Vocational Course - General Radio Communication Operator
- At least 3 years' experience in dormitory or hostel operation

Conforme:

I have read and understood the responsibilities assigned to me and shall therefore carry out my tasks accordingly.

Administrative Aide VI

Prepared by:  Amy A. Montezon, Asst. Hostel Manager	Reviewed and Approved by:  Dr. Roland C. Viray, Hostel Manager
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FACILITY MANAGEMENT OFFICE

Preventive Maintenance Plan

Facility Management Office

2019-2020

CONTROLLED COPY

[Signature] JAN 18 2019
Signed by: Date

PUP - Central Records Section	
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Date	Time



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University Preface

The primary purpose of this preventive maintenance program is to ensure that our University will properly maintain its facility systems and equipment so that they are fully operational so that our instructional programs and activities can be effectively supported. It incorporates the diverse facility requirements of our entire facility and grounds at our school. As needed, it will be periodically updated to incorporate facility and equipment changes, resource adjustments, and new maintenance technologies. We will endeavor to fully execute this program, thereby enhancing the learning environment by reducing classroom disruptions and minimizing long-term investment in equipment repairs.



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I. Maintenance Mission Statement and Maintenance Goals

The purpose of PUP's Facility Preventive Maintenance Program is to develop a consistent, on-going system of maintenance procedures and guidelines to use as a basis and reference to ensure the highest quality and the most cost-effective facility maintenance program.

The Facility Preventive Maintenance Program shall include scheduled inspections of the facility, both interior and exterior and all related equipment and elements of the facility. Maintenance staff shall conduct such scheduled maintenance with the necessary frequency to ensure a safe work environment, maximize the useful life of the facility in the most cost effective and safe manner.

Facility Maintenance includes overall environmental regulatory record keeping and oversight; hazardous waste disposal and manifest timely and reliable maintenance, preventive maintenance, inspections, repair and servicing of administration buildings, maintenance facilities and equipment's, classrooms, venue areas and the like.

The Facilities Management Office will provide a clean, orderly, safe, cost-effective, and instructionally supportive learning environment that contributes to the University's statement of education to meet the intellectual, physical and emotional demands of the 21st Century.

2019-2020 Maintenance Goals

1. To commit at least 50% of our maintenance resources to scheduled preventive maintenance tasks
2. To send administrative/concerned staff to needed training during the 2017 and 2018 calendar year.
3. To provide the Personal Protective Equipment for skilled workers under Facility Management Office
4. To start the awareness of Safety and Health in the Office for its personnel and administrative staff
5. To implement the first in, first out work program – produced and acquired request are implemented first.
6. To commit at least 80% of the total structure inside the Mabini Campus repainted and maintained.
7. To assure that 70% of common restrooms are functioning and working properly.
8. To replace continuous pipe flush to standard push button flush to conserve water/utilities.
9. To preserve the beauty and functionality of three main big venues in the University.
10. To develop the campus environment mainly grounds – trimmed and maintained plants
11. To develop a systematic tagging of repair and maintained equipment of the University catered by Facility Management Office

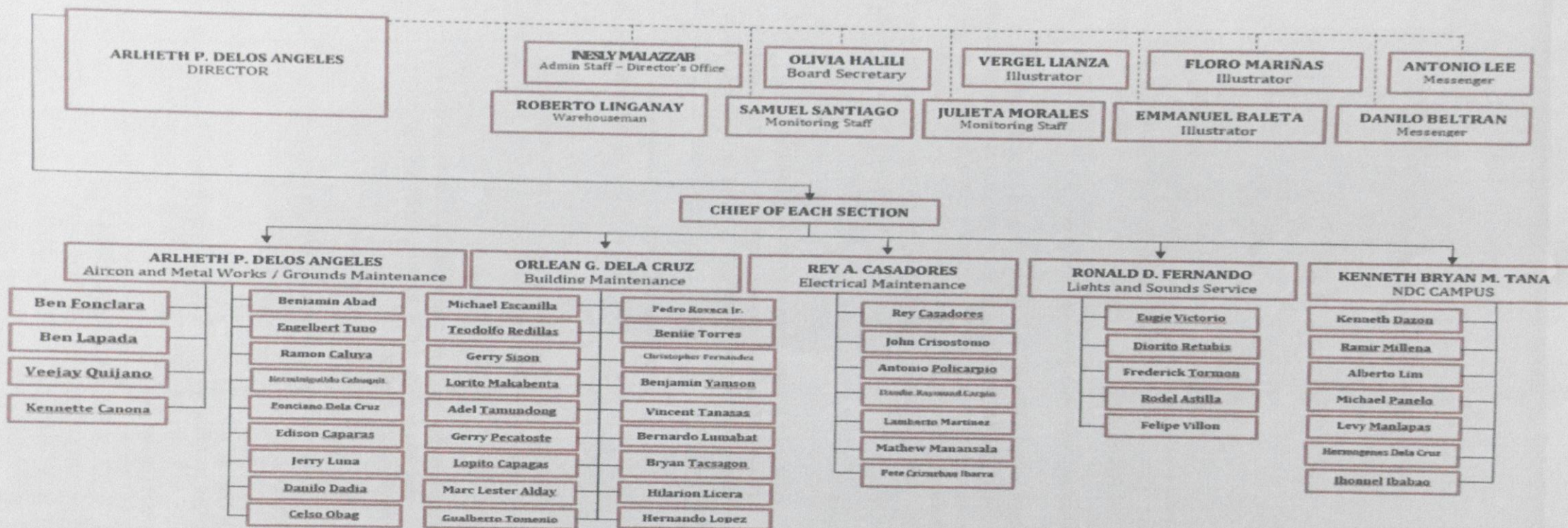


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II. Maintenance Organization





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A. Building Maintenance

The Facility Management Office has established the following priorities in response to requested work:

Emergency

- Eminent life safety threat or operational disruption that could cause closure of University

Safety/Health/Security

- Identified problem that could result in injury if not corrected in a timely manner (Includes fire marshal identified deficiencies, equipment hazards etc.)

Preventive Maintenance

- Scheduled inspection or routine maintenance task that if not completed could result in premature failure of a facility system or equipment item.

Unscheduled Repair Actions

- Action required in repairing a facility system, equipment item or building component that is not functioning properly or was damaged.

Support Services

- Upon request, the maintenance office can assist the school with special events and programs. As much advance notice as possible is requested so that this support can be de-conflicted with other work requirements.

Procedure

The Facility Management Office currently processes work orders manually, with requests from faculty and staff called into or personally directed to the Office and based on priority, the Director of the office assigns work orders to the appropriate Chief of sections or custodians. If a custodian identifies a facility problem at the University function room, they either remedy the problem themselves or if they need assistance in completing, report the problem to the Director of the office. Requested repair and

III. Preventive Maintenance Tasks and Schedules

The accomplishment of scheduled inspection and Preventive Maintenance Task (PMT) is critical to the successful operation of the University. Prescribed inspection and maintenance schedules have been developed for the entire University as shown below.



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F	Building/Room	J	F	M	A	M	J	J	A	S	O	N	D
BUILDING, ELECTRICAL and GROUNDS MAINTENANCE													
Classrooms / Laboratories													
	Main Academic Building												
M	3rd Floor - North Wing	X											
M	3rd Floor - East Wing		X										
M	3rd Floor - West Wing			X									
M	3rd Floor - South Wing				X								
M	4th Floor - North Wing					X							
M	4th Floor - East Wing						X						
M	4th Floor - West Wing							X					
M	4th Floor - South Wing								X				
M	5th Floor - North Wing									X			
M	5th Floor - East Wing										X		
M	5th Floor - West Wing											X	
M	5th Floor - South Wing												X
M	6th Floor - North Wing	X											
M	6th Floor - East Wing		X										
M	6th Floor - West Wing			X									
M	6th Floor - South Wing				X								
SA	P.E. Building - Classrooms						X						X
Q	Nutrition Building			X			X			X			X
M	Laboratory High School	X	X	X	X	X	X	X	X	X	X	X	X
Health and Safety													
M	Exit Signs	X	X	X	X	X	X	X	X	X	X	X	X
M	Fire Exit	X	X	X	X	X	X	X	X	X	X	X	X
Comfort rooms													
M	Main Academic Building - Common CR	X	X	X	X	X	X	X	X	X	X	X	X
Offices/ Faculty Room													
Main Academic Building													
Q	Ground Floor	X	X	X									
Q	Second Floor	X	X	X									
Q	Third Floor							X	X	X			
Q	Fourth Floor							X	X	X			
Q	Fifth Floor										X	X	X
Q	Sixth Floor										X	X	X
Q	Ninoy Aquino Library and Learning Center				X	X	X						
Q	Charlie Del Rosario Building				X	X	X						
Q	Sampaguita Building				X	X	X						
Campus Environment/Grounds													
M	Grounds (open area)	X	X	X	X	X	X	X	X	X	X	X	X
Q	Trimming of plants			X			X			X			X



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M	Grandstand / Oval	X	X	X	X	X	X	X	X	X	X	X	X
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F	Venue Name	J	F	M	A	M	J	J	A	S	O	N	D
D/M	Bulwagan Balagtas	X	X	X	X	X	X	X	X	X	X	X	X
D/M	Bulawagan Bonifacio	X	X	X	X	X	X	X	X	X	X	X	X
D/M	Claro M. Recto Hall	X	X	X	X	X	X	X	X	X	X	X	X

F	Venue Name	J	F	M	A	M	J	J	A	S	O	N	D
AIRCON AND METAL WORKS													
Offices / Laboratories / Faculty rooms / Venue Hall													
	Main Academic Building												
SA	Ground Floor (North and South wing)	X						X					
SA	Ground Floor (East Wing and West Wing)		X						X				
SA	Second Floor (North and South wing)			X						X			
SA	Second Floor (East Wing and West Wing)				X						X		
SA	Third Floor (North and South wing)					X						X	
SA	Third Floor (East Wing and West Wing)						X						X
SA	Fourth Floor (North and South wing)	X						X					
SA	Fourth Floor (East Wing and West Wing)		X						X				
SA	Fifth Floor (North and South wing)			X						X			
SA	Fifth Floor (East Wing and West Wing)				X						X		
SA	Sixth Floor (North and South wing)					X						X	
SA	Sixth Floor (East Wing and West Wing)						X						X
SA	Ninoy Aquino Library and Learning Center				X						X		
SA	Gabriela Silang Building				X						X		
SA	Sampaguita Building				X						X		
SA	Nutrition Building				X						X		
SA	Venue area, halls, AVR					X						X	
Y	Branches and Campuses						X						

F	Building/Room	J	F	M	A	M	J	J	A	S	O	N	D
BUILDING MAINTENANCE - NDC COMPOUND													
Classrooms / Laboratories													
	College of Engineering												
Q	1 st Floor	X			X			X			X		
Q	2 nd Floor	X			X			X			X		
Q	3 rd Floor	X			X			X			X		
Q	4 th Floor	X			X			X			X		
	College of Communication												



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Q	1 st Floor			X			X			X			X
Q	2 nd Floor			X			X			X			X
	Condotel Building												
Q	1 st Floor			X			X			X			X
Q	2 nd Floor			X			X			X			X
Q	3 rd Floor			X			X			X			X
Q	4 th Floor			X			X			X			X
Q	5 th Floor			X			X			X			X
	Institute of Technology												
Q	1 st Floor			X			X			X			X
Q	2 nd Floor			X			X			X			X
Q	3 rd Floor			X			X			X			X
SA	BPO Center Building						X						X
	Health and Safety												
	NDC Compound												
M	Exit Signs	X	X	X	X	X	X	X	X	X	X	X	X
M	Fire Exit	X	X	X	X	X	X	X	X	X	X	X	X
	Comfort rooms												
M	NDC Compound Buildings - Common CR	X	X	X	X	X	X	X	X	X	X	X	X
	Offices/ Faculty Room												
	NDC Compound Buildings												
Q	College of Engineering	X			X			X				X	
Q	College of Communication		X			X			X				X
Q	Condotel Building			X			X			X			X
Q	Institute of Technology		X			X			X				X
SA	BPO Center Building					X							X
	Campus Environment/Grounds												
M	Grounds (open area)	X	X	X	X	X	X	X	X	X	X	X	X
M	Trimming of plants	X	X	X	X	X	X	X	X	X	X	X	X
	ELECTRICAL MAINTENANCE - NDC COMPOUND												
	Classrooms / Laboratories / Offices/ Faculty Room												
	College of Engineering												
Q	1 st Floor	X	X		X	X		X	X		X	X	
Q	2 nd Floor	X	X		X	X		X	X		X	X	
Q	3 rd Floor	X	X		X	X		X	X		X	X	
Q	4 th Floor	X	X		X	X		X	X		X	X	
	College of Communication												
Q	1 st Floor		X	X		X	X		X	X		X	X
Q	2 nd Floor		X	X		X	X		X	X		X	X
	Condotel Building												



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Q	1 st Floor		X	X		X	X		X	X		X	X
Q	2 nd Floor		X	X		X	X		X	X		X	X
Q	3 rd Floor		X	X		X	X		X	X		X	X
Q	4 th Floor		X	X		X	X		X	X		X	X
Q	5 th Floor		X	X		X	X		X	X		X	X
	Institute of Technology												
Q	1 st Floor	X	X		X	X		X	X		X	X	
Q	2 nd Floor	X	X		X	X		X	X		X	X	
Q	3 rd Floor	X	X		X	X		X	X		X	X	
Q	BPO Center Building	X	X		X	X		X	X		X	X	
MECHANICAL MAINTENANCE - NDC COMPOUND													
	Classrooms / Laboratories / Offices / Faculty Room												
	College of Engineering												
Q	1 st Floor	X			X				X			X	
Q	2 nd Floor	X			X				X			X	
Q	3 rd Floor	X			X				X			X	
Q	4 th Floor	X			X				X			X	
	College of Communication												
Q	1 st Floor		X			X			X			X	
Q	2 nd Floor		X			X			X			X	
	Condotel Building												
Q	1 st Floor			X			X			X			X
Q	2 nd Floor			X			X			X			X
Q	3 rd Floor			X			X			X			X
Q	4 th Floor			X			X			X			X
Q	5 th Floor			X			X			X			X
	Institute of Technology												
Q	1 st Floor	X			X				X			X	
Q	2 nd Floor	X			X				X			X	
Q	3 rd Floor	X			X				X			X	
Q	BPO Center Building	X			X				X			X	
LIGHT AND SOUNDS SYSTEM AND EQUIPMENT MAINTENANCE - NDC COMPOUND													
M	College of Engineering	X	X	X	X	X	X	X	X	X	X	X	X
M	College of Communication	X	X	X	X	X	X	X	X	X	X	X	X



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The Preventive maintenance of electrical facilities is about:

- Resource management
- Providing a safe environment for students and staff
- Creating a sustainable physical environment that is energy supply efficient and Flexible.
- Reducing accidents
- Avoiding costly breakdowns & Work stoppages

Planned Maintenance:

Routine inspection to assess condition, report any problems, decide what contingency, and work action is necessary.

Electrical maintenance staffs are responsible for the following:

- Strict checking and inspection of all electrical facilities, equipment and installed devices
- Supply and repair of lighting fixtures, ballast and switches necessary for efficient lighting system
- Replacement of defective convenience outlets and power outlets
- Inspection and maintenance of Air-conditioning unit power supply but limited only to feeder, outlet and over-current protections
- Inspection and maintenance of electrical motor supply limited only to feeder, outlet and over-current protections
- Inspection, testing and maintenance of Panel boards and over-current protections
- Pull-out, and replacement of orbit fans from classrooms and offices
- Repair and rehabilitation of existing feeder lines and electrical lay-outs
- Recording and documentation using work order system.
- Monthly reading and recording of meters and sub-meters from campus concessionaires

Preventative Maintenance:

Protection of the school's assets and safety of school staff and students requires a regular cycle of upkeep of school buildings, electrical facilities and equipment.

- Daily visual inspection and checking of Lighting fixtures and Electrical Devices.
- Monthly visual inspection and checking of electrical rooms, low voltage switchgears and panel boards.
- Quarterly visual inspection, cleaning, and checking of Orbit and electric fans.
- Quarterly Inspection of ACU Supply Feeders and outlet and over-current protection.
- Semi-Annual preventive maintenance, inspection, cleaning and re-tightening of bus bars, branch circuit breakers at low voltage switchgears and switchboards.



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- Annual System shut-down for Meralco coordinated and preventive maintenance work of the utility power transformers and disconnect protective electrical equipment.
- Three year preventive maintenance of Safety boxes, Junction boxes and Utility boxes.
- Three year preventive maintenance of Electric Lights.
- Three year preventive maintenance of Post Top Luminaires.

Lighting Fixtures and Electrical Devices

- 1) This preventive maintenance procedure is used to clean, inspect and re-lamp the Lighting Fixtures and Electrical Devices.
- 2) This procedure shall be completed once every day.
- 3) As per safety standards, lock-out procedure shall be implemented if required.
- 4) Check: Inspect the equipment, then record problems for corrective maintenance at the end of the checklist.
- 5) Make sure: Inspect the equipment, then repair or replace it as required to meet the standard indicated in the check.
- 6) Procedures:
 - a) Lighting Fixtures:
 - Inspect at regular intervals, with group re-lamping when lamps begin to fail.
 - Routinely check any luminaries that have transformers, control gear or accessories, such as spread lenses, glare baffles, or color filters
 - Check exterior lights to make sure cables are not torn; all screws and hardware should be in place and working, and gaskets can be replaced to provide a better watertight seal.
 - Replace any burned out lamps and consider group relamping. To create your re-lamping schedule, calculate lamp life and how often lamps are used.
 - Ensure that each lamp has the same color temperature.
 - Re-aim adjustable lighting as necessary
 - Dust lamps and clean lens surfaces to enhance lighting performance.
 - Safely store used bulbs until they can be removed by a certified vendor. Ask for documentation to verify your waste went to a recycling facility and not the dump.
 - b) Electrical Devices:
 - Verify that all switching is done in the ungrounded conductors
 - Verify that any switches in wet locations are properly installed in weather proof enclosures.
 - Verify that switches are located not over 6 ft 7 in (2.0m) high and that they can be operated from readily accessible places unless otherwise permitted.
 - Verify that the voltage between adjacent group or ganged devices is not over 300 volts or that barriers are installed.



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- Verify that metal switch boxes, switches, and any metal faceplates are grounded.
- Verify that switches and receptacles in boxes have their plaster ears seated against the wall surface or the box.
- Verify that switches and receptacles are used within their ratings.
- Verify that general-use dimmers are installed only for control of permanently installed incandescent lighting.
- Check the listing and marking of any switches or receptacles used with aluminium conductors.
- Check the receptacles in wet or damp locations for proper covers and enclosures and weather resistant ratings.
- Verify that isolated ground receptacles are properly identified and connected to isolated grounding conductors.
- Check the receptacles project from metal faceplates or are flush with non-metallic faceplates and that the faceplates cover openings.
- Check receptacles for proper polarity and for grounding and bonding connections.
- Verify that receptacle rating and branch-circuit ratings are compatible.

Electrical Rooms, Low Voltage Switchgears and Panel Boards

- 1) This preventive maintenance procedure is used to visually check or inspect electrical rooms, low voltage switch gears and panel boards.
- 2) This procedure shall be completed monthly.
- 3) As per safety standards, lock-out procedure shall be implemented if required.
- 4) Check: Inspect the equipment, then record problems for corrective maintenance at the end of the checklist.
- 5) Make sure: Inspect the equipment, then repair or replace it as required to meet the standard indicated in the check.
- 6) Checklist Procedures:
 - a. Switchboards, circuit breakers and main switches.
 - No visible damage to impair safety.
 - Safe access provided.
 - Every circuit breaker, main switch and fuse holder(s) provided with up-to-date, legible and durable rating labels giving their ratings.
 - Every circuit breaker and main switch provided with a legible and durable identification label.
 - A means of isolation provided for every circuit.
 - Operation of circuit breakers and main switches checked.
 - All accessible live parts screened with insulating plate or earthed metal.
 - Control, indication and alarm functions checked.
 - b. Electrical room
 - Lighting provided in the power areas is adequate, and located in accordance with the SITE: record lighting plan drawing.



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- As a minimum, emergency and task/stumble lighting is available in stairwells, over the "power board", over the engine control panel and AC transfer switch, over the AC switchgear, and in the engine room.
 - Emergency and task/stumble lighting works.
 - Feeding fuse/breaker positions and emergency and task/stumble lighting fixtures are properly stenciled as to the equipment they feed or where they are fed from.'
- c. Panel boards.
- Verify proper return bus option.
 - Verify proper load bus arrangements.
 - Verify accuracy & proper operation of the digital or analog meters & current shunts.
 - Test fuse alarms for proper operation and continuity to NROC (Note: BDFBs and other secondary fuse panels are not monitored by the Power NROC group, but by the groups who monitor the equipment served by these secondary protection devices)
 - Ensure that all fuse/breaker assignments are properly marked/stenciled for the loads they feed, and that all incoming and outgoing cables are properly tagged.
 - Verify proper connections of wires/cables to the fuse distribution, ground, and battery return busses/connections.
 - Verify proper frame and central office grounding.

Electric fans – Orbit Fans

- 1) This preventive maintenance procedure is used to clean, inspect and repair orbit and electric fan
- 2) This procedure shall be completed quarterly
- 3) As per safety standards, lock-out procedure shall be implemented if required.
- 4) Check: Inspect its operation, then record problems for corrective maintenance at the end of the checklist.
- 5) Make sure:
 - Inspect the orbit and electric fans, then repair or replace it as required to meet the standard indicated in the check.
 - Inspect the blades of each fan.
 - Check if the motor is working.
 - Check if there is no missing part in the fan.
 - Clean the blades and covers.
 - Check if the controls of the motor are still working.
- 6) Checklist Procedures
 - Make safe all unsafe conditions identified through this checklist.
 - Immediately report all unsafe conditions not remedied or affecting operations or public safeties that are not addressed in this checklist.
 - Record all corrective maintenance items at the end of the checklist.

ACU SUPPLY FEEDERS, OUTLET AND OVER-CURRENT PROTECTION

- 1) This preventive maintenance procedure is used to clean, inspect and repair supply feeders and outlets for air-conditioning units
- 2) This procedure shall be completed quarterly.



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- 3) As per safety standards, lock-out procedure shall be implemented if required.
- 4) Check: Inspect the equipment, then record problems for corrective maintenance at the end of the checklist.
- 5) Checklist Procedures
 - Check for receptacles and adequate lighting for servicing of mechanical equipment
 - Identify the applicable nameplate information for the equipment
 - Verify that branch-circuit conductor sizes are adequate on the basis of the applicable nameplate information.
 - Verify that conductors supplying several units are adequately sized.
 - Verify that branch-circuit overload protection is provided and properly sized.
 - Verify that branch-circuit short-circuits and ground-fault protection is provided and properly sized
 - Verify that feeder short-circuits and ground-fault protection is provided and properly sized.
 - Verify that controllers have adequate ratings, including short-circuit current ratings, where they are not part of listed multi-motor or combination-load equipment
 - Verify that disconnecting means have ratings adequate for the equipment.
 - Verify that disconnecting means are within sight and readily accessible from the equipment and that working spaces are adequate.
 - Verify that conductors, receptacles, cords, and overcurrent devices for room air conditioners are properly sized and that LCDI devices or AFCI protection is provided for cords.

Bus Bars, Branch Circuit Breakers At Low Voltage Switchgears, And Switchboards

- 1) This preventive maintenance procedure is used to inspect, clean, and re-tighten bus bars, branch circuit breakers at low voltage switchgears and switchboards.
- 2) This procedure shall be completed semi-annually.
- 3) As per safety standards, lock-out procedure shall be strictly implemented.
- 4) Check: Inspect the equipment, then record problems for corrective maintenance at the end of the checklist.
- 5) Make sure: Inspect the equipment, then repair or replace it as required to meet the standard indicated in the check.
- 6) Checklist Procedures:
 - Switchboards, circuit breakers and main switches
 - No visible damage to impair safety Safe access provided
 - Every circuit breaker, main switch and fuse holder(s) provided with up-to-date legible and durable rating labels giving their ratings.
 - Every circuit breaker and main switch provided with a legible and durable identification label.
 - An up-to-date schematic diagram displayed to show the main distribution system. Link of adequate size installed in neutral circuit.
 - All accessible live parts screened with insulating plate or earthed metal.



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- The overload and fault current protection characteristics of all circuit breakers verified with secondary injection test instruments where appropriate. Lowest insulation resistance being not less than 0.5 M ohm measured between phases/neutral/earth.
- 7) Busbar trunking system including rising mains:
- No visible damage to impair safety.
 - Phase identification marked on both ends of main cable/conductor, and at terminations.
 - All joints of metal conduit or trunking to be mechanically sound, electrically continuous and protected against corrosion.
 - All accessible live parts screened with an insulating plate or earthed metal.
 - Lowest insulation resistance being not less than 0.5 Mohm measured between phases/neutral/earth.

UTILITY POWER TRANSFORMERS (MERALCO COORDINATED)

- 1) This preventive maintenance procedure is used in Annual System shut-down for Meralco coordinated and preventive maintenance work of the utility power transformers and disconnect protective electrical equipment.
- 2) This procedure shall be completed annually.
- 3) As per safety standards, lock-out procedure shall be strictly implemented.
- 4) Check: Inspect the equipment, then record problems for corrective maintenance at the end of the checklist.
- 5) Make sure: Inspect the equipment, then repair or replace it as required to meet the standard indicated in the check.
- 6) Checklist Procedures
 - a. **Utility Power Transformers:**
 - Identify transformers that are covered by Article 450.
 - Verify that overcurrent protection for transformers over 1000 volts is provided and properly sized.
 - Verify that overcurrent protection for transformers 1000 volts or less is provided and properly sized.
 - Verify that overcurrent protection is provided for transformer primary conductors.
 - Verify that overcurrent protection is provided for transformer secondary conductors.
 - Check transformer installations for adequate ventilation and spacing from walls and obstructions.
 - Check transformers for ready access or proper installation in the open or in hollow spaces.
 - Verify that transformers are supplied with a disconnecting means.
 - Check indoor dry-type transformers for separation from combustibles or, based on ratings, installation in fire-resistant rooms or vaults.
 - Check outdoor dry-type transformers for weatherproof enclosures.
 - Verify that liquid-insulated transformers are installed in accordance with the requirements for the location and type of insulating liquid.
 - Check transformer vaults for adequate constructions, access, ventilation, and drainage and for foreign system in vaults.



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Safety Boxes, Junction Boxes And Utility Boxes

- 1) This preventive maintenance procedure is used to clean and inspect junction boxes. It is also used to verify the correctness of the installation with existing installation drawings.
- 2) This procedure shall be completed every three years.
- 3) As per safety standards, lock-out procedure shall be implemented if required.
- 4) Check: Inspect the equipment, then record problems for corrective maintenance at the end of the checklist.
- 5) Make sure: Inspect the equipment, then repair or replace it as required to meet the standard indicated in the checklist.
- 6) Checklist Procedure
 - Make safe all unsafe conditions identified through this checklist.
 - Report all conditions not remedied or unsafe conditions that are affecting operations or public safety that are not addressed in this checklist.
 - Record all corrective maintenance items at the end of the checklist.
- 7) Exterior
 - Clear grass, sand, and debris from the surface of the junction box.
 - Check if the junction box is level to grade.
 - Check if the concrete collar is free of damage.
- 8) Lids
 - Check if the lid fits well and is free of damage.
 - Lightly lubricate the hold down bolts.
 - Make sure that the hold down bolts are in place and the lid is secured.
 - Make sure that steel lids are bonded.
- 9) Interior
 - Check if the junction box section is free of damage.
 - Check if the top, mid, and bottom braces, or conductor support bar are correctly installed.
 - Remove salt, silt, and debris from the interior of the box.
 - Check the unused holes and the spaces between the walls and the conduit are plugged.
 - Check if the junction box has a bottom drain plate or brick base, and has drainage.
 - Check that empty conduits have full string and are capped.
 - Check that rigid metal conduits are bonded.
- 10) Wiring and Cabling
 - Check if the splices are mechanically secured and insulated. Repair minor problems.
 - Check if the conductors and cables are grouped, bundled, and clearly labelled.
 - Check if the wiring is free of all conditions:
 - Damage, wear, deterioration, and corrosion.
 - Evidence of overheating (over-loading).
 - Loose and untidy wirings.
 - Disconnect or redundant items.
 - Make sure that the wire is secured to the top brace or conductor support bar.
 - Note any solid conductors.



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IV. Maintenance

Responsive Maintenance:

There will always be maintenance emergencies that need to attend to. University staff must make requests for maintenance through phone calls or request letters.

Planned Maintenance:

Routine:

The University Grounds Personnel are responsible for the day-to-day cleaning of grounds. They are also employed to remove rubbish, cut grass, trim grass overhanging, tend gardens and assist with constant upgrading of school grounds including landscaping.

Maintenance staff are responsible for the following:

- Locks, excluding work that must be carried out by professional locksmith
- Supply and fitting of light tubes and globes
- Replacement of tablet chairs
- Regular inspections of gutters and down pipes
- Repainting of signs/blackboards
- Minor repairs to classrooms
- Minor wall, ceiling and door repairs
- Cleaning of graffiti immediately as it appears
- Minor landscape maintenance

Daily

1. Sweep sidewalks.
2. Remove trash from shrubs, bushes, sidewalks, parking lots and main road
3. Review night reports and respond appropriately
4. Review work orders
5. Replace damaged and soiled ceiling
6. Replace damaged floor tiles
7. Ensure doors, windows and roof accesses are secured

Monthly/Annually

1. Inspect and repair curbs, walks and paving
2. Inspect and restore signages
3. Inspect roof conditions, remove debris, ensure downspout and gutters are working and free from mud and soil sediments
4. Restore cracks and blemishes on building exterior
5. Inspect and restore pavement parkings
6. Inspect all restroom, shower rooms and water closets in common cr
7. Supervise elevator maintenance services
8. Check all door operations and adjust hardware.
9. Inspect and repair all finished surfaces
10. Perform monthly fire extinguisher inspection
11. Annual pest control treatment
12. Inspect site:
 - a. Fence



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- b. Grounds
- c. Pavement
- d. Storm Drainage System
- 13. Building Exterior
 - a. Entrances
 - b. Landscaping
 - c. Storage Area
 - d. Parking Lot
 - e. Roof
 - f. Sidewalk
- 14. Building Interior
 - a. Classroom
 - b. Common Areas
 - c. Computer rooms / Laboratories
 - d. Conference rooms
 - e. Corridors/Hallways
 - f. Elevator
 - g. Electrical room
 - h. Gymnasium
 - i. Swimming Pool
 - j. Office
 - k. Restrooms
- 15. Annual inspection of ceilings, floors, paving, plumbing, internal painting, door hinges, hooks and locks

Every two to five years

1. Replacement of glass where necessary
2. Internal Painting

Every seven to ten years

1. External painting
2. Replacement of floor coverings - tiling works
3. Replacement of boards
4. Replacement of gutters

Every fifteen to twenty five years

1. Roof refurbishment/replacement

B. Lights and Sound System Services and Equipment Maintenance Section

Lights and Sounds personnel are responsible for the following task:

- Minor repair of defective amplifiers, mixers, equalizers and other sound system equipment
- Repair of defective LED PAR's and light controllers
- Replacement of defective Light Emitting Diodes LED PAR
- Regular calibration of lights and sounds equipment
- Maintenance and check-up of signal cable or microphone cable and extension cords



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- Maintenance and up-keep of Bulwagan Balagtas, Bulwagan Bonifacio and Claro M. Recto Hall

Bulwagan Balagtas Hall

- Perform sweeping, mopping and arrangement of mono-block chairs prior to every event
- Clean thoroughly two comfort rooms at the back of the stage at least twice a day
- Clean thoroughly the dressing rooms at least twice a week
- Perform regular inventory, at least once a week of new (2,670) and old (1066) monoblock chairs and narra tables.
- Perform regular inspection/ checkup of lights, fixtures, switches, air conditioning units and fire extinguishers before and after every event.
- Perform regular inspection/checkup of lights and sound system equipment installed (main amplifiers, mixers, equalizers, microphones – both wires and wireless, speakers, etc.) before and after each event
- Check all connecting wires, signal cables, microphone wires and extension cord for workability before and after every event
- Clean follow spot and communication sets (headsets, belt pack and base or controller) at least once a week.
- Clean thoroughly the fire exit access (back of stage) at least twice a month
- Once in a month, inspection for presence of termites and use proper insecticide if necessary.

Bulwagan Bonifacio Hall

- Perform sweeping and vacuum cleaning of floor carpets daily
- Clean theater chair and side walls including web removal at least twice a week
- Perform regular inspection/checkup of lights, fixtures, switches, air conditioning units and fire extinguishers before and after every event
- Perform regular inspection/checkup of lights and sound system equipment installed (main amplifiers, mixers, equalizers, microphones – both wires and wireless, speakers, etc.) before and after each event
- Check all connecting wires, signal cables, microphone wires and extension cord for workability before and after every event
- Once in a month, inspection for presence of termites and use proper insecticide if necessary.

Claro M. Recto Hall

- Perform sweeping, mopping and arrangement of mono-block chairs prior to every event
- Clean thoroughly three (3) comfort rooms at least twice a day
- Perform regular inventory of mono block chairs, tables and podiums
- Clean mono block chairs and side walls including web removal sat least twice a week
- Perform regular inspection/ checkup of lights, fixtures, switches, air conditioning units and fire extinguishers before and after every event.
- Clean carpet at control room at least twice a month
- Perform regular inspection/checkup of lights and sound system equipment installed (main amplifiers, mixers, equalizers, microphones – both wires and wireless, speakers, etc.) before and after each event



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- h. Check all connecting wires, signal cables, microphone wires and extension cord for workability before and after every event
- i. Clean thoroughly the dressing rooms at least twice a week
- j. Clean the fire exit access at least twice a month
- k. Once in a month, inspection for presence of termites and use proper insecticide if necessary.
- l. Perform General cleaning at least twice a year (repainting of walls, backdrop and signage)

CCTV / Repair Room

- a. Regular maintenance of Closed Circuit Television System (monitor, camera and its control system) at least twice a week
- b. Provide soft copy of captured or recorded data from CCTV unit
- c. Maintenance and repair of paging and information system
- d. Perform repair of maintenance of electronic equipment used in the university as requested
- e. General cleaning of the area.

V. University Facilities and Equipment

The Facility Management Office under Polytechnic University of the Philippines caters the main campus (Mabini Campus) and adjacent campus (NDC Compound). We also provide service for other branches and campus – PUP Taguig, PUP Quezon City, PUP Unisan, PUP Mulanay, PUP Lopez, PUP Ragay, PUP Maragondon and PUP Batangas but on annual basis.

Mabini Campus

- 11 hectares
- Structure inside the premises:
 - 6 Floors, 4 wings - Main academic building
 - Ninoy Aquino Library and Learning Center – 4 floors
 - Charlie Del Rosario Building – 2 floors
 - Sampaguita Building – 2 floors
 - Nutrition Building – 2 floors
 - Laboratory High School – Bungalow, 4 buildings
 - P.E. Building – 2 floors
 - Open Court – Basketball
 - Lawn Tennis Court
 - Lagoon – food concession
 - Chapel
 - Gabriela Silang Building – 3 floors
 - Materials Recovery Facility
 - Asset Management Office – Property area
 - Facility Management Office – Storage and workshop
- Facilities includes:
 - Big venue halls (Bulwagan Balagtas, Bulwagan Bonifacio, Claro M. Recto)
 - Open area (Amphitheater, Freedom Park, Popeye)
 - Exhibits area (Lobby – Main Academic Building)



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NDC Compound


- College of Engineering and Architecture Building
 - 4 floors – lecture and laboratory rooms
 - Gabriela Silang Building
 - 1 Audio Visual Room
- College of Communications Building
 - 2 floors – lecture and laboratory rooms
 - PUP Theater
- PUP Condotel – Building A
 - 7 floors- lecture and laboratory rooms
- Institute of Technology
 - 4 floors – lecture and laboratory rooms

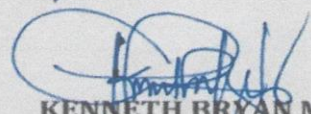
VI. Requested Major Maintenance and Repair Project

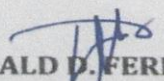
No.	Proposed Projects	2018	2019	2020
1	Planting of ornamental plants in all plant boxes	75,000.00	50,000.00	50,000.00
2	Rehabilitation of comfort room at Lagoon and rerouting of septic outflow on lagoon to catch basin of drainage including siphoning	350,000.00		
3	Termite control		350,000.00	
4	Repair/ Rehabilitation of PUP Tennis Court			
	- Repair of Comfort rooms and repainting of facility	600,000.00		
	- Repair of electrical lines		700,000.00	
	- Repair of court and drainage			700,000.00
5	Repair of welding machine	75,000.00		
6	Rehabilitation of Dump site - Land Development (Concrete Works)			350,000.00
	Grand Total	1,100,000.00	1,100,000.00	1,100,000.00

Prepared by:


ORLEAN G. DELA CRUZ
Chief, Building Maintenance Section


REY A. CASADORES
Acting Chief, Electrical Maintenance Section


KENNETH BRYAN M. TANA
Chief Building Administrator, NDC Compound,


RONALD D. FERNANDO
Chief, Lights and Sound System and Equipment Maintenance

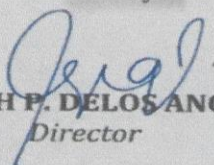


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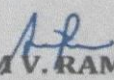


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Noted by:


ARLHETH P. DELOS ANGELES
Director

Recommending Approval:

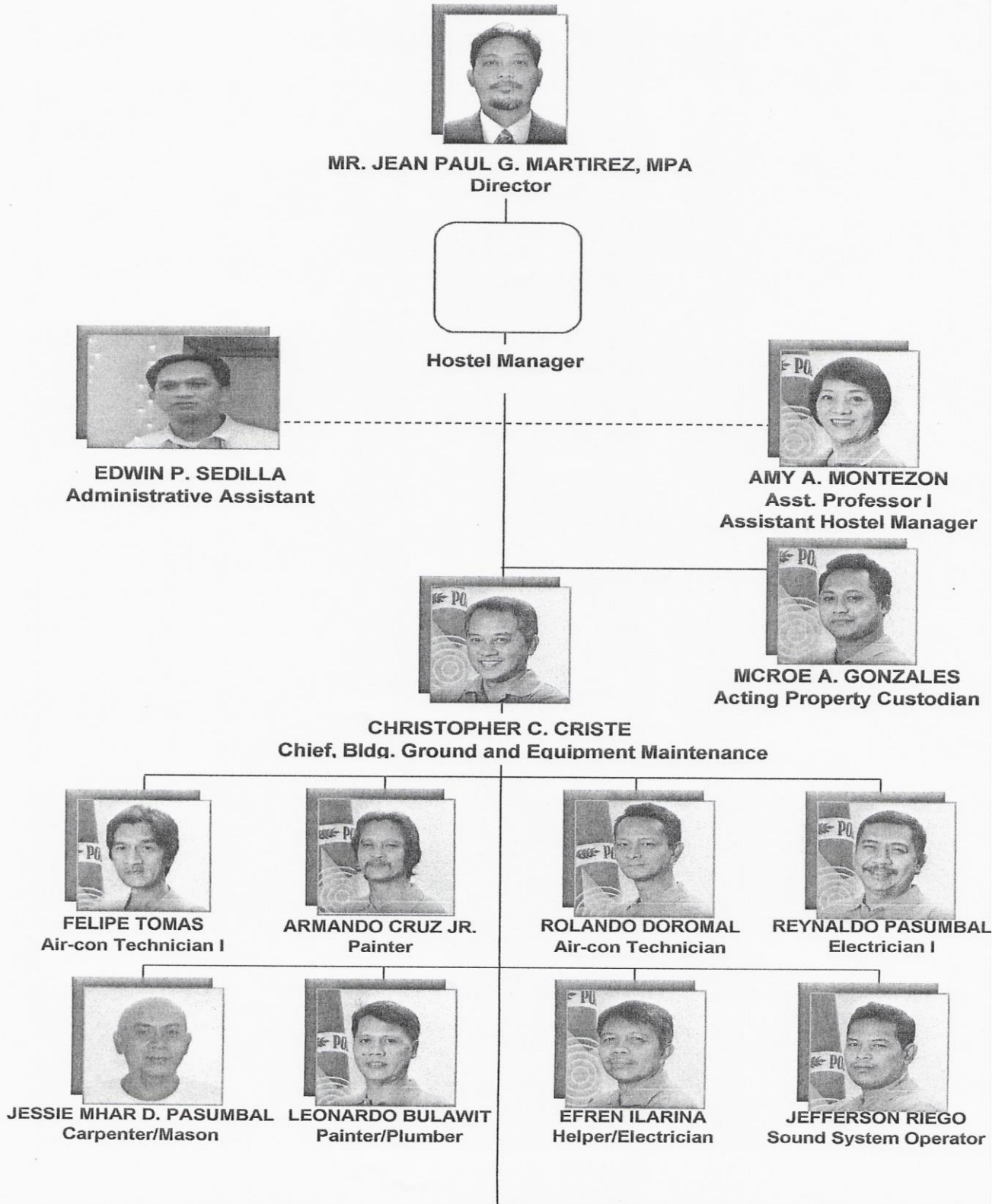

ADAM V. RAMILO, MIR
Vice President for Administration



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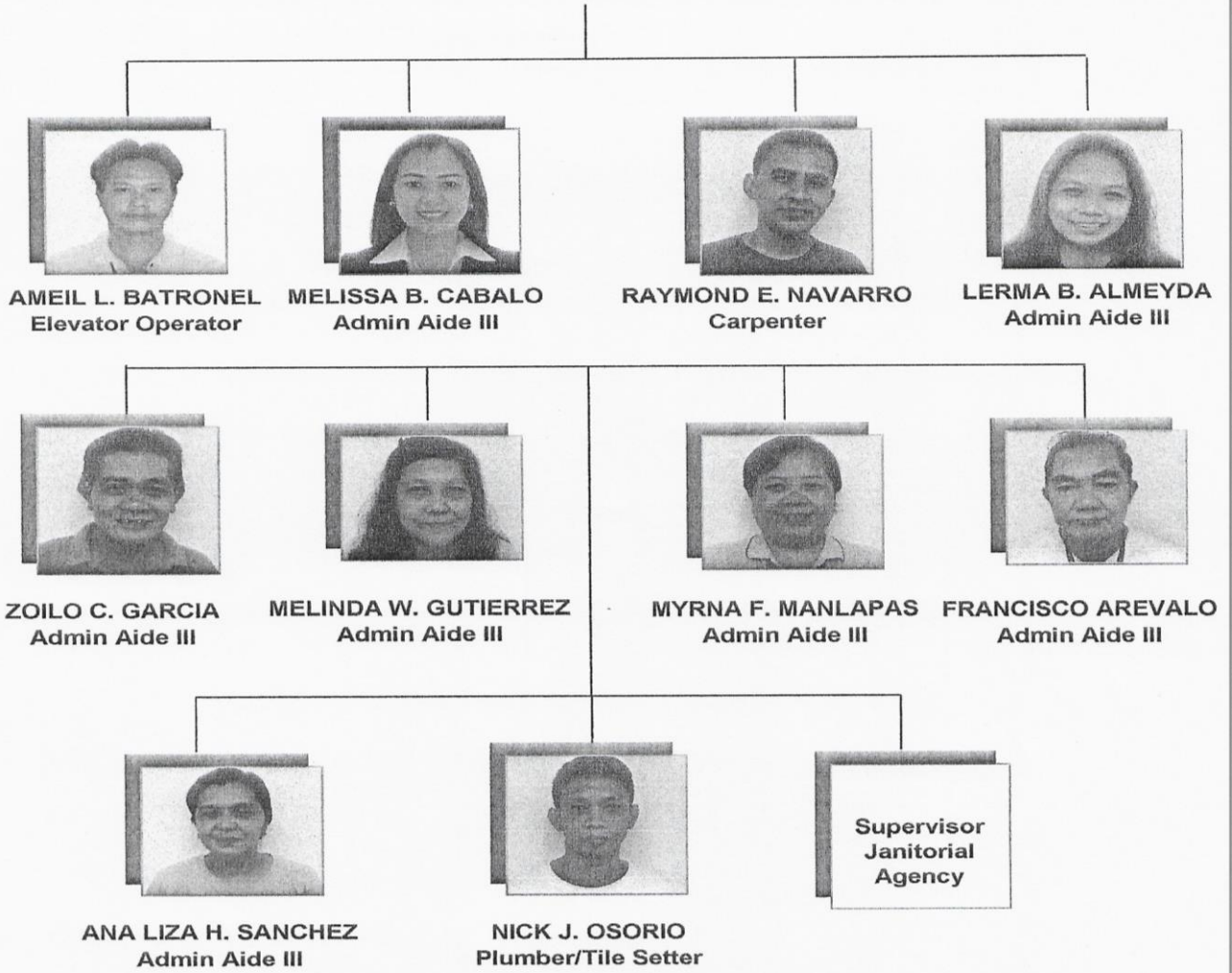
2. Organizational Chart

**MARCELO H. DEL PILAR CAMPUS
ORGANIZATIONAL
CHART SCHOOL YEAR 2018-2019**





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GUEST SUITES



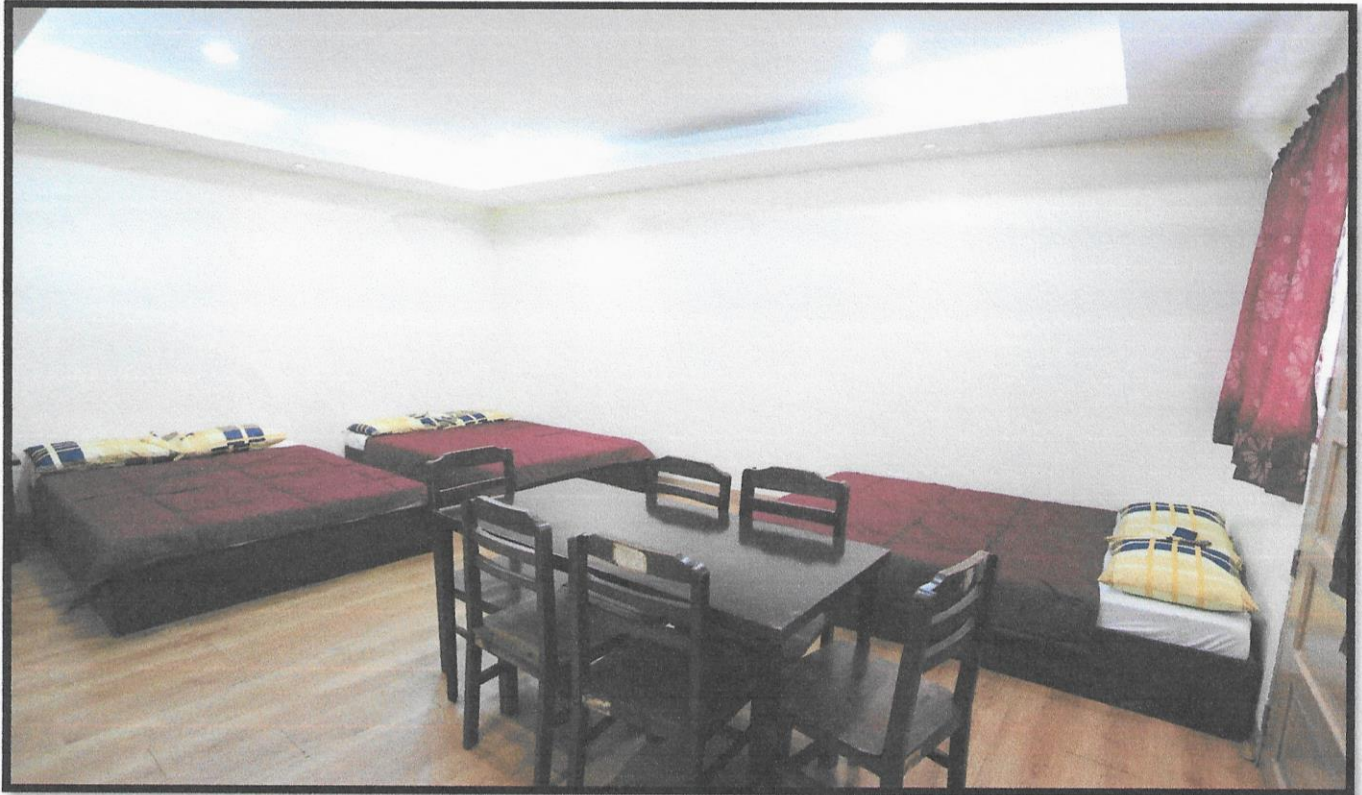
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GUEST SUITES



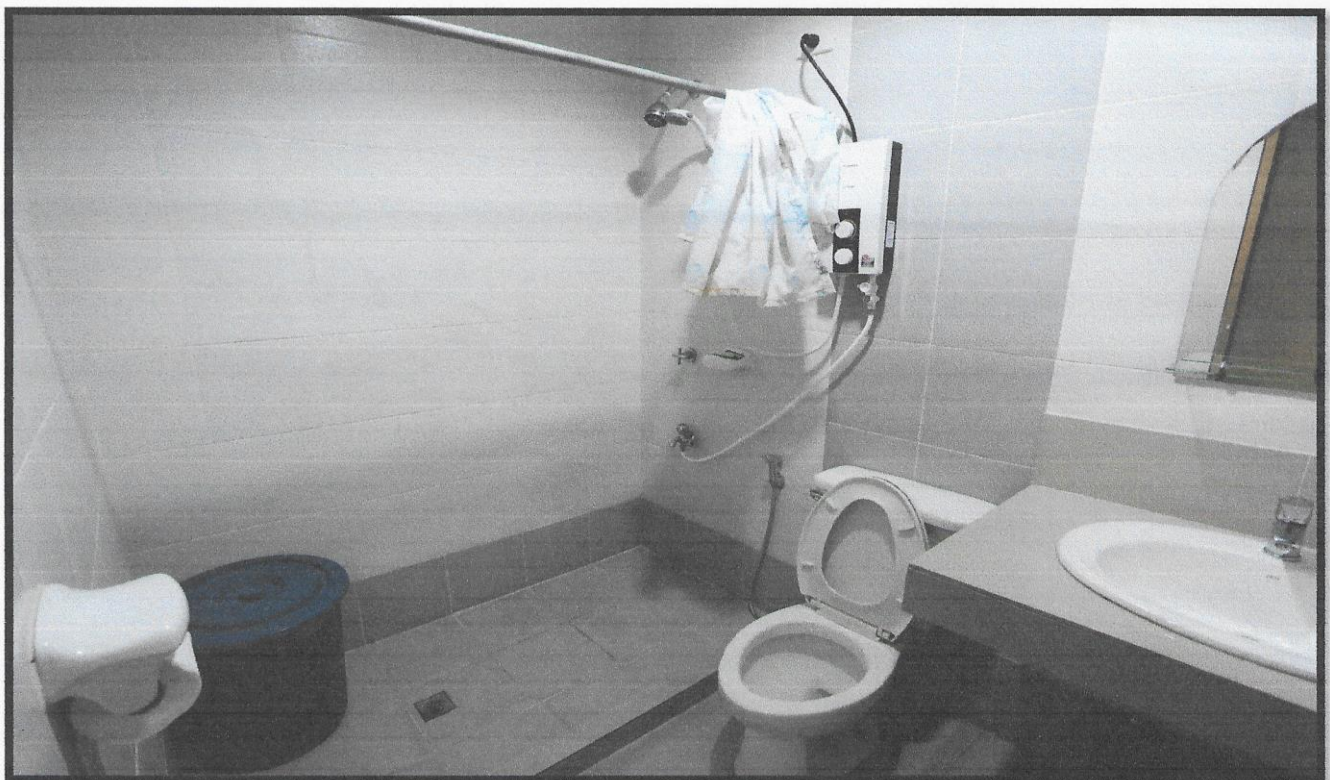
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GUEST SUITES



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10, List of Facilities and Equipment
Elevator



Dental Clinic



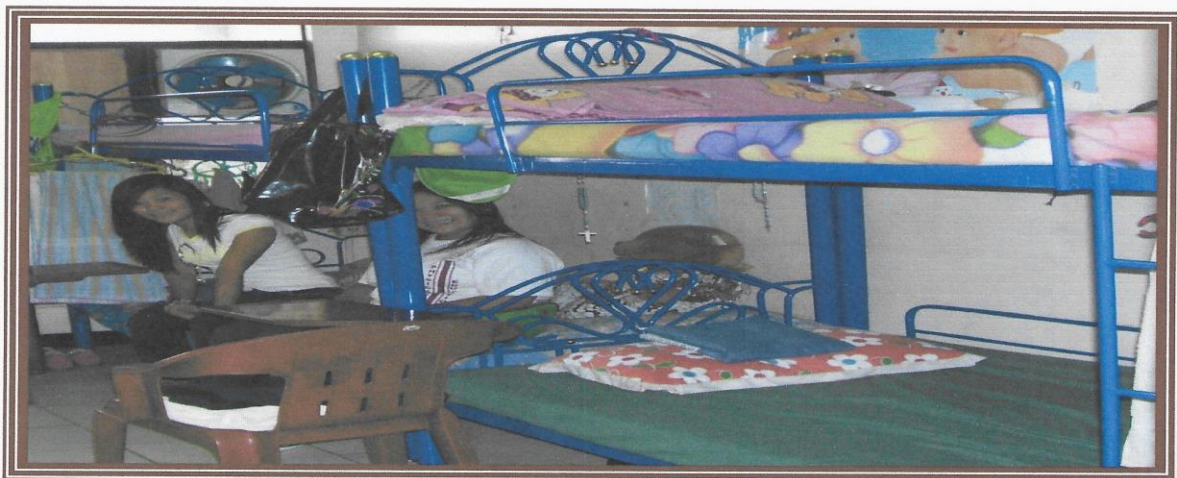
Medical Clinic





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Dormitory Rooms at the 4th Floor of PUP Hasmin Hostel
occupied by the students and PUP personnel



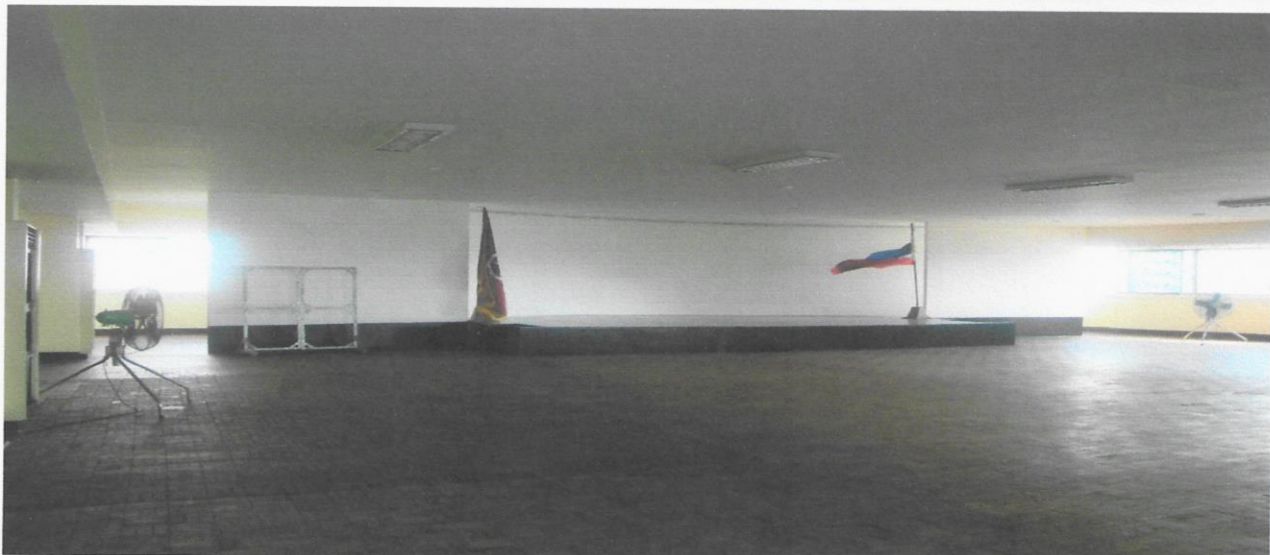
Built-in Cabinets (left photo) and comfort room (right photo)
in every Dormitory Room of the Hasmin Hostel





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FUNCTION ROOM (MANILA ROOM)





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11. Services provided to Person with Disabilities (PWDs)

COMFORT ROOM





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 Office of the Vice President for Administration
 MARCELO H. DEL PILAR CAMPUS
 BUILDING, GROUNDS AND EQUIPMENT MAINTENANCE OFFICE

NOTICE OF MONTHLY COORDINATION MEETING

DATE : Feb. 28, 2018

TO :

1. Ameil L. Batronel *3/1/18*
2. Leonardo M. Bulawit *3/1/18*
3. Armando H. Cruz Jr. *3/1/18*
4. Rolando B. Doromal *3-1-18*
5. Mcroe A. Gonzales *3/1/18*
6. Efren R. Ilarina *3/1/18*
7. Jessie Mhar D. Pasumbal *3/1/18*
8. Reynaldo D. Pasumbal *3/1/18*
9. Jefferson B. Riego *3-1-18*
10. Edwin P. Sedilla *3/1/18*
11. Felipe J. Tomas VI *3/1/18*

FROM : **CHRISTOPHER C. CRISTE**
Acting Chief, BGEM

NOTED BY: **JEAN-PAUL G. MARTIREZ**
Director, MHDPC

Please be inform that our Monthly Meeting will be held on Mar. 5, 2018, 2:00PM, Friday at Carpentry Shop to discuss the following agenda:

1. Report and Submission of Work Accomplishment each section
2. Submission of Inventory of Supplies/Materials for February 2018
3. Work Status (Accomplished and On-going) each section
4. Presentation of Must-Do Program 2018 Gantt Chart
5. Presentation of OPCR and IPCR Rating 2017
6. Awareness Fire Prevention Month
7. Flag Raising Attendance
8. Habitual Tardiness and Absentism
9. Reminder on **SAFETY FIRST** each section
10. Other Matters

Your attendance is expected. Thank you.



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MARCELO H. DEL PILAR CAMPUS
OFFICE OF THE DIRECTOR

PUP Communication Tracking System
 2018-
 Tracking Number

MEMORANDUM ORDER
 No. 2, Series of 2018

TO : ALL CONCERNED
 SUBJECT : MONITORING OF ELECTRICAL CONSUMPTION IN OUR CAMPUS
 DATE : February 9, 2018

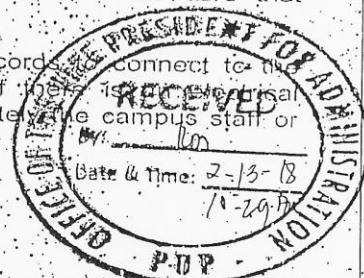
The use of our resources have a profound effect on our daily operations and as well as the carbon footprint that we leave in our environment. The concept of sustainable development implores us to find ways were we can achieve minimal effect to our environment while maximizing results from the use of our resources.

Included in this concept is our consumption of electricity; the Chief of Building and Ground Maintenance of the campus and the Hostel Manager is hereby tasked to monitor the electrical consumption of the campus as well as the hostel and find ways on how to efficiently implement these provisions:

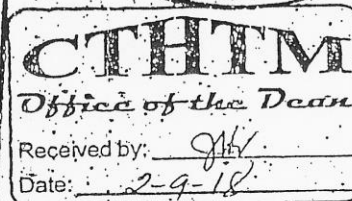
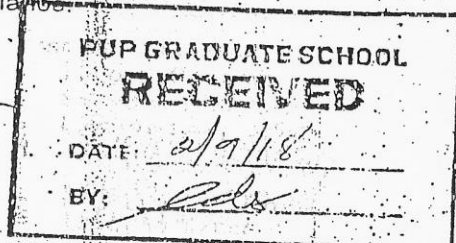
1. Turn off lights when not in use. The corridor/hallway of the dormitory should be turned on at 5:00 PM and half of them turned off by the security officer by 10:00 PM while doing their scheduled rounds.
2. Airconditioning units in the classrooms should only be turned on if there is a class on going while the use of airconditioning units in our offices would be from 9:00 AM to 7:00 PM only.
3. Students are advised to power down personal devices when inside the classrooms and are not allowed to charge their personal devices using available electrical outlets in the campus.
4. Unplug projectors, televisions and other electronic devices after use. Make sure that computers will go into "sleep mode" when not in use.
5. Tenants are not allowed to plug their devices or use extension cords connect to the hostel's electrical sockets present in the corridors of the hostel. If there is a fire or shortcircuit in the rooms occupied, all are advised to contact immediately the campus staff or security officers on duty.

This provisions shall take effect on February 12, 2018.

For your information and compliance.



Jean Paul G. Martinez
JEAN PAUL G. MARTIREZ
 Director, MHDPC



Just
 29-18

RECEIVED 2/9/18
CHIEF OF BUILDING AND GROUND MAINTENANCE
Manabu 2/9/18

Ground Fir., PUP Graduate School Bldg., M. H. Del Pilar Campus, Valencia St. corner Ramon Magsaysay Blvd., Sta. Mesa, Manila
 Phone: (Director) 02-7160930 (Staff) 02-7160105 (Hostel Manager) 02-7160956
 Website: www.pup.edu.ph E-mail: mhdel Pilar campus_director@pup.edu.ph

"THE COUNTRY'S 1ST POLYTECHNIC"





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

MAIN	1st Shift				
	EAST	NORTH	WEST	SOUTH	
Ground Floor C.R	Dela Cruz, Carlito	Villegas, Reynaldo	Iraula Allan	Luna Marilyn	Marino Merle Joy
Second Floor C.R	Javier, Revelyn	Laurdaus, Gil Ala, Renato	Gadiane Shirly	Morales, Julietta	Diolata, Imelda
Third Floor C.R	Guitche, Christina	Bulanadi, Benjamin	Untalan, Emilio	Terencio, Nella	Nieves, Gloria
Fourth Floor C.R	Fernandez, Josephine	Duenas, Blanvenido	Guy Adora	Empillo Richard	
Fifth Floor C.R	Ricafort, Vilma	Miranda, Lorna	Combalicer, Rodolfo	Dadia, Danilo	5th 6th Floor C.R Testa, Juliet Saturday
Six Floor C.R	Librea, Roger	Empillo, Eduardo	Ignacio, Jaime	Fajardo, Alejandro	
Chapel and Dome	Macabigtas, Jr Saturday	Salabbo, R. Tuesday		Supplies Urbano, Erlinda Thursday	
Food Technology	Vista, Teresita Wednesday			Dumpsite Cagomoc Ricardo	



INTEGRATED SERVICES, INC.

G.U. Rosales Building, # 10 Baenotan Street,
New Haven Village, Brgy. Kaligayahan
Novaliches, Quezon City
Tel. Nos.: 939-4502/939-8013; Fax No.: 930-2907

MEMORANDUM:

TO : ALL SUPERVISORS
FROM : Over-All-Supervisor
DATE : October 16, 2014
SUBJECT : As stated

Find herewith the new schedule of your Area of Responsibility effective October 16, 2014

NAMES	DESIGNATION/AOR	DAY OFF
Concepcion, Melchor	Mala (6:00am - 3:00pm)	Saturday
Marcada, Yolanda	Mala (6:00am - 3:00pm)	Wednesday
Peñaranda, Josalynn	Mala (1:00pm - 10:00pm)	Friday
Malasarte, Marlon	Mala (1:00pm - 10:00pm)	Monday
Cañas, Mylene	Hasma (7:00am - 4:00pm)	Saturday
Arica, Marizza	Tech., Call Cntr/ Condotel (11:00am - 8:00pm)	Tuesday
Caridad, Manuelito	Tech., Call Cntr/ Condotel (6:00am - 3:00pm)	Saturday

You are also directed to submit your daily accomplishment report, list of absent/leave and logsheet at Main campus EVERYDAY. Further, all instructions/company and school policies and guidelines shall be properly implemented including wearing your uniform and company I.D.

FOR YOUR GUIDANCE AND STRICT COMPLIANCE.

Nida Bautista
NIDA BAUTISTA

Cc:
VP, Admin.
Director, CDMO,
Main office





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

	MAIN	1st Shift			
Ground Floor C.R	EAST Dela Cruz, Carlito Saturdays	NORTH Villagas, Reynaldo Thursdays	WEST Iraula Allan Fridays	SOUTH Luna Marlyn Thursdays	Marino Merle Joy Tuesdays
Second Floor C.R	Javier, Revelyn Fridays	Laurdaus, Gil Ala, Renato Sat./Wed.	Gadiane Shirly Tuesdays	Morales, Julietta Saturdays	Diolata, Imelda Thursday
Third Floor C.R	Gultche, Christina Mondays	Bulanadi, Benjamin Fridays	Untalan, Emilio Saturdays	Terencio, Nella Wednesdays	Nieves, Gloria Saturdays
Fourth Floor C.R	Fernandez, Josephine Wednesdays	Duenas, Blauvenido Tuesdays	Guy Adora Thursday	Empillo Richard Saturdays	
Fifth Floor C.R	Ricafort, Vilma Wednesdays	Miranda, Lorna Tuesdays	Combalicer, Rodolfo Thursday	Dadia, Danilo Saturdays	5th 6th Floor C.R Testa, Juliet Saturday
Six Floor C.R	Libres, Roger Thursdays	Empillo, Eduardo Saturdays	Ignacio, Jaime Wednesdays	Fajardo, Alejandro Mondays	
Chapel and Dome	Macabigtas, Jr Saturday	Salabba, R. Tuesday		Supplies Urbano, Erlinda Thursday	
Food Technology	Vista, Teresita Wednesday			Dumpsite Cagomao Ricardo	



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FROM : Over-All-Supervisor
DATE : October 16, 2014
SUBJECT : As stated

Find herewith the new schedule of your Area of Responsibility effective October 16, 2014

NAMES	DESIGNATION/AOR	DAYOFF
Concepcion, Melchor	Main (6:00am - 3:00pm)	Saturday
Miracalda, Yolanda	Main (6:00am - 3:00pm)	Wednesday
Fernanda, Jonalynn	Main (1:00pm - 10:00pm)	Friday
Malsarte, Marlon	Main (1:00pm - 10:00pm)	Monday
Cañas, Mylene	House (7:00am - 4:00pm)	Saturday
Arica, Marissa	Tech., Call Cntr/ Condotel (11:00am - 8:00pm)	Tuesday
Caridad, Manuelito	Tech., Call Cntr/ Condotel (6:00am - 3:00pm)	Saturday

You are also directed to submit your daily accomplishment report, list of absent/leave and logsheet at Main campus EVERYDAY. Further, all instructions/company and school policies and guidelines shall be properly implemented including wearing your uniform and company I.D.

FOR YOUR GUIDANCE AND STRICT COMPLIANCE.

Nida Bautista
NIDA BAUTISTA

Cc:
VP, Admin.
Director, CDMO,
Main office





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

**Polytechnic University of the Philippines
Supports**

WASTE SEGREGATION CAMPAIGN

NON-INFECTIOUS, DRY, NON-BIODEGRADABLE WASTE
Clips, Tetra packs, Plastic Bottles, Ice Cream and Foil, Aluminum, Candy, Pens, Packaging Material, Used paper

NON-INFECTIOUS, WET WASTE
Left over food, Used Cooking Oil, Fruits, Vegetables, Fish fins and scales, etc.

NON-INFECTIOUS, RECYCLABLE WASTE
Paper, cardboard, plastic bottles, glass, metal cans, etc.

KINDLY THROW YOUR TRASH ACCORDINGLY
A FRIENDLY REMINDER FROM THE MEDICAL SERVICES DEPARTMENT

Waste

No. 1 Disposal

Policy

Section 1. The Polytechnic University of the Philippines (PUP) hereby adopts the Waste Management Policy, Solid Waste Segregation and regulates the use of plastic packaging on wet goods and banning the use of plastic packaging in dry goods and totally banning the use of Styrofoam as food containers within the PUP System.

Section 2. Pursuant to Republic Act No. 9003, the PUP Administration hereby requires the waste segregation in all offices, colleges, stores, and concessionaires.

Section 3. For purposes of this Policy, the following terms are hereby defined:

- (a) **SEGREGATION** shall refer to a solid waste management practice of separating different Waste materials.
- (b) **WASTE** shall refer to all discarded wet and dry garbage, hazardous and non-hazardous materials.
- (c) **WET or BIODEGRADABLE WASTE** shall refer to post-consumer materials which will undergo decomposition and/or can be transformed into some other forms of raw material of beneficial use, such as soil fertilizer.
- (d) **DRY or NON-BIODEGRADABLE WASTE** shall refer to post-consumer materials which can be transformed into new product or another usable material, or processed and used as a raw material in the manufacture of a recycled product.

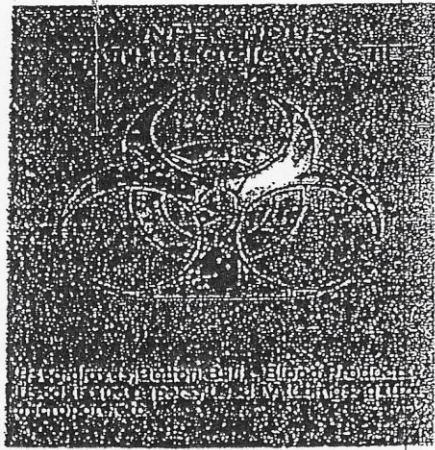
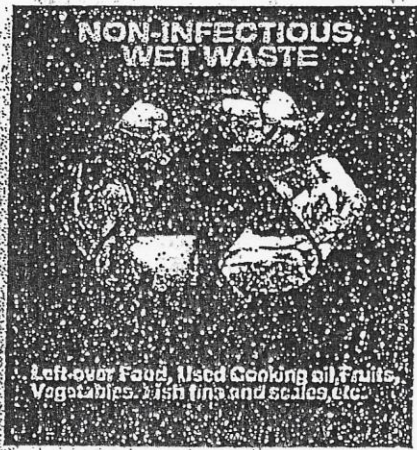
Section 4. Set guidelines and targets for solid waste avoidance and volume reduction by implementing the ZERO PLASTIC/STYRO POLICY;



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

KLASE NG BASURA		MGA HALIMBAYAN	KOLEKSYON
BIODEGRADABLE (NABUBULOK)	KITCHEN WASTE	<ul style="list-style-type: none"> Tirang Pagkain Sira o Panis na pagkain Buto ng Baboy at Manok Tinik ng Isda 	MIYERKULES
	COMPOSTABLE	<ul style="list-style-type: none"> Mga balat at buto ng prutas at gulay Mga dahon at damo Mga pinagtabasang sanga ng puno Mga naputol na puno Hasang ng Isda Balat ng hlpon o anumang matigas na balat ng lamang dagat 	
NON-BIODEGRADABLE (DINABUBULOK)	RECYCLABLE	<ul style="list-style-type: none"> Bote/Salinis Lata Papel Tanso Karton Aluminum Bakal Plastik(labat ng klase) 	LUNES AT BIYERNES
	RESIDUAL	<ul style="list-style-type: none"> Sanitary Napkin Disposable Diaper Sira o maruming basuhan Sira o lumang sapatos Ceramics Styropor Malduming Tissue paper Tetra/Doi packs Balat ng candy, chichirya at mga katulad Sachet ng shampoo, ketchup, kape at mga katulad Upang ng sigarilyo 	
SPECIAL WASTE	ELECTRONIC WASTE	<ul style="list-style-type: none"> Ink cartridge Mga sirang kagamitan tulad ng: <ol style="list-style-type: none"> Refrigerator Airconditioner Washing Machine TV Set Computer Cellphone 	Tuwig unang Biyernes at Sabado ng bawat buwan
			Tuwig ika-4 na Biyernes ng bawat buwan

**Polytechnic University of the Philippines
Supports
WASTE SEGREGATION CAMPAIGN**



KINDLY THROW YOUR TRASH ACCORDINGLY
A FRIENDLY REMINDER FROM THE MEDICAL SERVICES DEPARTMENT



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

HIWA-HIWALAY NA BASURA SA CAMPUS PROGRAM

HIWA-HIWALAY NA BASURA SA PINAGMULAN

Ayon sa Republic Act 9003 o mas kilala bilang The Ecological Solid Waste Management Act of 2000, ang basura ay dapat pinaghihiwalay kung saan ito nilikha. Dabil ang isang residente ng Lungsod Quezon ay inaatasan maghiwa-hiwalay ng kanilang basura magmula sa kanilang bahay, establisyementong pangkomersyal, institusyon o pabrika. Nakusap din sa RA 9003 na dapat maglaag ng hiwa-hiwalay na lalagyan para sa mga nabubulok at di-nabubulok na basura.

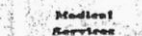
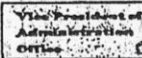
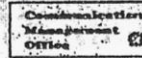
HIWA-HIWALAY NA KOLEKSYON

Magkahiwalay na kolektahin ang nabubulok at di-nabubulok na basura. Magtatakda ng isang (1) araw na koleksyon para sa nabubulok at dalawang (2) araw naman para sa mga di-nabubulok. Maglalaan din ng dump truck para sa bawat klase ng basura. Lalagyan ito ng markings o signage kung saan nakusap ang klase ng basura na kokolektahin nito.

HIWA-HIWALAY NA TAPUNAN

Ang mga basurang nakulekta ay mangat at maayos na dadalhin sa Quezon City Sanitary Landfill (OCSL).

SA PAKIKIPAGTULUNAN NG MGA SUMUSUNOD:



SAMPLE
HIWA-HIWALAY NA BASURA SA CAMPUS



Sta. Mesa, Manila

Sa Paghihiwalay ng basura, kailangan nating magama-com

BASURA
Ito ay mga bagay na itinatapon na maaaring nagmula sa bahay, pabrika at establisyementong pangkomersyal.

PAMAMAHALA NG BASURA Ito ay sistematikong pagkolekta, pagproseso, pagrubaybay at pagdala ng basura sa tamang tapunan. Ito ay binabangay upang mabawasan ang pangsaib na dulot ng basura sa kalusugan at kapaligiran.

IBA'T IBA'NG KLASANG BASURANG Nabubulok
Di-nabubulok
Plastic
Papel
Metal
Bote

Residual
MGA PINAGMULAN NG BASURA
1. Bahay
2. Establisyementong Pangkomersyal
a. Opisina
b. Kalusugan (Hal. Fast food at restaurant)
3. Institusyon
a. Paaralan
b. Simbahan
c. Ospital
d. Tanggapan ng Gobyerno
e. Liwasan
4. Pabrika

ALAM NYO BA?
Na ang isang tao ay natatapon ng 0.66 Ng basura bawat araw? Ang Lungsod Quezon ay may 2,950,134 milyon na populasyon. Ito ay nangangahulugang Lungsod Quezon ay natatapon ng malakumulang 1,947,088.44 kgs. O 9,271.85 cu.m ng basura araw-araw. Sa makatu 579 na trak ng basura ang idinakailang

ITZUI, JESSIE
Traskin, Jr.
Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Sta. Mesa, Manila

December 10, 2015

SPECIAL ORDER
No. 3759, s. 2015

Pursuant to the provisions of Section 4(g) of Republic Act No. 8292 and by virtue of Resolution No. 872, series of 2012, dated 14 March 2012, ENGR. NATAN F. GACUTE is hereby designated as **POLLUTION CONTROL OFFICER, CAMPUS DEVELOPMENT AND MAINTENANCE OFFICE, this University, effective immediately, in addition to his duties as Assistant Director, Campus Development and Maintenance Office, with the following duties and responsibilities:**

- Attend to the requirements of the establishment or agency prior to the construction or installation of pollution control facilities including the application and securing necessary pollution permits and renewal thereof;
- Monitor activities pertaining to the installation or construction of pollution source and control facilities with the end and in view of ensuring their compliance with air, noise and water quality standards, the PCO and the head of establishment shall be held responsible for any violations of PD 984 and its implementation rules and regulations committed by establishment where the officer is employed;
- Supervise the proper operation and maintenance of pollution control facilities of the establishment or agency;
- Report within reasonable time to the Department the breakdown of any pollution control facility, and the estimated and actual date of completion / repair and operation;
- Promptly submit validated /certified as correct by the General Manager periodic reports as stipulated in Section 7 hereof or as required by the Department (otherwise, said reports shall not be accepted as evidence in a pollution case);
- As a liaison with the city / provincial / municipal or local pollution control officers;
- Maintain liaison with the city / provincial / municipal or local pollution control officers;
- Attend the meetings for Pollution Control Officers which may from time to time be called by the Department;





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



PROCESS MANUAL

FD 1-31-18

Revision Code: 0

Page 6 of 4

Section: **SUPPORT**

Effectivity Date:

Subject: **Safety Management: Hostel Accommodation/Housekeeping Services**

ACTIVITY FLOW	RESPONSIBLE	DETAILS
<pre> graph TD D{{D}} --> A[Revise documentation] A --> E([END]) </pre>		<ul style="list-style-type: none"> • Update affected documents if any • Include monthly report
<pre> graph TD E([END]) </pre>		

Prepared by: Assistant Hostel Manager	Reviewed by: Hostel Manager	Revised by: Director	Approved by: Vice President, for Administration
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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

	PROCESS MANUAL	FD 1-31-18	
		Revision Code: 0	Page 5 of 4
Section: SUPPORT		Effectivity Date:	
Subject: Safety Management: Hostel Accommodation/Housekeeping Services			

ACTIVITY FLOW	RESPONSIBLE	DETAILS
	Administrative Aide VI	Determine opportunities for improvement
	Administrative Aide VI	Refer to corrective action procedure in case of issues, problems/nonconformities
	Administrative Aide VI	Monitor action plan implementation

Prepared by: Assistant Hostel Manager	Reviewed by: Hostel Manager	Revised by: Director	Approved by: Vice President, for Administration
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**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**


	PROCESS MANUAL	FD 1-31-18	
		Revision Code: 0	Page 4 of 4
Section: SUPPORT		Effectivity Date:	
Subject: Safety Management: Hostel Accommodation/Housekeeping Services			

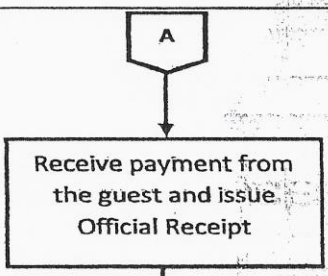
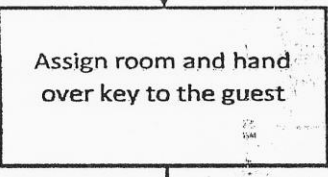
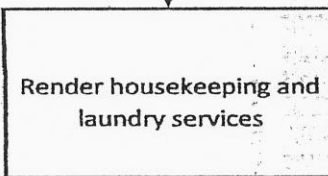
ACTIVITY FLOW	RESPONSIBLE	DETAILS
<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; text-align: center; line-height: 30px; font-weight: bold;">B</div> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> Upon checking out, retrieve room keys from guests at the end of stay </div>	Hostel Staff	<ul style="list-style-type: none"> Remind the guest for the keys Immediate room inspection for <ul style="list-style-type: none"> - Missing properties - Damage done by guest or lessee Allow guest to accomplished customer survey form
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> Prepare monthly report </div>	Hostel Staff Assistant Hostel Manager	Prepares monthly report <ul style="list-style-type: none"> Job Orders Occupancy Rates Order of Payment Schedule of accommodation Submit to the director of MHDPC and Hostel Manager for signature Summarize customer satisfaction survey results
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> Submit monthly report to VPA and Accounting Office </div>	Hostel Staff	<ul style="list-style-type: none"> Submit report to VPA and Accounting Office <ul style="list-style-type: none"> o Retain one copy for files and references

Prepared by: Assistant Hostel Manager	Reviewed by: Hostel Manager	Revised by: Director	Approved by: Vice President for Administration
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**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**


	<h2>PROCESS MANUAL</h2>	FD 1-31-18	
		Revision Code: 0	Page 3 of 4
Section: SUPPORT		Effectivity Date:	
Subject: Safety Management: Hostel Accommodation/Housekeeping Services			

ACTIVITY FLOW	RESPONSIBLE	DETAILS
<p>A</p> 	University Cashier	Upon check-in received photo copy of Official Receipt
	Hostel Staff	Renders accommodation for length of stay
	Hostel Staff	Upon request of guest and lessee, the following can be done <ul style="list-style-type: none"> - Dispose garbage - Clean comfort room - Sweeping and mopping of floors - And other special requests - Repair or other maintenance following Job Order procedure - Implement master cleaning schedule - Follow 5S of good housekeeping
<p>B</p>		

Prepared by: Assistant Hostel Manager	Reviewed by: Hostel Manager	Revised by: Director	Approved by: Vice President, for Administration
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**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

	PROCESS MANUAL		FD 1-31-18	
			Revision Code: 0	Page 2 of 4
Section: SUPPORT			Effectivity Date:	
Subject: Safety Management: Hostel Accommodation/Housekeeping Services				

6. PROCEDURE:

ACTIVITY FLOW	RESPONSIBLE	DETAILS
<p>START</p> <p>↓</p> <p>Receive Request for Accommodation</p> <p>↓</p>	<p>Hostel Staff</p>	<p>a) For Dormitory Students</p> <ul style="list-style-type: none"> - Assess dormitory request - Follow evaluation and acceptance process WI-QMS-XXX <p>b) For transient, Guest, Visitors, Faculties and Students</p> <ul style="list-style-type: none"> - Evaluate no. of nights/days of stay and gender <p>c) For Seminar/Training Participates</p> <ul style="list-style-type: none"> - List of names - How many nights/days - Issue information sheer and order of payment - Submit photocopy of Official Receipt.
<p>↓</p> <p>Accomplish Information Sheet</p> <p>↓</p>	<ul style="list-style-type: none"> • Walk-in: Students, Guest and visitors • Dormitory customers <ul style="list-style-type: none"> ○ Students ○ Faculty ○ Employees 	<p>Information Sheet contains</p> <ul style="list-style-type: none"> ○ Names ○ Gender ○ Contact No, ○ Length of stay
<p>↓</p> <p>Compute for Rate for Stay-Indicate amount on Order of Payment</p> <p>↓</p> <p>A</p>	<p>Hostel Staff</p>	<ul style="list-style-type: none"> • Rate per night/ • Rate per month

Prepared by: Assistant Hostel Manager	Reviewed by: Hostel Manager	Revised by: Director	Approved by: Vice President, for Administration
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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



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

TO: AVPA Rosita E. Canlas
 Dir. Adam V. Ramilo
 Dir. Ma. Liza T. Yanes
 Dir. Henry V. Pascua
 Dir. Sherwin N. Nieva
 Dir. Jean Paul G. Martirez
 Dir. Antonio Y. Velasco
 Acting Ch. Grace C. Udaundo

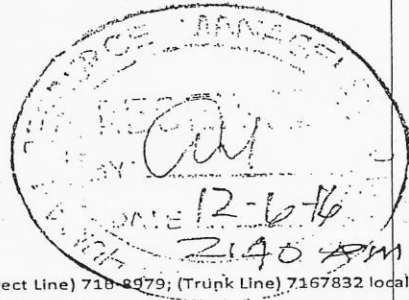
*for file
A*

DATE: December 6, 2016

FROM: *for: rosalia*
 PROF. ALBERTO C. GUILLO
 Vice President for Administration

This is to inform you that we may now submit to HRMD the approved January – June, 2016 IPCR with accomplishment and rating including the supporting documents and office Summary List.

Thank you very much.



2nd Floor South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 716-8979; (Trunk Line) 7167832 local 706 to 709; website: www.pup.edu.ph e-mail: vpa@pup.edu.ph

“THE COUNTRY’S 1st PolytechnicU”



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



**CLIENT SATISFACTION SURVEY (CSS)
Summary of Results, (January - June, 2018)**



Sector: Office of the Vice President for Academic Affairs
Name of Office: Quality Assurance Center
Total Number of Respondents: 106

Breakdown:

Students	37
Faculty	27
Employees	11
Outside-Client	31

Ranges	Scale	Description
4.5100 - 5.0000	5	Outstanding (O)
3.5100 - 4.5099	4	Very Satisfactory (VS)
2.5100 - 3.5099	3	Satisfactory (S)
1.5100 - 2.5099	2	Fair (F)
1.0000 - 1.5099	1	Poor (P)

OVERALL RATING
4.9811 **OUTSTANDING**

Summary Statistics

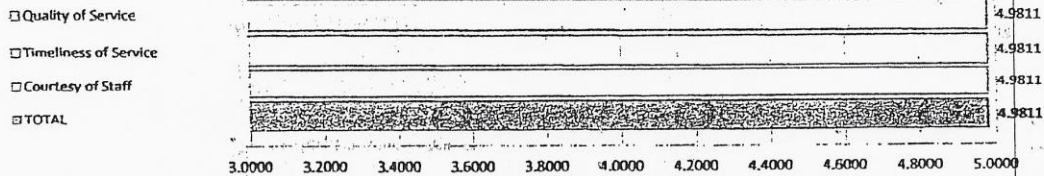
Rating	Overall		Quality of Service		Timeliness of Service		Courtesy of Staff	
	Count	%	Count	%	Count	%	Count	%
Outstanding	104	98.1	104	98.1	104	98.1	104	98.1
Very Satisfactory	2	1.9	2	1.9	2	1.9	2	1.9
Satisfactory	0	0.0	0	0.0	0	0.0	0	0.0
Fair	-	-	-	-	-	-	-	-
Poor	-	-	-	-	-	-	-	-
Total	106	100	106	100	106	100	106	100

Note: Below is the summary of results of the Client Satisfaction Survey (CSS) for January - June of 2018. The breakdown of ratings together with the verbatim comments of your client-respondents are shown in this paper.

A. Office Rating by Type of Client-Respondent

Criteria	OVERALL SATISFACTION		Type of Client-Respondent							
			STUDENTS		FACULTY		EMPLOYEES		OUTSIDE CLIENT	
	Rating	Description	Rating	Description	Rating	Description	Rating	Description	Rating	Description
Quality of Service	4.9811	O	5.0000	O	4.9259	O	5.0000	O	5.0000	O
Timeliness of Service	4.9811	O	5.0000	O	4.9259	O	5.0000	O	5.0000	O
Courtesy of Staff	4.9811	O	5.0000	O	4.9259	O	5.0000	O	5.0000	O
TOTAL	4.9811	O	5.0000	O	4.9259	O	5.0000	O	5.0000	O

Level of Clients' Satisfaction (Overall)



B. Overall Rating per Office Official/Staff

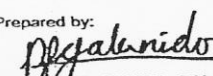
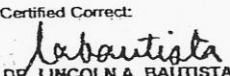
Name of Official/Employee	Rating	Description	O	VS	S	F	P
Emelie Taton	5.0000	Outstanding	14	0	0	0	0
Ganchero	5.0000	Outstanding	2	0	0	0	0
Mary Joy Castillo	4.9714	Outstanding	68	2	0	0	0
Ramos	5.0000	Outstanding	3	0	0	0	0
Ruiz	5.0000	Outstanding	8	0	0	0	0
Sanjay Claudio	5.0000	Outstanding	1	0	0	0	0
Shiela	5.0000	Outstanding	8	0	0	0	0

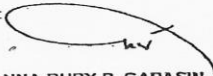
Handwritten signature and date: 3-9-18



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Taton	Thank you for accomodating ... best service Very accomodating
• Mary Joy Castillo	Feedback form is not appropriate but seminar is very good. Rating 4.0 best service Thanks a lot! - Thank you for accomodating Excellent :) Thank you po!
• Shiela	Excellent

Prepared by:  MR. PETER JOHN C. GALANIDO Statistician - Aide, IDSA	Certified Correct:  DR. LINCOLN A. BAUTISTA Director, IDSA
--	---

Noted:  DR. ANNA RUBY P. GAPASIN Chairman, Performance Management Team (PMT)
--



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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LEASE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **LEASE AGREEMENT** made and entered into by and between:

PUP HASMIN HOSTEL, represented herein by its President,
DR DANTE G. GUEVARRA, hereinafter called as LESSOR;

-and-

_____ of legal age, Filipino, with
residence _____ and postal _____ address _____ at
_____ Hereinafter called as
the **LESSEE**.

Witnesseth that:

1. **SUBJECT MATTER OF THE LEASE:** Room No. _____ Floor No. _____
of Hasmin Hostel located at _____ Manila

2. **AMOUNT OF LEASE** _____ (Php, _____) in
Philippine Currency per month/quarter/annual, inclusive/exclusive of
electricity and water bills.

3. _____ **TERMS** extension unless a new agreement
is made in writing.

4. **OBLIGATIONS OF THE LESSEE:**

- 4.1 The lessee shall safely keep and carefully use the leased premises in the manner for which it is intended;
- 4.2 The lessee shall not sublease the premises;
- 4.3 The lessee shall strictly abide with the existing house rules regarding curfew and acceptance of visitors;
- 4.4 The lessee shall not bring in hazardous materials, explosives, firearms, contrabands and other prohibited objects;
- 4.5 The lessee shall be prohibited in bringing animals and other pets as they could cause disturbance and annoyance to the other tenants; and the lessor has the right to have those animals and pets impounded;
- 4.6 The lessee shall not cause vandalism and other forms of destruction to the premises;
- 4.7 The lessee shall not make the premises as venue for unlawful activities;
- 4.8 The lessee shall upon expiration of the term of the lease, return or deliver the premises to the lessor without need of demand.



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5. **IN CASE OF DEFAULT IN THE PAYMENT OF RENT:** Three (3) months of unpaid rental shall be ground for the rescission of this contract.
6. **IN CASE OF VIOLATION OF THE TERMS AND CONDITIONS OF THE LEASE:** Violation of any of the terms and conditions shall be ground for the termination of the lease. The lessor upon proper notice, may take possession of the leased premises and bar the lessee or any of his representative from entering into the lease premises.
7. **EFFECTIVITY:** This agreement becomes effective upon payment by the lessee the required deposit and advance rentals.

Signed on this _____ day of _____ in the City of Manila, Philippines.

LESSOR

LESSEE

Signed in the presence of _____

ACKNOWLEDGEMENT

BEFORE ME a Notary Public for and in the City of _____ personally appeared Dr. Guevarra and Mr/Ms _____ with Comm. Tax Cert. Nos. _____ issued at _____ on _____, and _____ issued at _____ on _____, respectively, known to me and to me known to be the same persons who executed this instrument and acknowledged to me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the place and date first above written.

Notary Public

PTR # _____

Issued on: _____

Issued at: _____

Doc. No. _____

Page No. _____

Book No. _____

Series of _____



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 27, Series of 2016

TO : ALL CONCERNED

**SUBJECT: DORMITORY POLICIES OF HASMIN HOSTEL
FOR FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES**

DATE : JUNE 18, 2016

Consistent with the University Administration agenda of Assuring Transparency in Fiscal Responsibility and Assessing Institutional Processes and Reviewing Critically and Rationally the Organization, the following Dormitory Policies of Hasmin Hostel for Faculty Members and Administrative Employees is hereby prescribed for implementation effective **JUNE 18, 2016** as stated below.

For strict compliance of all concerned.

1.0 POLICY STATEMENT

- 1.1 Dormitories are more than mere provisions for lodging of faculty, and administrative employees, the University provides shelter to those homeless sectors of our community for them to cope up with the time/activities required in their works and to experience decent living together with their colleagues.
- 1.2 The residents of the dormitories are expected to develop certain social values in community living, emphasizing both their rights and their responsibilities as members of society.
- 1.3 As dormitories are subsidized to a certain extent by the University and can accommodate only a limited number of faculty and administrative employees, accommodation is clearly a privilege not a right.
- 1.4 The Manager of the Hasmin Hostel and the Director of the M. H. Del Pilar Campus shall attend to the welfare of the residents of the dormitory assisted by Security Personnel especially during emergencies and other activities.
- 1.5 Policies on Accommodation in the Dormitories:
 - 1.5.1 Only faculty members and administrative employees who are officially employed or still in active service in the University will be accepted in the dormitory.
 - 1.5.2 Parents, children and spouses of residents (faculty members and administrative employees) who are no



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working or studying in the University will be allowed accommodation in the same room of the dormitory tenants but at the special rate equivalent to twice the rate charged to PUP faculty member or an administrative employee.

1.5.3 Individuals from institutions with existing Memorandum of Agreement with the University may be accommodated, subject to space availability.

1.5.4 Four (4) persons shall be accommodated in standard sized rooms and six (6) persons in larger rooms. Occupants in excess of the required number will be charged the standard rate per person, provided the concerned person is a PUP faculty member, a PUP administrative employee, or a PUP student. If the person concerned is not a PUP faculty member, a PUP administrative employee, nor a PUP student, rate specified in item 1.5.2 shall apply.

1.5.5 Officially enrolled students shall be given priority for dormitory accommodation.

2.0 ACCOMMODATIONS

2.1 The 6th floor of the Hasmin Hostel shall be allocated for the dormitories of the faculty members and administrative employees. They may be accommodated in other floors if there are vacancies.

2.2 Requirements for application for accommodation are as follows:

2.2.1 Certification from a medical doctor of one's physical and mental fitness to stay in a dormitory.

2.2.2 Willingness and ability to pay the required advance rental payment and security deposit.

2.2.3 Certificate of employment from the Human Resource Management Department.

2.2.4 Accomplished and signed Contract of Lease.

2.3 The Contract of Lease shall have a duration of twelve (12) months, unless renewed or revoked earlier for a cause. Cessation of PUP employment shall result in cancellation of the Contract of Lease.

2.4 Residents are required to comply with the rules and regulations of the dormitory. Failure to comply will be dealt with accordingly, applying the relevant University policies and pertinent laws.

2.5 The Management reserves the right when necessary to:

2.5.1 Change the room assignment of a tenant;

2nd floor South Wing PUP A, Mabini Campus, Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 7162644; Telefax: 716-1143
(Toll-free) 7167832 local 213/265; Website: www.pup.edu.ph E-mail: president@pup.edu.ph

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2.5.2 Inspect residents' rooms from time to time in the presence of the residents as part of the safety and security measures of the management.

2.6 Memoranda, circulars and/or orders emanating from the office of the Hostel Manager or other duly constituted University authorities may be issued in order to implement or supplement the provisions of these guidelines.

2.7 All of the above rules shall bind the applicant upon approval of application for admission to the dormitory by the Hostel Manager or his duly authorized representative.

3.0 FEES

3.1 Faculty Members and Administrative Employees shall be charged the amount of **One Thousand Two Hundred Fifty Pesos (P1,250.00)** per person every month, exclusive of water and electricity consumption.

3.2 PUP students shall be charged the amount of **One Thousand One Hundred Pesos (P1,100.00)** per person every month, exclusive of water and electricity consumption.

3.3 Relatives of Faculty Members and Administrative Employees as referred to in Item 1.5.2 of this memorandum order shall be charged the amount of **Two Thousand Five Hundred Pesos (P2,500.00)** per person every month, exclusive of water and electricity consumption.

3.4 Overnight stay of parents of student-tenants may be allowed for a minimal fee of **Php 300.00/night** for non air-conditioned room subject to room availability.

3.5 Individuals from institutions with existing Memorandum of Agreement (MOA) with the University shall be charged based on the provisions of the MOA.


EMANUELA C. DE GUZMAN, PhD
President

5th floor South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila. Phone: (Direct Line) 7162844; Telefax: 716-1143
(Toll Free) 7167832; Local 213/265; Website: www.pup.edu.ph; E-mail: president@pup.edu.ph

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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 23, Series of 2015

TO : ALL CONCERNED

**SUBJECT: DORMITORY POLICIES OF HASMIN HOSTEL
FOR FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES**

DATE : JUNE 13, 2015

Consistent with the University Administration agenda of Assuring Transparency in Fiscal Responsibility and Assessing Institutional Processes and Reviewing Critically and Rationally the Organization, the following Dormitory Policies of Hasmin Hostel for Faculty Members and Administrative Employees is hereby prescribed for implementation effective **JUNE 13, 2015** as stated below.

For strict compliance of all concerned.

1.0 POLICY STATEMENT

- 1.1 Dormitories are more than mere provisions for lodging of faculty and administrative employees, the University provides shelter to those homeless sectors of our community for them to cope up with the time/activities required in their works and to experience decent living together with their colleagues.
- 1.2 The residents of the dormitories are expected to develop certain social values in community living, emphasizing both their rights and their responsibilities as members of society.
- 1.3 As dormitories are subsidized to a certain extent by the University and can accommodate only a limited number of faculty and administrative employees, accommodation is clearly privilege not a right.
- 1.4 The Manager of the Hasmin Hostel and the Director of the M. H. Del Pilar Campus shall attend to the welfare of the residents of the dormitory assisted by Security Personnel especially during emergencies and other activities.
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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

working or studying in the University will be allowed accommodation in the same room of the dormitory tenants but at the special rate equivalent to twice the rate charged to PUP faculty member or an administrative employee.

- 1.5.3 Individuals from institutions with existing Memorandum of Agreement with the University may be accommodated, subject to space availability.
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 - 2.2.1 Certification from a medical doctor of one's physical and mental fitness to stay in a dormitory;
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 - 2.2.3 Certificate of employment from the Human Resource Management Department;
 - 2.2.4 Accomplished and signed Contract of Lease;
- 2.3 The Contract of Lease shall have a duration of twelve (12) months, unless renewed or revoked earlier for a cause. Cessation of PUP employment shall result in cancellation of the Contract of Lease.
- 2.4 Residents are required to comply with the rules and regulations of the dormitory. Failure to comply will be dealt with accordingly, applying the relevant University policies and pertinent laws.
- 2.5 The Management reserves the right when necessary to:
 - 2.5.1 Change the room assignment of a tenant;

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3.3 Relatives of Faculty Members and Administrative Employees as referred to in item 1.5.2 of this memorandum order shall be charged the amount of **Two Thousand Five Hundred Pesos (P2,500.00)** per person every month, exclusive of water and electricity consumption.

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EMANUEL C. DE GUZMAN, PH.D.
President



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



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

TO: **DR. ROLAND C. VIRAY**
Manager, Hasmin Hostel

SUBJECT: **PROCESSING OF APPLICANTS FOR RESIDENCY AT THE HASMIN HOSTEL THIS FIRST SEMESTER, ACADEMIC YEAR 2013-2014**

DATE: **25 June 2013**

This is to furnish you with a copy of the following EXECOM-approved documents related to the operations of the Hasmin Hostel:


1. Dormitory Policies of Hasmin Hostel For Faculty Members and Administrative Employees;
2. Lease Agreement for Students and Transients;
3. Lease Agreement for Faculty Members and Administrative Employees;
4. PUP Hasmin Hostel Rules and Regulations.

In view of the availability of the above-stated documents, you are expected to ensure:

1. That no tenant with unsettled account will be allowed to enter into a lease agreement with the University;
2. That the provisions in the demand letter issued to concerned tenants be strictly implemented;
3. That all lessees (students, faculty members and administrative employees) attend the general orientation of tenants to be conducted by the Hostel Management;
4. That the Hostel Management complies with the following schedule for the timely issuance of electricity billing statements to tenants:
 - a. Cut-off billing period, every 7th or 8th day of the month
 - b. Submit to Accounting the Summary of all Actual Electrical Consumption by Room, on or before the 10th day of the month
 - c. Release of electricity billing statement from Accounting to Hasmin Hostel Management Office, on or before the 15th day of the month
 - d. Release of billing statement to tenants, on or before the 17th day of the month.

Relatedly, please submit to the office of the undersigned an update report on the Hasmin Hostel operations, including the collection report on arrears of current and previous tenants.

For compliance,


ALBERTO C. GUILLO
Vice President for Administration

cc: **M.H. del Pilar Campus Director**
Accounting Department



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 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

SPARROW INTEGRATED SERVICES
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 Janitorial Deployment JUNE 2018

MAIN BLDG.		NAME	AREA OF RESPONSIBILITY	SHIFT
GROUND FLOOR	1	TESTA, JULIET	NORTH	6:00AM-3:00PM
	2	DELOS SANTOS, JENNIFER	EAST	6:00AM-3:00PM
	3	DELA CRUZ, CARLITO	WEST	6:00AM-3:00PM
	4	LUNA, MARLYN	SOUTH	6:00AM-3:00PM
SECOND FLOOR	5	MARINO, MERRIE JOY	SOUTH	6:00AM-3:00PM
	6	LAURDAUS, GIL	NORTH	6:00AM-3:00PM
	7	LEONIDAS, IRENE	NORTH	6:00AM-3:00PM
	8	ARGUELLES, JOSEPHINE	SOUTH	6:00AM-3:00PM
	9	GADIANE, SHIRLY	WEST	6:00AM-3:00PM
	10	DALISAY, ROMERLYN	EAST	6:00AM-3:00PM
	11	DIOLATA, IMELDA	SOUTH	6:00AM-3:00PM
THIRD FLOOR	12	BULANADI, BENJAMIN	NORTH	6:00AM-3:00PM
	13	LAGUNSA, RAQUEL	EAST	6:00AM-3:00PM
	14	ECHAGUE, MARILOU	WEST	6:00AM-3:00PM
	15	BRON, VIOLETA	SOUTH	6:00AM-3:00PM
	16	TERENCIO, NELIA	SOUTH	6:00AM-3:00PM
FOURTH FLOOR	17	DUENAS, BIENVENIDO	NORTH	6:00AM-3:00PM
	18	FERNANDEZ, JOSEPHINE	EAST	6:00AM-3:00PM
	19	GUY, ADORA	WEST	6:00AM-3:00PM
	20	IRAULA, ALLAN	SOUTH	6:00AM-3:00PM
FIFTH FLOOR	21	MIRANDA, LORNA	NORTH	6:00AM-3:00PM
	22	SONICO, CRISTINA	EAST	6:00AM-3:00PM
	23	COMBALICER, RODOLFO	WEST	6:00AM-3:00PM
	24	LLOREN, FELICIDAD	SOUTH	6:00AM-3:00PM
SIX FLOOR	25	EMPILLO, EDWARD	NORTH	6:00AM-3:00PM
	26	ESCOTO, ALEXANDER	EAST	6:00AM-3:00PM
	27	IGNACIO, JAIME	WEST	6:00AM-3:00PM
	28	EMPELLO, JONATHAN	SOUTH	6:00AM-3:00PM

Polytechnic University of the Philippines
EOMO

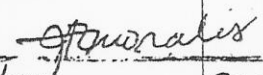
RECEIVED: Off Morales
 DATE: 6/8/18 TIME: 3:26





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 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

ALL	29	HADAP, GIRLIE	4TH FLOOR	6:00AM-3:00PM
PUBLIC	30	MAGALLANES, ROGELIO		1:00PM-10:00PM
RESTROOM				
	31	DIEZMO, JULITO	5TH FLOOR	6:00AM-3:00PM
	32	TOMAS, JERICK KING		1:00PM-10:00PM
	33	GUITCHE, JOSELITO	6TH FLOOR	6:00AM-3:00PM
	34	AMARO, DELMA		1:00PM-10:00PM
GROUND	35	FAJARDO, MYRNA	NORTH	1:00PM-10:00PM
FLOOR	36	DADIA, NELIA	EAST	1:00PM-10:00PM
	37	PAGUIO, MA. CECILIA	WEST	1:00PM-10:00PM
	38	JORDA, JONATHAN	SOUTH	1:00PM-10:00PM
SECOND	39	LOMBOY, PASTORA	NORTH	1:00PM-10:00PM
FLOOR	40	EMPILLO, MA. TERESA	EAST	1:00PM-10:00PM
	41	PADALLAN, JERRY	WEST	1:00PM-10:00PM
	42	PALWA, GAUDIOSO	SOUTH	1:00PM-10:00PM
	43	SAMBRONA, GLENERIA	SOUTH	1:00PM-10:00PM
THIRD	44	VISTA, DARWIN	NORTH	1:00PM-10:00PM
FLOOR	45	CONGE, CHARITO	EAST	1:00PM-10:00PM
	46	HANG, MARITESS	WEST	1:00PM-10:00PM
	47	TRINIDAD, DIEGO	SOUTH	1:00PM-10:00PM
FOURTH	48	PENA, LUCILA	NORTH	1:00PM-10:00PM
FLOOR	49	LINGATONG, ROMMEL	EAST	1:00PM-10:00PM
	50	LURIBAN, REGENE	WEST	1:00PM-10:00PM
	51	AMARO, JAYSON	SOUTH	1:00PM-10:00PM
FIFTH	52	ROSAS, LILIBETH	NORTH	1:00PM-10:00PM
FLOOR	53	MORENO, JOY	EAST	1:00PM-10:00PM
	54	PAGUIO, SONNY	WEST	1:00PM-10:00PM
	55	CALUSIN, FE	SOUTH	1:00PM-10:00PM
SIX	56	ADLAWAN, MARILYN	NORTH	1:00PM-10:00PM
FLOOR	57	MASCARINAS, ELMER	EAST	1:00PM-10:00PM
	58	OBAG, TERESITA	WEST	1:00PM-10:00PM
	59	ORIOLA, MARY JANE	SOUTH	1:00PM-10:00PM


 Date: 4/8/18 3:27



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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

60	VISCAYA, LYDIA	GYM (2ND FLR. SOUTH)	6:00AM-3:00PM
61	DON, MEDINA	CHAPEL	6:00AM-3:00PM
62	BALABBO, ROGELIO	DOME/GROUND	6:00AM-3:00PM
63	GUITCHE, CRISTINA	P.E BLDG.	6:00AM-3:00PM
64	NEBASA, FE	P.E BLDG.	1:00PM-10:00PM
65	VISTA, TERESITA	FOOD	6:00AM-3:00PM
66	BEJERANO, MARIVIC	TECHNOLOGY	1:00PM-10:00PM
67	PILOLA, FLORANTE		1:00PM-10:00PM
68	FAJARDO, ALEJANDRO	P.E GROUNDS	6:00AM-3:00PM
69	BATRONEL, BEVERLY	CHARLIE	6:00AM-3:00PM
70	ABALOS, ORLANDO	DEL ROSARIO	1:00PM-10:00PM
71	COSA, REMY	GYM/P.E OFFICE	6:00AM-3:00PM
72	SIBUG, ALMARIO	GYM/P.E OFFICE	1:00PM-10:00PM
73	PABALATE, ROMULO	HIGH SCHOOL	6:00AM-3:00PM
74	BEJERANO, GLORIA	BLDG.	6:00AM-3:00PM
75	NARANJO, GOMEZ		1:00PM-10:00PM
76	LAJOTA, MARY JANE		1:00PM-10:00PM
77	PENALOGA, JOCELYN	LIBRARY 4TH FLR	6:00AM-3:00PM
78	ALTO, DARIUS		6:00AM-3:00PM
79	ILI, CATALINO		1:00PM-10:00PM
80	GALARPE, ZOSIMA		1:00PM-10:00PM
81	CAMA, LELITA	3RD FLR	6:00AM-3:00PM
82	TAUB, PAZ		1:00PM-3:00PM
83	GREGORIO, ROSALINDA	GROUND	6:00AM-3:00PM
84	CACERES, MARITEL	FLOOR	1:00PM-10:00PM
85	OSORIO, NICK		1:00PM-10:00PM
86	RASGO, ROWENA	COLLEGE OF	6:00AM-3:00PM
87	DELA TORRE, REALITO	LAW	6:00AM-3:00PM
88	GARAME, ESTRELITA		1:00PM-10:00PM
89	ABALOS, ELENA	GROUND AND	6:00AM-3:00PM
90	IBARRA, CECILIA	3RD FLOOR	1:00PM-10:00PM
91	LERIT, LORNA	2ND FLOOR AND	6:00AM-3:00PM
92	EMPILLO, RICHARD	4TH FLOOR	1:00PM-10:00PM
93	URBANO, ERLINDA	SAMPAGUITA BLDG.	6:00AM-3:00PM
94	CASTILLO, JOMAR	SWIMMING POOL	6:00AM-3:00PM

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		NAME	AREA OF RESPONSIBILITY	SHIFT
ENGINEERING				
	95	RAAGAS, MARLYN	GROUND FLOOR	6:00AM-3:00PM
	96	ASCRATE, EMMA		1:00PM-10:00PM
	97	HADAP, DEVINE	2ND FLOOR	6:00AM-3:00PM
	98	SORIANO, JARREL		1:00PM-10:00PM
	99	BAUYON, SALLY	3RD FLOOR	6:00AM-3:00PM
	100	BADEO, NILO		1:00PM-10:00PM
	101	PALLESCO, LORINA	4TH FLOOR	6:00AM-3:00PM
	102	PALLESCO, ROLAND		1:00PM-10:00PM
	103	HADAP, FREDERICK	GABRIELLA BLDG.	6:00AM-3:00PM
	104	BONETE, CRISCENCIO		1:00PM-10:00PM
		NAME	AREA OF RESPONSIBILITY	SHIFT
COC				
	105	DIANO, JOSEFINA	GROUND FLOOR	6:00AM-3:00PM
	106	MIRANDA, VIRGINIA		1:00PM-10:00PM
	107	MACABIGTAS, JR		6:00AM-3:00PM
	108	ORAIN, MARIO	2ND FLOOR	6:00AM-3:00PM
	109	JANDUGAN, LETICIA		1:00PM-10:00PM
	110	SERGIO, ARIES	THEATER	6:00AM-3:00PM
	111	GADINGAN, MARITISS		1:00PM-10:00PM

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TECHNICAL/CALLCENTER				
		NAME	AREA OF RESPONSIBILITY	SHIFT
	112	VALDEZ, ERNESTO	GROUND	6:00AM-3:00PM
	113	VILLEGAS, REYNALDO	FLOOR	1:00PM-10:00PM
	114	LAURDAUS, FLORDELAIZE	2ND	6:00AM-3:00PM
	115	CORPUZ, MARICEL	FLOOR	1:00PM-10:00PM
	116	TRINIDAD, MIRRIAM	3RD	6:00AM-3:00PM
	117	UNTALAN, FELY	FLOOR	1:00PM-10:00PM
	118	BUENO, TERESITA	CALL CENTER	6:00AM-3:00PM

		NAME	AREA OF RESPONSIBILITY	SHIFT
CONDOTEL				
	119	VALERA, VICTORINO	1ST	6:00AM-3:00PM
	120	ALA, RENATO	FLOOR	1:00PM-10:00PM
	121	NIEVES, GLORIA	2ND	6:00AM-3:00PM
	122	SERGIO, ANTONIA	3RD	6:00AM-3:00PM
	123	ANDRADE, RONALD	FLOOR	1:00PM-10:00PM
	124	LAVAPIE, ARIEL	4TH FLOOR	1:00PM-10:00PM

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MARCELO DEL PILAR BLDG.

	NAME	AREA OF RESPONSIBILITY	SHIFT
125	PABAS, ROSALYN	GROUND	6:00AM-3:00PM
126	SINDON, RAMIL	FLOOR	1:00PM-10:00PM
127	TESTA, JENNIFER	2ND	6:00AM-3:00PM
128	VILLAREAL, ANTHONY	FLOOR	1:00PM-10:00PM
129	REGOROSO, AMELIA	3RD	6:00AM-3:00PM
130	UNTALAN, EMILIO	FLOOR	1:00PM-10:00PM
131	SORIANO, MILAGROS	ALL COMFORT	6:00AM-3:00PM
132	SEASOL, LUZVIMINDA	ROOMS	1:00PM-10:00PM
GRADUATE SCHOOL			
133	CERILLA, CORAZON	GROUND FLOOR	6:00AM-3:00PM
134	BEJERANO, FELIX	3RD FLOOR	6:00AM-3:00PM
135	LARGO, ROY		1:00PM-10:00PM
136	CARDIENTE, RICARDO	4TH FLOOR	6:00AM-3:00PM
137	UNTALAN, CORAZON		1:00PM-10:00PM
138	ROSARIO, ESTRELLA	ALL COMFORT	6:00AM-3:00PM
139	TAYO, JOSEPHINE	ROOMS	1:00PM-10:00PM

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COMMONWEALTH

- 140 AMANTE,RODELIO
- 141 BASI,JENNIFER
- 142 BATALLER,DOMINGO
- 143 CAYREL,ANALISA
- 144 LICMUAN,CHADNE
- 145 ORQUIA,NIDA

BATANGAS

- 146 FERNANDO,MARISSA
- 147 JUMAWAN,NOMER
- 148 VILLAFLO, BONNIE

MARAGONDON

- 149 GOZON, CLAIRE
- 150 LINDO,DINDO

UNISAN

- 151 ALLADEL,NONA
- 152 DEL MUNDO,ADRIAN
- 153 ESTRADA,ELIZALENE
- 154 MASAJO,JOEL

LOPEZ

- 155 FLORIDO,MARK
- 156 CHU,JAYSON
- 157 ROMAN,SAMMY
- 158 VILLASANTA,VICTORIA

SUPERVISORS

- | | |
|--------------------------|---|
| 159 BAUTISTA,NIDA | OVER-ALL SUPERVISOR |
| 160 CAPILITAN,MA.DOLORES | SUPERVISOR 2ND SHIFT LIBRARY/HIGH SCHOOL/CHARLIE DEL ROS |
| 161 MARCAIDA,YOLANDA | SUPERVISOR 1ST SHIFT LIBRARY/HIGH SCHOOL/CHARLIE DEL ROS/ |
| 162 CORPUZ,RONALD | SUPERVISOR 1ST SHIFT ACADEMIC BLDG./CHAPEL/C.S BLDG. |
| 163 ARICA,MARISSA | SUPERVISOR 2ND SHIFT ACADEMIC BLDG./CHAPEL/C.S BLDG. |
| 164 CANAS,MYLENE | MARCELO DEL PILAR BLDG |
| 165 MONTEZA,FRANKIE | CEA/COC COMPOUND |
| 166 CARIDAD,MANUELITO | CONDOTEL,TECHNOLOGY,CALL CENTER |

PREPARED BY: *Nida Bautista*
NIDA B. BAUTISTA

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SPARROW INTEGRATED SERVICES
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 Janitorial Deployment JULY 2018

MAIN BLDG.		NAME	AREA OF RESPONSIBILITY	SHIFT
GROUND FLOOR	1	TESTA, JULIET	NORTH	6:00AM-3:00PM
	2	URBANO, ERLINDA	EAST	6:00AM-3:00PM
	3	DELA CRUZ, CARLITO	WEST	6:00AM-3:00PM
	4	LUNA, MARLYN	SOUTH	6:00AM-3:00PM
SECOND FLOOR	5	MARINO, MERRIE JOY	SOUTH	6:00AM-3:00PM
	6	LAURDAUS, GIL	NORTH	6:00AM-3:00PM
	7	LEONIDAS, IRENE	NORTH	6:00AM-3:00PM
	8	ARGUELLES, JOSEPHINE	SOUTH	6:00AM-3:00PM
	9	GADIANE, SHIRLY	WEST	6:00AM-3:00PM
	10	DALISAY, ROMERLYN	EAST	6:00AM-3:00PM
	11	DIOLATA, IMELDA	SOUTH	6:00AM-3:00PM
	12	VISCAYA, LYDIA	SOUTH/OP	
THIRD FLOOR	13	BULANADI, BENJAMIN	NORTH	6:00AM-3:00PM
	14	LAGUNSA, RAQUEL	EAST	6:00AM-3:00PM
	15	ECHAGUE, MARILOU	WEST	6:00AM-3:00PM
	16	BRON, VIOLETA	SOUTH	6:00AM-3:00PM
	17	TERENCIO, NELIA	SOUTH	6:00AM-3:00PM
FOURTH FLOOR	18	DUENAS, BIENVENIDO	NORTH	6:00AM-3:00PM
	19	FERNANDEZ, JOSEPHINE	EAST	6:00AM-3:00PM
	20	GUY, ADORA	WEST	6:00AM-3:00PM
	21	IRAULA, ALLAN	SOUTH	6:00AM-3:00PM
FIFTH FLOOR	22	MIRANDA, LORNA	NORTH	6:00AM-3:00PM
	23	SONICO, CRISTINA	EAST	6:00AM-3:00PM
	24	COMBALICER, RODOLFO	WEST	6:00AM-3:00PM
	25	LLOREN, FELICIDAD	SOUTH	6:00AM-3:00PM
SIX FLOOR	26	EMPILLO, EDWARD	NORTH	6:00AM-3:00PM
	27	ESCOTO, ALEXANDER	EAST	6:00AM-3:00PM
	28	IGNACIO, JAIME	WEST	6:00AM-3:00PM
	29	EMPELLO, JONATHAN	SOUTH	6:00AM-3:00PM

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ALL	30	HADAP, GIRLIE	4TH FLOOR	6:00AM-3:00PM
PUBLIC	31	MAGALLANES, ROGELIO		1:00PM-10:00PM
RESTROOM				
	32	DIEZMO, JULITO	5TH FLOOR	6:00AM-3:00PM
	33	TOMAS, JERICK KING		1:00PM-10:00PM
	34	JUMAWAN, NOMER	6TH FLOOR	6:00AM-3:00PM
	35	AMARO, DELMA		1:00PM-10:00PM
GROUND	36	FAJARDO, MYRNA	NORTH	1:00PM-10:00PM
FLOOR	37	DADIA, NELIA	EAST	1:00PM-10:00PM
	38	PAGUIO, MA. CECILIA	WEST	1:00PM-10:00PM
	39	JORDA, JONATHAN	SOUTH	1:00PM-10:00PM
SECOND	40	LOMBOY, PASTORA	NORTH	1:00PM-10:00PM
FLOOR	41	EMPILLO, MA. TERESA	EAST	1:00PM-10:00PM
	42	PADALLAN, JERRY	WEST	1:00PM-10:00PM
	43	PALWA, GAUDIOSO	SOUTH	1:00PM-10:00PM
	44	SAMBRONA, GLENERIA	SOUTH	1:00PM-10:00PM
THIRD	45	VISTA, DARWIN	NORTH	1:00PM-10:00PM
FLOOR	46	CONGE, CHARITO	EAST	1:00PM-10:00PM
	47	HANG, MARITESS	WEST	1:00PM-10:00PM
	48	TRINIDAD, DIEGO	SOUTH	1:00PM-10:00PM
FOURTH	49	PENA, LUCILA	NORTH	1:00PM-10:00PM
FLOOR	50	LINGATONG, ROMMEL	EAST	1:00PM-10:00PM
	51	LURIBAN, REGENE	WEST	1:00PM-10:00PM
	52	AMARO, JAYSON	SOUTH	1:00PM-10:00PM
FIFTH	53	ROSAS, LILIBETH	NORTH	1:00PM-10:00PM
FLOOR	54	MORENO, JOY	EAST	1:00PM-10:00PM
	55	PAGUIO, SONNY	WEST	1:00PM-10:00PM
	56	CALUSIN, FE	SOUTH	1:00PM-10:00PM
SIX	57	ADLAWAN, MARILYN	NORTH	1:00PM-10:00PM
FLOOR	58	MASCARINAS, ELMER	EAST	1:00PM-10:00PM
	59	OBAG, TERESITA	WEST	1:00PM-10:00PM
	60	ORIOLA, MARY JANE	SOUTH	1:00PM-10:00PM



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COMPUTER ENGINEERING DEPARTMENT

	61	DON, MEDINA	CHAPEL	6:00AM-3:00PM
	62	BALABBO, ROGELIO	DOME/GROUND	6:00AM-3:00PM
	63	GUITCHE, CRISTINA	P.E BLDG.	6:00AM-3:00PM
	64	NEBASA, FE	P.E BLDG.	1:00PM-10:00PM
	65	VISTA, TERESITA	FOOD	6:00AM-3:00PM
	66	BEJERANO, MARIVIC	TECHNOLOGY	1:00PM-10:00PM
	67	PILOLA, FLORANTE		1:00PM-10:00PM
	68	FAJARDO, ALEJANDRO	P.E GROUNDS	6:00AM-3:00PM
	69	BATRONEL, BEVERLY	CHARLIE	6:00AM-3:00PM
	70	ABALOS, ORLANDO	DEL ROSARIO	1:00PM-10:00PM
	71	COSA, REMY	GYM/P.E OFFICE	6:00AM-3:00PM
	72	SIBUG, ALMARIO	GYM/P.E OFFICE	1:00PM-10:00PM
	73	PABALATE, ROMULO	HIGH SCHOOL	6:00AM-3:00PM
	74	BEJERANO, GLORIA	BLDG.	6:00AM-3:00PM
	75	NARANJO, GOMEZ		1:00PM-10:00PM
	76	LAJOTA, MARY JANE		1:00PM-10:00PM
			LIBRARY	
	77	PENALOGA, JOCELYN	ATH. FLR.	6:00AM-3:00PM
	78	ALTO, DARIUS		6:00AM-3:00PM
	79	ILI, CATALINO		1:00PM-10:00PM
	80	GALARPE, ZOSIMA		1:00PM-10:00PM
	81	CAMA, LELITA	3RD FLR	6:00AM-3:00PM
	82	TAUB, PAZ		1:00PM-3:00PM
	83	GREGORIO, ROSALINDA	GROUND	6:00AM-3:00PM
	84	CACERES, MARITEL	FLOOR	1:00PM-10:00PM
	85	CORPUZ, RONALD		6:00AM-3:00PM
	86	RASGO, ROWENA	COLLEGE OF	6:00AM-3:00PM
			LAW	6:00AM-3:00PM
NIEVES, GLORIA (on-leave)	87	ARICA, MARISSA		1:00PM-10:00PM
	88	GARAME, ESTRELITA		6:00AM-3:00PM
	89	ABALOS, ELENA	GROUND AND	6:00AM-3:00PM
	90	IBARRA, CECILIA	3RD FLOOR	1:00PM-10:00PM
	91	LERIT, LORNA	2ND FLOOR AND	6:00AM-3:00PM
	92	EMPILLO, RICHARD	4TH FLOOR	1:00PM-10:00PM
	93	DELOS SANTOS, JENNIFER	SAMPAGUITA BLDG.	6:00AM-3:00PM
	94	CASTILLO, JOMAR	SWIMMING POOL	6:00AM-3:00PM



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		NAME	AREA OF RESPONSIBILITY	SHIFT
ENGINEERING				
	95	RAAGAS, MARLYN	GROUND FLOOR	6:00AM-3:00PM
	96	ASCRATE, EMMA		1:00PM-10:00PM
	97	HADAP, DEVINE	2ND FLOOR	6:00AM-3:00PM
	98	SORIANO, JARREL		1:00PM-10:00PM
	99	BAUYON, SALLY	3RD FLOOR	6:00AM-3:00PM
	100	BADEO, NILO		1:00PM-10:00PM
	101	PALLESCO, LORINA	4TH FLOOR	6:00AM-3:00PM
	102	PALLESCO, ROLAND		1:00PM-10:00PM
	103	HADAP, FREDERICK	GABRIELLA BLDG.	6:00AM-3:00PM
	104	BONETE, CRISCENCIO		1:00PM-10:00PM
		NAME	AREA OF RESPONSIBILITY	SHIFT
COC				
	105	DIANO, JOSEFINA	GROUND FLOOR	6:00AM-3:00PM
	106	MIRANDA, VIRGINIA		1:00PM-10:00PM
	107	MACABIGTAS, JR		6:00AM-3:00PM
	108	ORAIN, MARIO	2ND FLOOR	6:00AM-3:00PM
	109	JANDUGAN, LETICIA		1:00PM-10:00PM
	110	SERGIO, ARIES	THEATER	6:00AM-3:00PM
	111	GADINGAN, MARTESS		1:00PM-10:00PM