



PHYSICAL PLANT SERVICES MANUAL

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Introduction

This Manual has been developed through rigorous research, extensive consultations, and collaboration with experts, addressing both natural and human-induced hazards impacting educational facilities. It aims to foster collective engagement and exchange of ideas, involving all sectors of society in efforts to protect our shared planet.

The content introduces new concepts and items to enhance accessibility and understanding for users. It adopts contemporary language to stay current with evolving practices in school safety and the application of green technology in educational settings. It serves as a readily accessible reference for managing educational facilities efficiently and effectively, ensuring they are safe and conducive to learning. Its use aligns with the principles of school-based management under the Schools First Initiative, promoting support and engagement in educational improvements.

Manuals and standards for the physical plants and services of colleges and universities serve a crucial purpose in ensuring the effective operation, safety, and sustainability of these institutions. These guidelines provide a framework for designing, constructing, maintaining, and renovating campus buildings and infrastructure to meet the diverse needs of students, faculty, staff, and visitors.

Firstly, they establish uniformity and consistency in the physical appearance and functionality of campus facilities. This consistency fosters a cohesive identity and enhances the overall aesthetic appeal of the campus environment, which can contribute to a positive experience for all stakeholders. Whether it's classrooms, dormitories, laboratories, or recreational spaces, adherence to standards ensures that each space is optimized for its intended use.

Secondly, guidelines and standards prioritize safety and accessibility. They incorporate best practices in building codes, fire safety regulations, accessibility requirements, and environmental sustainability principles. By adhering to these standards, colleges and universities can minimize risks to occupants and ensure compliance with legal and regulatory obligations. This is particularly important in maintaining a secure and inclusive environment that accommodates individuals with diverse abilities and needs.

Additionally, these manuals support efficient facility management and operations. They provide benchmarks for maintenance schedules, energy efficiency measures, and technology integration, which can optimize resource allocation and reduce operational costs over the long term. By implementing sustainable practices, such as energy-efficient lighting and HVAC systems,

institutions can also demonstrate their commitment to environmental stewardship and reduce their carbon footprint.

In essence, manuals and standards for physical plants and services are essential tools for colleges and universities to create functional, safe, sustainable, and aesthetically pleasing environments that support their educational missions and enhance the overall student and staff experience. By adhering to these standards, institutions can uphold their commitment to excellence in education and provide a conducive environment for learning, research, and community engagement.

Article 1. Objectives

Section 1. Processes and Protocols within the PPS Division

- 1.1 Ensure that all operations within the PPS Division are carried out uniformly across all sections. This will reduce variability and enhance the predictability of outcomes.
- 1.2 Provide clear, step-by-step procedures for each task to avoid confusion and ensure that all staff members know the correct methods and expectations.
- 1.3 Establish clear protocols that assign responsibility and accountability for every task, ensuring that all personnel understand who is responsible for each aspect of the operation.

Section 2. Roles and Responsibilities of Staff and Employees

- 2.1 Clearly define the roles and responsibilities of each staff member within the PPS Division, including specific duties related to their section/unit
- 2.2 Communicate the expectations for each role, including performance standards, to ensure that every employee knows what is required of them.
- 2.3 Foster a collaborative environment by clarifying how different roles interrelate, promoting teamwork and effective communication across sections.

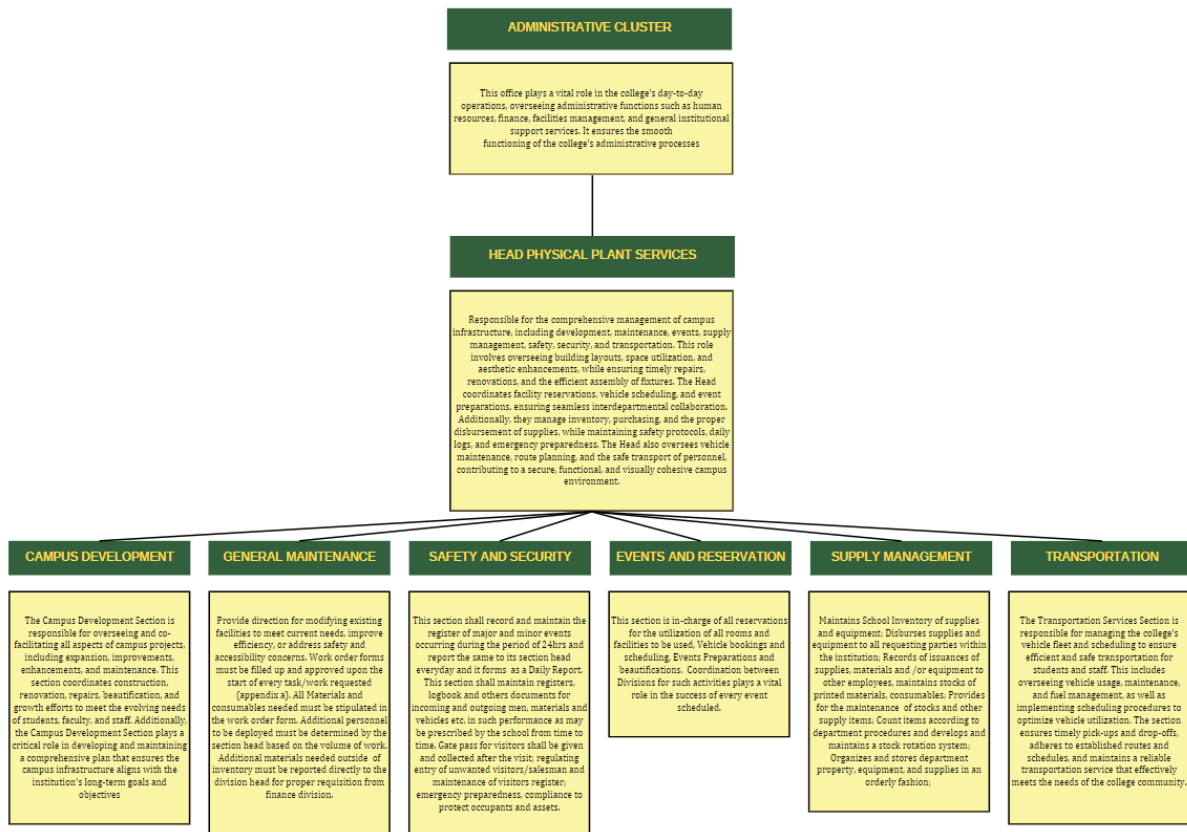
Section 3. Efficiency and Effectiveness of PPS Operations

- 3.1 Identify and eliminate redundant or inefficient steps in existing processes, reducing time and resource waste.

3.2 Ensure that resources (manpower, equipment, and materials) are used optimally, reducing costs and increasing the division's productivity.

3.3 Implement mechanisms to regularly assess the efficiency and effectiveness of operations, allowing for continuous improvement.

Article 2. Organizational Structure



Article 3. Scope and Application

Scope and application of manuals and standards for the physical plants and Services of the college encompass a broad range of considerations essential to the effective management and development of campus environments. These guidelines typically define parameters for the design, construction, renovation, and maintenance of buildings and infrastructure across the institution.

Section 1. Scope

The scope outlines the areas covered by these manuals, which often include:

1.1 Campus Development: This section outlines specifications for building layouts, space utilization, and aesthetic considerations that ensure a functional and visually cohesive campus environment. It encompasses the overall campus development, including repairs, renovations, furniture and fixture assembly, and installation. Additionally, it covers small job orders, such as minor repairs, to maintain the integrity and usability of campus facilities.

1.2 General Maintenance: This section provides recommendations for regular upkeep, maintenance schedules, and facility management practices aimed at prolonging the lifespan of infrastructure and optimizing operational efficiency. It includes the maintenance of the entire campus, emphasizing cleanliness, beautification, and systematic upkeep to support a productive and appealing learning environment.

1.3 Events and Reservation: This section is responsible for managing reservations for the utilization of all rooms and facilities, vehicle bookings, and event preparations, including beautification. Effective coordination between divisions is crucial for the successful execution of every scheduled event. This section ensures that all logistical and aesthetic aspects of events are meticulously planned and executed.

1.4 Supply Management: This section manages the school's inventory of supplies and equipment, ensuring efficient disbursement to all requesting parties within the institution. It is responsible for maintaining accurate records of issued supplies, materials, and equipment to employees, as well as organizing and storing department property in an orderly fashion. The section is also tasked with ordering supplies and equipment, adhering to budget constraints, and ensuring that purchases align with the institution's needs. It handles the entire procurement process, from reviewing requests to meeting with sales representatives, preparing purchase requests, and verifying supplier invoices.

1.5 Safety and Security: This section is tasked with recording and maintaining a daily register of major and minor events occurring within a 24-hour period and reporting these events to the section head. It maintains registers, logbooks, and other documents for tracking the entry and exit of personnel, materials, and vehicles as prescribed by the school. Visitor management, including issuing and collecting gate passes, regulating entry of unwanted visitors or salesmen, and maintaining visitor registers, is also under this section's purview. The section is further responsible for emergency preparedness and compliance measures to protect occupants and assets.

1.6 Transportation: This section provides guidelines for the handling and maintenance of transportation, including trip tickets and travel orders. It is responsible for arranging regular cleaning and maintenance services for vehicles, planning routes based on road and traffic conditions, and managing transportation logistics. The section ensures the safe and efficient transportation of personnel between City College and various destinations, adhering to established procedures and safety standards.

Section 2. Application

The application of these manuals involves their implementation throughout various phases of campus development:

2.1 Campus Development: The Campus Development Section is responsible for overseeing and co-facilitating all aspects of campus projects, including expansion, improvements, enhancements, and maintenance. This section coordinates construction, renovation, repairs, beautification, and growth efforts to meet the evolving needs of students, faculty, and staff. Additionally, the Campus Development Section plays a critical role in developing and maintaining a comprehensive plan that ensures the campus infrastructure aligns with the institution's long-term goals and objectives.

2.1.1 Key Functions:

2.1.1.1 Lead campus growth and upgrade projects.

2.1.1.2 Oversee construction, remodeling, repairs, and fabrication

2.1.1.3 Manage campus beautification and maintenance.

2.1.1.4 Plan and develop campus maintenance plan

2.1.1.5 Ensure campus projects support the institution's long-term goals.

2.1.2 Ensuring new construction projects adhere to established standards from initial planning through to completion, ensuring quality and compliance, based on the applied and filled up Work Order Form (*Figure 1 : PPS Form 001, page*) Work order shall be on first come first serve basis. All necessary tools materials needed in the work order shall be stipulated clearly in the work order form. And upon the work order is finished, tools and unused materials/consumables shall be properly returned (PPS Form 005, appendix a) form, and an work evaluation sheet (PPS Form 002, appendix a) must be given to the requesting parties to be filled up and submitted upon completion. *See appendix a for forms*

2.1.3 All requests pertaining and related to this functions, must be coordinated and channelled to this office that includes: all minor repairs, job order requests (for tables and chairs and other furniture and fixtures), painting works, plumbing works, electrical works.

2.1.4 All requests are to be accomplished based on the availability of materials and consumables on the inventory.

2.2 General Maintenance: Provide direction for modifying existing facilities to meet current needs, improve efficiency, or address safety and accessibility concerns. Work order forms must be filled up and approved upon the start of every task/work requested (appendix a). All Materials and consumables needed must be stipulated in the work order form. Additional personnel to be deployed must be determined by the section head based on the volume of work. Additional materials needed outside of inventory must be reported directly to the division head for proper requisition from finance division.

2.2.1 All Work Order requests pertain to Campus Maintenance and beautification, Housekeeping works must go through this section, and all requested consumables must be properly disposed off from supply management officer. This section also closely coordinates with the events and reservation officer for every events preparation and reservation.

2.2.2 All mobilization for events and reservation must be properly coordinated with all of the sections under this division for smooth function and accomplishment of every booking events and reservations.

2.3 Events and Reservation: The Events and Reservations Management Section is responsible for overseeing the reservation and use of school facilities. This includes managing event bookings, plotting and monitoring reservations, and coordinating the allocation of facilities and required manpower. The section ensures that all campus facilities are utilized effectively and that events are seamlessly integrated into the school's scheduling, maintaining an organized and efficient environment for all campus activities.

2.3.1 Key Functions:

2.3.1.1 Event booking management and monitoring system

2.3.1.2 Reservation scheduling

2.3.1.3 Campus facility allocation

2.3.1.4 Manpower coordination for campus related events

2.3.1.5 Event Integration and Oversight

2.3.2 Establishing Protocols

2.3.2.1 Ensures the establishment of protocols for facilities and vehicle reservations.

2.3.2.2 Ensures housekeeping and beautification of facilities and vehicles to sustain functionality and prolong asset lifespan.

2.3.2.2.1 Requesters must book all reservations in advance, following a first-come, first-served basis (*see Appendix A, Figure 1: PPS Form 001, page [X]*).

2.3.2.2.2 Prioritizing events based on the number of beneficiaries/audiences is mandatory.

2.3.2.2.3 Requesters must list facilities needed, such as tables, chairs, and beautification details, in the Work Order Form (*see Appendix A, Figure 1: PPS Form 001, page [X]*).

2.3.2.2.4 Event and reservations management ensures coordination with the requesting parties to handle event setup, beautification, parking, audio-visual needs, etc.

2.4 Supply Management: Requisition forms, must be prioritized based on urgency and efficiency. Supply officer should exercise accountability for the conduct of proper and periodic inventories of supplies, materials and or equipment. Maintain records of accountable supplies and properties of the

school. Direct and manage the delivery of the control, inventory, and disposal of properties and supplies, storekeeping, and general services functions in accordance with the prescribed government standards.

Section 3. Roles and Responsibilities

3.1 Faculty Responsibilities:

3.1.1 Ensure that all supplies and property under their control are used efficiently and for their intended purposes.

3.1.2 Report any loss, damage, or misuse of property to the Supply and Property Management Office (SPMO) immediately.

3.2 Student Responsibilities:

3.2.1. Use supplies and property responsibly and in accordance with institutional policies.

3.2.2 Return any borrowed property in the condition it was received.

3.3 Administrative Staff Responsibilities:

3.3.1 Oversee the procurement, inventory, and disposal of supplies and property in their departments.

3.3.2 Ensure compliance with institutional policies and legal requirements.

3.4 Supply and Property Management Office (SPMO) Roles:

3.4.1 Manage the institution's supply and property inventory.

3.4.2 Implement and enforce policies related to procurement, usage, and disposal of assets.

Conduct regular audits and report findings to the administration.

Section 4. Supply Management

4.1 Requisition Procedures: All requests for supplies or property must be submitted using the official requisition form, which must be approved by the department head before submission to the SPMO. Requisition and procurement processes must comply with Republic Act No. 9184, known as the "Government Procurement Reform Act," which governs the procurement process for all government institutions, including city college.

4.2 Vendor Selection and Contracting: Vendor selection must be conducted through competitive bidding or other methods prescribed by RA 9184, ensuring transparency and fairness. The institution must establish criteria for vendor selection, including legal compliance, cost-effectiveness, and the ability to meet the institution's needs.

4.3 Purchase Orders: After selecting a vendor, a purchase order (PO) must be issued. The PO serves as a legally binding document that outlines the terms of the purchase. All POs must be in compliance with RA 9184 and relevant Commission on Audit (COA) rules.

Section 5. Inventory Management:

5.1 Receiving and Inspection of Supplies: All received supplies must be inspected for quality and quantity against the purchase order. Discrepancies should be reported to the SPMO, and corrective actions must be taken immediately. This process is governed by COA Circular No. 92-386, which provides guidelines for inventory and property control.

5.2 Inventory Control Systems: The institution must maintain an electronic inventory management system to ensure real-time tracking of supplies. This system must comply with COA guidelines on inventory and stock management.

5.3 Stock Levels and Reordering: Minimum and maximum stock levels must be established for all supplies. Reordering should be initiated when stock levels approach the minimum threshold, following the institution's internal control policies.

Section 6. Distribution of Supplies:

6.1 Request and Approval Process: Supplies must be requested through the SPMO using the appropriate form. Approval from the department head is required before distribution. Supplies Request Slip (see Appendix A, Figure 3: Supplies Request Slip, page [X]).

6.2 Issuance Procedures: Once approved, supplies are issued and recorded in the inventory system. This ensures that usage is tracked, and stock levels are accurately maintained.

6.3 Usage Tracking: Departments are responsible for monitoring the use of supplies to prevent wastage and ensure accountability.

Section 7 Property Management

7.1 Asset Acquisition:

7.1.1 Property Classification: All assets must be classified according to their value and expected useful life. Assets are categorized as either capital or non-capital. For government institutions, the classification follows guidelines set by the COA and other relevant government agencies.

7.1.2 Capital vs. Non-Capital Assets: Capital assets typically include items with a value exceeding PHP 50,000 and a useful life of more than one year, as per COA Circular No. 2020-006. Non-capital assets must also be tracked for accountability.

7.1.3 Acquisition Procedures: Acquisition of assets must comply with RA 9184 and other applicable laws. The process includes conducting a needs assessment, securing budget approval, and following procurement procedures.

7.2 Asset Inventory:

7.2.1 Tagging and Labeling Assets: All capital assets must be tagged with a unique identification number and recorded in the property ledger, in accordance with COA Circular No. 92-386.

7.2.2 Physical Inventory Audits: Annual physical audits of capital assets must be conducted to verify the accuracy of the asset register. This audit must comply with COA regulations.

7.2.3 Asset Register Maintenance: The asset register must be updated regularly to reflect new acquisitions, transfers, and disposals. This ensures that the institution's records are accurate and up-to-date.

7.3 Asset Usage and Maintenance:

7.3.1 Assignment and Responsibility: Assets must be assigned to specific departments or individuals who are responsible for their care and maintenance.

7.3.2 Maintenance Schedules: Regular maintenance schedules must be established for all capital assets to ensure their longevity and functionality. Maintenance records must be kept in compliance with institutional policies and COA guidelines.

7.3.1 Repairs and Service Contracts: Repairs must be documented in the maintenance record, and service contracts should be established for critical assets, following procurement guidelines.

7.4 Asset Disposal:

7.4.1 Surplus Property Procedures: Surplus property must be declared by the department and reported to the SPMO. The disposal of surplus property must comply with RA 9184 and COA guidelines, which include methods such as public auction, donation, or recycling.

16.4.2 Disposal Methods: Disposal methods must adhere to environmental laws, such as Republic Act No. 9003 (Ecological Solid Waste Management Act of 2000), and COA guidelines. The sale of surplus property must be conducted through public auction or competitive bidding to ensure transparency.

7.4.3 Documentation and Reporting: All disposals must be documented, including the method of disposal and any proceeds from the sale. Disposal records must be retained for a specified period as required by law and COA rules.

Section 8. Supply And Procurement Management

8.1 Role and Responsibility

The Supply and Procurement Management Section (SPMS) at the City College of Cagayan de Oro, an integral part of the City General Services Office (CGSO) of Cagayan de Oro City, is tasked with ensuring the effective and efficient management of supplies, materials, and equipment across the campus. Utilizing established guidelines to inform strategic development plans, the SPMS anticipates future needs, accommodates growth, and ensures consistency and quality in all operations.

8.2 Function and Purposes

SPMS monitors stock levels, manages the lifecycle of assets, and ensures regulatory compliance. Additionally, it handles the disposal of obsolete items, implements risk management strategies, and controls related budgets. By supporting efficient operations and continuous improvement, SPMS plays a crucial role in the overall effectiveness of the organization.

Section 9. Supply Management

9.1 Procurement Process

9.1.1 Requisition Procedures: All requests for supplies or property must be submitted using the official requisition form, which must be approved by the department head before submission to the SPMS. Requisition and procurement processes must comply with Republic Act No. 9184, known as the "Government Procurement Reform Act," which governs the procurement process for all government institutions, including state universities and colleges.

9.1.2 Vendor Selection and Contracting: Vendor selection must be conducted through competitive bidding or other methods prescribed by RA 9184, ensuring transparency and fairness. The institution must establish criteria for vendor selection, including legal compliance, cost-effectiveness, and the ability to meet the institution's needs.

9.1.3 Purchase Orders: After selecting a vendor, a purchase order (PO) must be issued. The PO serves as a legally binding document that outlines the terms of the purchase. All POs must be in compliance with RA 9184 and relevant Commission on Audit (COA) rules.

9.2 Inventory Management

9.2.1 Receiving and Inspection of Supplies: All received supplies must be inspected for quality and quantity against the purchase order. Discrepancies should be reported to the SPMO, and corrective actions must be taken immediately. This process is governed by COA Circular No. 92-386, which provides guidelines for inventory and property control.

9.2.2 Inventory Control Systems: The institution must maintain an electronic inventory management system to ensure real-time tracking of supplies. This system must comply with COA guidelines on inventory and stock management.

9.2.3 Stock Levels and Reordering: Minimum and maximum stock levels must be established for all supplies. Reordering should be initiated when stock levels approach the minimum threshold, following the institution's internal control policies.

9.3 Distribution of Supplies:

9.3.1 Request and Approval Process: The request and approval process for consumable supplies involves submitting a request through the SPMS using the designated form (refer to the appendix for the form). Before distribution, the request must be approved by the department head. Similarly, tools and equipment must also be

processed through the SPMS for proper recording and verification of each item's serial number.

9.3.2 Issuance Procedures: Once approved, supplies are issued and recorded in the inventory system. This ensures that usage is tracked, and stock levels are accurately maintained.

9.3.2 Usage Tracking: Departments are responsible for monitoring the use of supplies to prevent wastage and ensure accountability.

Section 10. Property Management

10.1 Asset Acquisition:

10.1.1 Property Classification: All assets must be classified according to their value and expected useful life. Assets are categorized as either capital or non-capital. For government institutions, the classification follows guidelines set by the COA and other relevant government agencies.

10.1.2 Capital vs. Non-Capital Assets: Capital assets typically include items with a value exceeding PHP 50,000 and a useful life of more than one year, as per COA Circular No. 2020-006. Non-capital assets must also be tracked for accountability.

10.1.3 Acquisition Procedures: Acquisition of assets must comply with RA 9184 and other applicable laws. The process includes conducting a needs assessment, securing budget approval, and following procurement procedures.

10.2 Asset Inventory:

10.2.1 Tagging and Labeling Assets: All capital assets must be tagged with a unique property number from City General Service Office (CGSO), in accordance with COA Circular No. 92-386.

10.2.2 Physical Inventory Audits: Annual physical audits of capital assets must be conducted to verify the accuracy of the asset register. This audit must require to check the borrower's and item declaration slip (see the appendix for the form) for effective audits.

10.2.3 Borrowers required to report any damage or lost of materials accountable.

10.2.4 Item declaration will provided for personal materials bringing at City College of Cagayan de Oro Campus.

10.2.5 Asset Register Maintenance: The asset register must be updated regularly to reflect new acquisitions, transfers, and disposals. This ensures that the institution's records are accurate and up-to-date.

10.3 Asset Usage and Maintenance:

10.3.1 Assignment and Responsibility: Assets must be assigned to specific departments or individuals who are responsible for their care and maintenance.

10.3.2 Maintenance Schedules: Regular maintenance schedules must be established for all capital assets to ensure their longevity and functionality. Maintenance records must be kept in compliance with institutional policies and COA guidelines.

10.3.3 Repairs and Service Contracts: Repairs must be documented in the maintenance record, and service contracts should be established for critical assets, following procurement guidelines.

10.4 Asset Disposal:

10.4.1 Surplus Property Procedures: Surplus property must be declared by the department and reported to the SPMO. The disposal of surplus property must comply with RA 9184 and COA guidelines, which include methods such as public auction, donation, or recycling.

10.4.2 Disposal Methods: Disposal methods must adhere to environmental laws, such as Republic Act No. 9003 (Ecological Solid Waste Management Act of 2000), and COA guidelines. The sale of surplus property must be conducted through public auction or competitive bidding to ensure transparency.

10.4.3 Documentation and Reporting: All disposals must be documented, including the method of disposal and any proceeds from the sale. Disposal records must be retained for a specified period as required by law and COA rules.

Using guidelines to inform strategic development plans, anticipating future needs and accommodating growth while maintaining consistency and quality across the campus. Requisition forms, must be prioritized based on urgency and efficiency. Supply officer should exercise accountability for the conduct of proper and periodic inventories of supplies, materials and or equipment. Maintain records of accountable supplies and properties of the

school. Direct and manage the delivery of the control, inventory, and disposal of properties and supplies, storekeeping, and general services functions in accordance with the prescribed government standards.

Section 11. Safety and Security

The Safety and Security Section is dedicated to ensuring the utmost safety and welfare of students, staff, and school facilities. This involves implementing and enforcing stringent safety protocols, conducting thorough risk assessments, and coordinating effective emergency response measures. The section is tasked with vigilantly safeguarding the campus community from potential threats, consistently identifying vulnerabilities, and proactively addressing them to maintain a secure environment.

11.1 Key Functions:

11.1.1 Enforces ID verification at entry points.

11.1.2 Monitors vehicle IDs and manages parking arrangements.

11.1.3 Implements key maintenance policy:

11.1.3.1 Ensures all keys are deposited at the guardhouse upon exit from the campus at the end of each official duty day.

11.1.4 Enforces safety protocols for electrical equipment, air conditioning units, and plumbing fixtures, holding both the section and room occupants responsible:

11.1.4.1 Ensures that all government property within the facilities is the responsibility of the employees using them.

11.1.4.2 Requires every incident to be reported and recorded using (PPS Form 007 Incident Slip, see Appendix A, Figure 7).

11.1.5 Manages risk assessment to proactively address potential hazards.

11.1.6 Coordinates emergency response measures to ensure readiness in case of an emergency.

11.1.7 Oversees campus surveillance to detect and deter security threats.

11.1.8 Manages threat and vulnerability assessments, ensuring that all identified risks are mitigated.

11.2 Round-the-Clock Security

11.2.1 Provides continuous security services to safeguard property and personnel.

11.2.1.1 Responsible for implementing overall security measures to protect movable and immovable property and prevent theft within the premises.

11.2.1.2 Manages crowd control and ensures no unidentified, unclaimed, or suspicious objects/persons are within the buildings/premises.

11.2.1.3 Ensures that all electrical equipment, instruments, lights, and fans are switched off at the closure of offices or classrooms.

Section 12. Transportation

The Transportation Services Section is responsible for managing the college's vehicle fleet and scheduling to ensure efficient and safe transportation for students and staff. This includes overseeing vehicle usage, maintenance, and fuel management, as well as implementing scheduling procedures to optimize vehicle utilization. The section ensures timely pick-ups and drop-offs, adheres to established routes and schedules, and maintains a reliable transportation service that effectively meets the needs of the college community.

12.1 Key Functions

12.1.1 Fleet Trip Management

Ensures the efficient management of all vehicle trips, coordinating with relevant departments to meet transportation needs.

12.1.2 Maintenance and Repairs

Oversees regular maintenance and repair of the vehicle fleet to ensure all vehicles are in safe, working condition.

12.1.3 Fuel Management

Manages fuel usage and maintains records to ensure efficient fuel consumption:

12.1.3.1 Requires the completion of a Gas Slip Form for every fuel transaction.

12.1.4 Scheduling and Route Planning

Develops and implements efficient scheduling and route planning to optimize vehicle utilization and ensure timely services.

12.1.5 Timely Transportation Services

Ensures that transportation services are provided on time, adhering to established routes and schedules, and meets the needs of the college community.

12.2 Additional Responsibilities

12.2.1 Vehicle Service and Cleanliness

12.2.1.1 Schedules regular vehicle service appointments and reports any issues promptly.

12.2.1.2 Ensures that car seats are clean and comfortable for all passengers.

12.2.2 Client Assistance

12.2.2.1 Assists clients with loading and unloading their luggage.

12.2.3 Route Optimization

12.2.3.1 Maps out driving routes ahead of time to determine the most expedient trip.

12.2.4 Availability and Flexibility

12.2.4.1 Ensures availability to occasionally work weekends and night shifts as needed, acknowledging the exigency of service during weekends.

12.2.4.2 Maintains the ability to remain calm in stressful driving situations.

12.3 Coordination with Events and Reservation

12.3.1 Booking Coordination

Coordinates with the Events and Reservation Officer to ensure seamless transportation services for campus events:

12.3.1.1 The requester must complete PPS Form 001 (Work Order Request) to book transportation services (see Appendix A, Figure 1: PPS Form 001, page [X]).

Article 4. Overview Of Standards

The following standards provide a comprehensive framework to ensure colleges and universities operate effectively, sustainably, and safely. These standards cover critical aspects of planning, construction, maintenance, and management of campus environments.

Section 1. Campus Development Standards

1.1 Layout and Space Utilization: The Campus Development section is responsible for ensuring efficient use of space for classrooms, laboratories, dormitories, and administrative offices, adhering to guidelines that optimize functionality and support institutional goals.

1.2 Aesthetic Considerations: The Campus Development section ensures that buildings contribute to a cohesive campus identity through architectural design principles that balance aesthetics with functionality.

1.3 Conformance of Designed Plans: All designed plans must conform to established standards, with the Campus Development section ensuring adherence from initial work orders to the final submission of plans.

Section 2. Safety and Security Standards

2.1 Building Codes and Regulations: Compliance with local and national building codes and regulations is enforced by the General Maintenance section to ensure structural integrity and safety across all campus facilities.

2.2 Emergency Preparedness: The General Maintenance section, in coordination with campus safety officials, develops and implements protocols for emergency response, evacuation procedures, and safety drills to protect students, faculty, and staff during crises.

2.3 Fire Safety: General Maintenance oversees the installation and maintenance of fire suppression systems, smoke detectors, and evacuation routes, ensuring rapid response capabilities and adherence to fire safety requirements.

Section 3. Accessibility Standards:

3.1 CHED/SGLG Compliance: The Campus Development section ensures adherence to CHED/SGLG requirements, making campus facilities accessible to individuals with disabilities.

3.2 Universal Design: The Campus Development section incorporates universal design principles into campus infrastructure to create inclusive environments that accommodate diverse physical abilities and promote equitable access.

Section 4. Environmental Sustainability Standards:

4.1 Energy Efficiency: The General Maintenance section is tasked with implementing guidelines for energy-efficient building design, including optimizing lighting, HVAC systems, and insulation to reduce the campus's carbon footprint and operational costs.

4.2 Water Conservation: The General Maintenance section develops and enforces strategies for water-efficient landscaping, plumbing fixtures, and irrigation systems, promoting conservation and sustainability.

4.3 Green Building Practices: The Campus Development section is responsible for integrating sustainable materials, renewable energy sources, and waste reduction strategies into construction and renovation projects to support the institution's environmental goals.

Section 5. Maintenance and Operations Standards:

5.1 Routine Maintenance: The General Maintenance section establishes protocols for regular inspections, repairs, and maintenance schedules to ensure the ongoing functionality and safety of campus facilities.

5.2 Facility Management: The General Maintenance section oversees efficient facility operations, including waste management, cleaning services, and grounds maintenance, to enhance operational efficiency and cost-effectiveness.

Section 6. Long-term Planning and Development Standards:

6.1 Master Planning: The Campus Development section is responsible for developing comprehensive master plans that align with institutional goals and anticipate future growth and infrastructure needs.

6.2 Adaptability and Flexibility: The Campus Development section ensures that standards support the adaptive reuse of existing buildings and infrastructure to meet evolving educational and administrative requirements.

6.3 Budgeting and Financing: The Campus Development section, in collaboration with financial offices, provides guidelines for financial planning and resource allocation to support capital improvements, renovations, and infrastructure upgrades over time.

Article 5. Physical Plant Services

The planning of physical plant services for City College takes cognizance of the 3-fold mission of higher education: teaching, research and public services. It must be general towards the integration of two divergent factors – the user's socio-cultural characteristics and the nature of the physical environment in terms of human needs for comfort, safety, and ease of movement where the following terms are defined:

Section 1. Site – It is the land area with defined boundaries and a land title in the name of the school to be established where the buildings and other educational facilities are located.

Section 2. Location – It is the geographical position of the school as defined in a land title under the name of the school, the process of making out an area of land where boundaries are defined by legitimate land title.

Section 3. Environment – It is the continually changing complex of all the surrounding conditions and influences interacting with a school. It is also the aggregate of all the conditions that influence the life of an individual or community like customs, laws, languages, religions and economic and political organisations.

Section 4. Orientation – A school building should be properly oriented, that is properly placed with regard to air currents, natural lights, heat from the sun, utility of the plant and grounds and most advantageous displays. It should be directly related to the health and comfort of the users.

Section 5. Layout – The layout of school building on the school site pertains

To their location and arrangement to achieve maximum functional efficiency and aesthetic effect. The main building should be given the most prominent place.

Section 6. Standards- In addition to the planning standards for school facilities pertaining to sites, a standard school site should meet all conditional requirements as follows:

6.1 Location

6.1.1 Accessibility

6.1.1.1. A college site should be accessible to ordinary means of transportation.

6.1.1.2. It should be located in a community or an area where the growing curricular demands and needs for students and society are met

6.1.1.3. College sites should be chosen where it will be possible to place buildings out of danger from flood, earthquake and other natural calamities.

1

1.1.2.1 General Environment Factors of the College

1.1.2.1.1 It is recommended that before a college or university is established, a demand analysis must be undertaken to determine the catchment area which the institution will serve in order to assure that the college level enrolment will be sufficient to support the institution.

1.1.2.1.2 The general climatic condition of the area in which a college is located should be healthful and conducive to learning.

1.1.2.1.3 Colleges offering vocational and pre-professional courses should be located near "laboratory facilities.

1.1.2.2 Immediate Environment of the College

1.1.2.2.1 A college site should not be located near airports and railroad lines or other transport facilities that cause unnecessary disturbance, factory or manufacturing establishments that might be a source of pollution or danger to students.

1.1.2.2.2 The site boundaries of a college should be at least 100 meters perimeter distance from undesirable entertainment houses and gambling dens.

1.1.2.2.3 There should have an adequate supply of potable water, sewerage system, efficient fire protection, police protection and other similar services that will protect the health, safety and well being of students.

1.2 Size and Forms

1.2.1 The area of the school site, as a general rule will be as Follows:

1.2.1.1 One-half hectare for a school with an enrolment of 500 or less students.

1.2.1.2 One hectare for a school with an enrolment of 501 to 1,000 students.

1.2.1.2 Two hectares for a school with an enrolment of 1,001 to 2,000 students.

1.2.1.3 Three hectares for a school with an enrolment of 2,001 to 3,000.

1.2.1.5 As a general rule the same ratio should be maintained for enrolment in excess of 3,000.

1.2.3 There should be space on the campus for holding class programs and sports activities.

1.2.4 The size and number of college sites should be determined based on the program offerings and proximity to partner industries or relevant locations. The Physical Plant Services (PPS) team or architects can make decisions on site selection and layout, tailored to the specific needs and demand for courses in each location, ensuring that the campus infrastructure effectively supports the institution's academic and industry collaboration goals.

1.3 Nature and Condition

A campus development plan is a requirement and must be submitted together with the application to establish a new school.

1.3.1 Campus Plan and Building Plan Requirements

The campus plan for a college should provide for the expected development of the college for a period of at least 25 years in advance of the time the plan is developed. It should represent the combined

judgement of planners of educational facilities including college administrators who are familiar with the needs of that college, and architects of college buildings and landscape.

The plan to provide for the most pleasing practical and economical way possible should consider the following:

1.3.1.1 The retention, placement, renovation and demolition of existing buildings.

1.3.1.2 A detailed topographical map essential to any adequate planning to the campus. This map should give contours and the location of all buildings, natural features, and service lines.

1.3.1.3 The maximum utilisation of all the natural elements of beauty on the campus such as trees and decorative plants.

1.3.1.4 The placement of buildings so as to secure a maximum amount of natural light during the time the buildings are in use. If classroom buildings face southeast or southwest, most of the rooms will have either morning or afternoon sunlight without the glare which results from direct southern exposure. Special rooms, such as art studies, should have the north light. Classrooms should not face busy thoroughfares or playing fields where there is distracting activity.

1.3.1.5 The central location of the library and administrative building should be in close proximity to each other.

1.3.1.6 The location of the assembly hall or auditorium should be near a street or campus entrance in order that it may conveniently serve the public.

1.3.1.7 The chapel or other buildings used primarily by the students should be situated away from the main entrance and in a location as quiet as possible.

1.3.1.8 The location of the gymnasium should be adjacent to the playground.

1.3.1.9 The placement of laboratory rooms should ensure that unpleasant odours and fumes will not disturb students at work in adjacent buildings.

1.3.1.10 The location of the music room where practice will not disturb the other students.

1.3.1.11 The placement of buildings to avoid fire hazard to adjacent buildings

1.3.1.11 The location of buildings so that future addition may be made without interfering with other buildings.

1.3.11 The buildings shall not be used in any manner for private residence or for other purposes that might interfere directly or indirectly in the proper functioning of the school.

A campus plan should be general and not so detailed as to retard or discourage adaptations to future needs as they may develop.

1.3.1.3 Flag poles should be located in front prominently in the main school buildings as the building faces the road, or the main approach should not be set close to the building, and never attached to the ground. Flagpoles should be triple higher than the school buildings, should never be set under the trees, and nothing should be over the flag.

Poles should not be straight and erect. They should be set on a good basis. Preferably reinforced concrete, Poles should be never more than half yard on a pole. Galvanised iron pipe makes a good flagpole and they should never be set in the front walk.

1.4 Size and Forms

There should be at least 2.5 sq. m space per student on the campus for holding class co-curricular programs and sports activities

1.4.1 Gross Structure

1.4.1.1 Type and Architecture Consistency

1.4.1.1.1 Types of construction used will depend upon such items as: foundation, nearness of other buildings, height of buildings, possibilities of earthquake, and similar factors. The construction should provide reasonable protection from fire dangers, and also a desirable degree of permanency for college buildings.

1.4.1.1.2 The style of architectural design of college buildings should as much as possible possess unity and consistency.

1.4.1.1.3 College buildings should use more open shaped buildings such as E.T.U. or N since these lead themselves most readily to expansion without impairing the lighting of existing rooms.

1.4.1.2 Materials

1.4.1.2.1 The material used in all college buildings should be fire resistant.

1.4.1.2.1 The structural system should be basically steel or reinforced concrete.

1.4.1.3 Foundation and Supporting Walls

1.4.1.3.1 Concrete is the best foundation material. If brick or stone is used, it should be laid in cement mortar.

1.4.1.3.2 Rooms in which noisy activities are to be carried on should have the walls, ceiling and floors provided with some materials to restrict the transmission of sound.

1.4.1.3.3 Beams and Girders should be of steel or reinforced concrete.

1.4.1.4 Window Placement

1.4.1.5 For regular classrooms, unilateral left-hand light on the long side of the room has proved entirely satisfactory. Large lecture rooms, libraries and laboratories may have windows on both long sides of the rooms.

1.4.1.6 All teaching spaces should possess a window area of at least 20% of the internal elevation of the external wall.

1.4.1.5 Condition of Upkeep

The exteriors of all buildings should be kept in good condition. Any exposed woodwork and metal trimmings should be protected against weathering by painting. All cracks in the masonry of the walls or foundation in any leak in roofs should be repaired immediately.

1.4.1.6 Entrances

1.4.1.6.1 Entrance to college buildings should be at the point of greatest serviceability. Secondary entrances should be placed near the foot of each stairway and at other points in the building most convenient to the majority of those who use them.

1.4.1.6.2 The width of the main entrance should vary from 6 to 12 feet or 1.82 to 3.65 metres depending upon the size of the buildings and the number of persons using it at any one time. Buildings such as the gymnasium and the auditorium should have the largest direct entrances.

1.4.1.6.3 Service entrance should be provided for library, dining Halls, shops, post office, supply room and other rooms to which goods must be delivered directly. Outside entrances at

least 8 feet or 2.43 metres wide should be provided for all shops.

1.4.1.6.4 Special exits should be provided for auditoriums, Gymnasiums, dressing rooms which may be used for community purposes, so that the main activities of building may not be interrupted when special activities are being carried on.

1.4.1.6.5 Exits should be arranged with respect to corridors, passages and stairways with no dead ends where students might be trapped in time of panic.

1.4.1.6.6 Whenever possible, segregate vehicular routes from pedestrian routes. If vehicles and pedestrian can not be separated, either raise the footpaths or distinguish them from vehicular areas by changing the color and/or texture of the surfaces. Make routes as direct as possible and use clear obvious signs, multilingual signs may be an advantage in some schools, descriptive signs are more effective than words, and avoid erecting anything that people may trip over bump against.

1.4.1.6.7 Provide passage joining different levels of building or ramp and gutter for the handicapped and for easy delivery and transfer of goods, materials, furniture, etc.

1.4.1.6.8 Provide at least a waiting shed near the entrance of the school, and a covered walk in the playground, parking space and entrance.

1.4.1.6.9 A guardhouse at the entrances of the school site.

1.4.1.7 Roofs

1.4.1.7.1 These style and shape of the roof should be consistent with type of architecture employed for the college buildings.

1.4.1.7.2 All roofs should be provided with sufficient down spouts to carry all the water from the roof in the heaviest rain. Down spout should carry the water into the drainage which will keep this water from foundation.

1.4.1.7.3 If used for outdoor teaching or play activities provide adequate barriers and balustrades at the edge for safety.

1.4.2 Internal Structure

1.4.2.1 Stairways and Stair walls

1.4.2.1.1 A high degree of fire resistive ness should characterize all stairways

1.4.2.1.2 Stairways at least 5 feet or 1.52 meters wide should be open not more than 30.5 meters apart. For three or four-storey buildings, stairways should be of sufficient size and number to permit all occupants to move-out of doors within three minutes. Good provisions for natural as well as artificial lighting of all stairways should be made. Switches for light should be near exits. Provisions should be made for the lighting of stairways on occasions when the main current supply fails.

1.4.2.2 Corridors

1.4.2.2.1 Corridors should be constructed with fire resistant materials.

1.4.2.2.2 The location of corridors is determined by the position of the classrooms and special rooms. They should provide ready access to stairways and permit rapid movement to and from the building.

1.4.2.2.3 The shape and size of the lobby should be large enough to prevent the possibility of congestion as groups arrive or leave the room opening.

1.4.2.2.4 The width should be 12 feet or 3.65 meters from the main corridors and 8 to 10 feet or 2.44 to 3.05 meters for the secondary corridors.

1.4.2.2.5 Doors of classrooms and special rooms should open out into corridors.

1.4.2.2.6 Lockers, display cases, pedestals, and drinking fountains should not be located at busy intersections of corridors or where they interrupt free passage to stairways.

1.4.2.2.7 The locks on all doors of classrooms and special rooms should be locked if possible from the corridor side only.

1.4.2.2.8 There should be no "dead end" corridors. Escape should be possible in both directions.

1.4.2.2.9 Corridor should be wide with signs clearly posted.

1.4.2.2.10 Add directions to point to the various departments/services on the floor.

1.4.2.4 Flexibility

1.4.2.4.1 The flexibility of a college building depends upon the readiness with which the internal arrangements of its room may change. This element is best provided for by the use of movable partitions for all the interior openings, doors, electric wiring, and all other servicing in corridor walls or floors in complete units of uniform length.

1.4.2.4.2 If basement or ground floors are used for classroom purposes

the floors should not be placed more than three feet below ground level

1.4.2.5 Economy and Space:

1.4.2.5.1 Consideration should be given to such matters as the degree to which available space can be used.

1.4.2.6. Doors

1.4.2.6.1 Classroom doors should be approximately 3 feet or .91 meters to 7 feet or 2.13 meters. Laboratory doors should be 4 feet or 1.52 meters wide to provide for the use of delivery trucks. Dormitory room doors may be smaller.

1.4.2.6.1 Lecture rooms seating more than 60 students, and all laboratories should have at least two doors to reduce congestion in the passing classes.

1.4.2.6.1 All CR's and Ladies rooms of classrooms should have 2 separate doors.

1.4.2.6.1 Avoid locating doors close to the head or bottom of stairways, do not have doors close together in adjoining walls.

1.4.2.6.1 Do not put doors where the exit is directly on to service roads, and if it's not possible to avoid appropriate barriers like plants must separate pedestrians from moving pedestrian traffic.

1.4.3 Interior Finish and Decoration

1.4.3.1 Floors

1.4.3.1.1 Floors should be kept in good condition, without cracks, splinters, loose boards or projecting ends.

1.4.3.1.2 Concrete floors should be gray or blue. Gray since the colors give cooler effect and show marks less than dark colors. The reflectance factor of floors should be from 30% to 40%.

First group timber and planned perfectly smooth should be kept clean and may be varnished to facilitate cleaning.

1.4.3.2 Walls and Ceilings

1.4.3.2.1 Walls and ceilings of rooms in which noisy activities are carried on, should be sound absorbent. This applies to such rooms as the cafeteria, all shops, the gymnasium, typing rooms, music rooms and the library.

1.4.3.2.2 Grooves, ledges, shop corners, and projections should be avoided.

1.4.3.3 Interior Finish and Decoration

1.4.3.1.1 Ceiling height of rooms with natural ventilation shall be not less than 3.00 meters artificial ventilation shall have ceiling not less than 2.70 meters.

1.4.3.4 Woodwork

1.4.3.4.1 All woodwork should have a dull, smooth finish.

1.4.3.4.2 It is desirable to use wood which can be finished in its Natural color.

1.4.3.5 Installing the electric wirings for college laboratory buildings should be taken to use heavier wire

1.4.3.6 Metal ash cans and waste cans should be used for the storage of all inflammable waste.

1.4.4 Water Supply

1.4.4.1 Water Supply should be made available and installed at convenient places in all classroom buildings. In dormitories, there should be at least one large lavatory installed in each corridor.

1.4.4.2 Water supply should not be located in front of the building. Neither should it be located in the center of the playground or campus; nor too far from the school buildings. As a general rule, it is advisable to have the water supply at the rear of the building and near but not within the playground space.

1.4.5 Toilet System

1.4.5.1 Adequacy: In classroom buildings the number of toilet fixtures should be 1% of the total number of population. In toilet rooms for men the fixtures should be divided between urinals and toilet seats.

In dormitories there should be one toilet fixture for each 6 to 10 occupants.

1.4.5.2 Distribution

1.4.5.2.1 Toilet rooms for men and women should be located on each floor of larger classroom buildings and should be on alternate floors in smallest buildings. Toilet conveniences should be provided for general offices, rest rooms, kitchens, janitors, and engineer's room and workshop.

1.4.5.2.2 Entrances to toilet rooms should be provided with adequate signs.

1.4.5.2.3 Swing door should be provided for each toilet stall.

1.4.5.2.4 Toilet stall walls should be built so that stalls can be easily ventilated and cleaned. All toilets should have window facilities and should be provided with exhaust fans.

1.4.5.2.5 Shop sinks and janitors' closets should also be provided.

1.4.5.2.6 There should be powder rooms and washing rooms for boys and girls.

1.4.5.3 Fixtures

1.4.5.3.1 All toilets should be equipped with modern vitreous china fixtures

1.4.5.3.1 Only non-porous and noncorrosive fixtures should be used in toilet rooms.

1.4.5.4 Sanitation

1.4.5.4.1 The window of toilet should be equal to 20 percent of the floor area. The toilet room should be so constructed that the odor there for shall not be transmitted into the classrooms and corridors.

1.4.6 Artificial Lighting

1.4.6.1 Fixtures and Illumination

1.4.6.1.1 Fixtures should be so plain without dust collecting ornamentation.

1.4.6.1.1 All lights should be adjusted to the type of educational work being done in each room. Lamps should be suitably shaded to minimize glare.

1.4.6.2 Installation and Outlets

1.4.6.2.1 All electric wires should be in concealed conduit and all switches and fuse boxes be flushed with the wall.

1.4.6.2.2 Classrooms should have four, six or nine ceiling lights, depending upon the size of the room and the amount and type of illumination.

1.4.6.2.3 Corridors, stairways, and vestibules should have outlets arranged so that they will be 23 feet or 7.85 m. or less apart in corridors.

1.4.6.2.4 Libraries should have overhead-semi-direct lighting for general illumination and individual desk lamps for reading. Outlets between the stacks should not be more than 6ft. or 1.82 meters apart.

1.4.6.2.5 Laboratories should have either desk lamps or suspended lamps. In the case of suspended lamps there should be at least one lamp for every four students.

1.4.6.2.6 Administrative offices should be provided with overhead illumination

1.4.6.2.7 The number and size of the overhead lights will depend upon the height of the room and the height of the fixtures. All auditorium lights should be provided with dimmers.

1.4.6.2.8 All exit signs should be illuminated.

1.4.6.3 Switches

1.4.6.3.1 All buildings should be wired so that light in various units (of the buildings) may be turned ON or OFF without affecting the lights for the entire building. There should be one master switch for the entire buildings.

1.4.6.3.1 Special switchboards should be provided for auditoriums and college theaters.

1.4.6.4 Gas and Electricity Services

1.4.6.4.1 In addition to adequate electrical provisions for all buildings there should be outlets from an emergency battery or motor generator lighting plant for all stairways, corridors, the auditorium, and for fire exits to provide lighting in an emergency when the regular supply of electricity is not available. The exit and corridor lights should be on separate circuits from those lighting the remainder of the building.

1.4.6.4.2 Electrical laboratories and other laboratories in which electricity is used should be provided with electricity of the kinds and in the amounts required by the work of courses offered. These should include high voltage, alternating and direct, and adequate storage batteries.

1.4.6.4.3 The laboratory and non-laboratory space of the institution shall be provided with an average of 10 watts per square meter of electrical power.

1.4.6.5 Condition of Upkeep

1.4.6.5.1 Woodwork should be kept in repair and properly surfaced.

1.4.6.5.2 Floors should be finished often. The protective surfacing should carry all the water.

Article 6. Service System

Section 1. Ventilation

1.1 The air in a room should be changed frequently enough to avoid unpleasant odor. The air in such occupied spaces shall at all times be in constant motion sufficient to maintain a reasonable uniformity of temperature and humidity.

Section 2. Exits and Fire Escapes

2.1 College building should be equipped with adequate fire escapes. All fire escapes should extend to the roof in all levels or have counter-balance ladder.

2.2 Large classroom buildings and dormitories of more than two stories should have at least two stairwells from every floor basement. No corridor exit door of any room should be more than 100 feet or 30.5 meters distant along the line of travel from stairwell or other fire exit.

Section 3. Apparatus and Special Provisions

3.1 Fire extinguishers should be provided for every 2,000 sq.ft. or 186 sq.m. of the floor area. They should be prominently exposed to view and where it is accessible. They should also be inspected regularly by the local fire department.

3.2 Fire alarm boxes should be in plain sight in all buildings with a distance of 75 ft. or 22.75 metres from the nearest accessible hose outlet. Hose and hose racks should be easily seen in corridors.

Section 4. Automatic fire sprinkler system should be installed in accordance with Fire Code.

4.1 Exit signs in clear bold type should be displayed near fire exits.

Article 7. Additional Service System

Section 1. Sewerage and Garbage Disposal and Disposal of School Property

1.1 A septic tank should be constructed which will care for the sewerage disposal for the college

1.2 A college should install an incinerator which will care for all the waste except the scraps from the kitchen

1.3 A college should have a segregation area for waste disposal. Local Waste Collector may not

1.4 Disposal of School Property

The disposal of school property is the last phase in the asset lifecycle and may be undertaken under the following conditions:

1.4.1 Properties are already unserviceable.

1.4.2 Properties have reached their estimated useful life.

1.4.3 Properties are no longer needed, including:

1.4.3.1 Properties that can no longer be repaired or reconditioned.

1.4.3.2 Properties that are beyond economic repair.

1.4.3.3 Properties that have become obsolete or outmoded due to technological advancements.

1.4.4 Submission of Documents Pertaining to Properties for Disposal: The disposal of obsolete, forfeited, abandoned, and surplus supplies, materials, and equipment must be transferred to the City General Services Office (CGSO). The Physical Plant and Services, through the Supply and Property Management section, shall submit to the CGSO the following accomplished forms or equivalent documents, as appropriate:

1.4.4.1 Waste Materials Report (WMR): Covers expendable materials, supplies, and consumables, including spare parts, empty containers, and remnants from destroyed or damaged fixed assets.

1.4.4.2 Inventory and Inspection Reports: This report shall be used to account for all government properties of an entity that are subject to disposal and serve as the basis for derecognizing the school property.

1.4.5 Conduct of Inspection : The CGSO may individually or collectively inspect the properties. In the conduct of inspection, the following activities shall be performed, as applicable:

1.4.5.1 Check the appearance and physical condition of the property to ensure it matches the description in the inventory and inspection report or its equivalent document.

1.4.5.2 Examine the physical condition and general appearance of the property to assess its depreciation and determine the condition factor.

1.4.5.3 Verify the capacity, model, year of manufacture, serial number, chassis number, property number, and motor number, among other technical specifications of

the property, to confirm that it is in working order and suitable for its intended use.

1.4.5.2 Document any discrepancies or issues found during the inspection and report them to the relevant authorities for further action.

1.4.5.3 Ensure that all inspection findings are accurately recorded and filed for future reference and accountability.

1.4.5.4 Verify that all required maintenance and repairs have been performed and documented, ensuring the property is in optimal condition.

Section 2. Storage Services

2.1 Each building and each floor of larger buildings should have storage for the supplies and equipment.

2.2 Special storage provisions for the gymnasium should care for gymnasium equipment and apparatus chairs, and equipment for track and outdoor games.

2.3 Parking space for automobiles, motorcycles and service bus should be sufficient to accommodate the cares of staff and students. Space for the extra cars at the athletic events should be provided.

2.4 Storage for chemicals or explosives used in laboratories should be in a special underground vault equipped with blowout manhole or vent.

Section 3. Adequate quarters for janitors and guard house/office space for security guards.

Section 4. School Lunch Counter/Canteen

This policy addresses the safety, sanitary conditions, and quality of food, drinks, school supplies, and other goods sold at all outlets within the City College of Cagayan de Oro campus.

4.1 Responsible Officials/Personnel : The following individuals and committees are responsible for the implementation of these policies and procedures:

4.1.1 Vice President for Administration

4.1.1.1 Assists in establishing and reviewing food service and school supply policies and procedures, recommending changes as necessary.

4.1.1.2 Sets criteria for safety and sanitary conditions and food and product choices.

4.1.1.3 Ensures proper implementation of policies through coordination with other relevant officials.

4.1.2 Vice President for Finance

4.1.2.1 Oversees the financial aspects of food services and school supplies, including the collection of fees and other charges.

4.1.2.2 Ensures that income from the cafeteria and school supply stores is managed in accordance with approved guidelines by the Governing Board and existing IRR of City LGU.

4.1.2.3 Approves the allocation of funds for emergencies and urgent needs, in coordination with the College President and Vice President for Administration.

4.1.2 Food Services/Canteen Manager

4.1.2.1 . Manages daily operations of the food service areas, including overseeing food safety, sanitation, and compliance with policies.

4.1.2.2 Ensures that food outlet owners comply with contractual agreements and university policies.

4.1.2.3 Coordinates with the Director for Physical Plant Services to ensure the maintenance and readiness of food service and school supply facilities

4.1.3 Director for Physical Plant Services

4.1.3.1 Oversees the maintenance and repair of general canteen and school supply facilities, including electrical, plumbing, and fixtures.

4.1.3.2 Ensures that facilities meet health and safety standards.

4.1.3.3 Coordinates with the Canteen Manager to address any structural and infrastructure issues affecting the operation of food services and school supply stores.

4.1.4 Director of Student Affairs and Services (OSAS)

4.1.4.1 Ensures that the Office of Food Services and School Supplies operates in accordance with university policies and procedures.

4.1.4.2 Monitors student feedback and satisfaction related to food services and school supplies.

4.1.4.3 Coordinates with the Canteen Manager and other officials to address student concerns and improve service quality.

4.1.5 Medical and Health Services Unit

4.1.5.1 Assists in setting criteria for safety and sanitary conditions.

4.1.5.2 Provides technical assistance in monitoring the healthcare aspect of operations.

4.1.5.3 Contributes to policy development review.

4.2 Policies and Procedure

4.2.1 The Institution/College

4.2.1.1 The City College of Cagayan de Oro, through its officials/personnel, will set criteria for the safety and sanitary conditions of food outlets and school supply stores on campus.

4.2.1.2 A clean and comfortable space for serving meals and selling school supplies must be provided to students and staff.

4.2.2 Food Outlet and School Supply Store Owners/Tenants

4.2.2.1 A Contract of Lease must be established between the tenant and the College, with provisions for renewal every 6 months.

4.3 Payment Terms

4.2.2.1 All tenants are required to make daily payments directly to the Finance Office.

4.2.2.2 The daily rental fee for a stall area of 1.00 meter by 1.5 meters is PHP 100. Any area exceeding this will incur an additional fee.

4.2.2.3 Failure to pay the daily rental fee for a maximum of three days will be subject to the suspension of the outlet's operations.

4.2.2.4 Electric and Water utilities will be provided by the City College for all contracted tenants.

4.2.2.5 All electrical appliances used for food and school supply displays will be subject to approval by the Physical Plant Services Division.

4.2.2.6 Store owners must secure the following documents before operating:

4.2.2.6.1 Mayor's Permit

4.2.2.6.2 Sanitary Permit

4.2.2.6.3 Health Certificate for food handlers (for food outlets)

4.2.2.6.4 Environmental Compliance Permit

4.2.2.7 Important documents must be prominently displayed within the stalls for easy visibility.

4.4 Goods to be Sold

4.4.1 Foods and Drinks

4.4.1.1 Nutrient-rich foods, such as root crops, fruits, vegetables, and fortified products.

4.4.1.2 Beverages must include milk, shakes, and fruit juices.

4.4.1.3 No carbonated drinks, sugar-based synthetic juices, or junk foods.

4.4.1.4 All foods must have Sangkap Pinoy Seal BFAD approval.

4.4.1.5 Use iodized salt in food preparation to meet iodine requirements.

4.4.2 School Supplies

4.4.2.1 All school supplies sold on campus must meet the quality and safety standards set by the school.

4.4.2.2 Supplies should include items essential for academic purposes, such as writing instruments, notebooks, paper, art supplies, and basic electronics (e.g., calculators).

4.4.2.3 No toxic or hazardous materials should be sold as school supplies.

4.4.2.4 All items must be clearly labeled with prices and product information.

4.4.2.5 Store owners are responsible for ensuring that all supplies are in good condition and free from defects.

4.4.2.6 Promote environmentally friendly products, such as recycled paper and non-toxic materials.

4.5 Income Utilization

4.5.1 The income generated from the school cafeteria and school supply stores will be allocated as an emergency fund and for urgent uses as needed.

4.5.2 Utilization of these funds requires the approval of the College President, Vice President for Administration and Finance, and Vice President for Finance.

4.5.3 The canteen and school supply income are part of the Local Economic Enterprise of the City Hall.

Section 4.6 Monitoring and Evaluation

4.6.1 The Office of Food Services or Canteen Evaluation Committee will monitor food safety, hygiene, sanitation, and the quality of school supplies, performing spot checks as needed.

4.6.2 The Office of Food Services or Canteen Evaluation Committee will report to the Vice President for Administration Office on monitoring and evaluation activities.

4.6.3 Each extension campus will have a food service and school supply coordinator to monitor operations and report to the Office of Food Services.

4.6.4 Coordinate with the local government for food safety issues and product safety concerns outside the campus.

Article 8 Instruction Rooms

Section 1. Number (Adequacy)

1.1. There should be enough instruction rooms of various sizes and kinds to accommodate the student population. In making the room schedule for a college, it must be possible to care for such variables as unexpected increases in enrollment in some departments, the average size of classes in different subjects, and the number of times classes meet each other.

Section 2. Availability

2.1. Rooms should be conveniently placed with respect to stairways, toilets, offices, conference rooms, study halls, main & departmental libraries, and other general services rooms. Each classroom should have a direct exit into a corridor from which passage to the outdoors is unimpeded.

Section 3. Size and Shape

3.1. College classrooms should be sufficiently large to accommodate 20 to 50 students with a dimension of 7 meters by 9 meters, allowing 1 sq. meter per student and the rest for cabinets and teacher tables, etc.

3.2. For every college that has an enrollment of 1,000 students or more, provide an auditorium that will accommodate a minimum of 300 students.

3.3. Science laboratories will vary in size with the size of the college.

3.3.1. Laboratories for introductory courses in the sciences may be made to accommodate from 40 to 60 students depending upon the size of the college, at one (1) student per two (2) square meters or 21.50 sq. ft. of floor space.

3.3.2. For shops, the minimum dimension is 9x14 meters.

Section 4. Equipment and Furniture

4.1. Classrooms and Conference Rooms 4.1.1. Classrooms should be adequately equipped with whiteboards and smart TVs with a dimension of no less than 50", and should have a pleasant atmosphere.

4.1.2. Conference rooms should be equipped with facilities and amenities that meet standards.

4.1.3. Major classrooms and laboratories are equipped with air conditioning units.

4.1.4. All air conditioning units should be operated only by authorized employees (from PPS, General Maintenance) assigned to that area, from turning on to turning off.

Section 5. Science Laboratories/Equipment

5.1. Biology

5.1.1. Facilities for pressing and drying herbarium materials.

5.1.2. Photographic room and darkroom.

5.1.3. Supplies of specimens usually necessitating a greenhouse, aquarium, animal room, and storage space for other specimens.

5.1.4. Aquarium, terrarium, and growing beds for observational purposes.

5.1.5. An incinerator.

5.1.6. Specimens, cases, jars, display cabinets, dissecting trays, and instruments, storage space for specimens.

5.1.7. Microscope, shade lamps, cabinets with locks, filing cabinets, and slides.

5.1.8. Projection equipment, lantern, appropriate screens, slides, filing cabinets for lantern slides, and other materials for projection.

- 5.1.9. Incubators, sterilizers, fumigators, oven, and water bath.
- 5.1.10. Balances, scales, small motors and attachments, centrifugal separators.
- 5.1.11. Glassware, stands, holders, rubber tubing, corks, tools, and other equipment for making and assembling laboratory apparatus.
- 5.1.12. Chemicals, acids, distilled water, and all other materials needed in the various experiments and demonstrations.
- 5.1.13. First aid kits.
- 5.1.14. Cages, food containers, refrigerators, and filing cases for records.

5.2. Chemistry

The laboratory equipment for this field will vary from a single laboratory in many colleges to an entire building in larger universities offering courses with restricted fields such as optics, thermodynamics, sound, physical chemistry, photoelectric cells, spectroscopy, and radioactivity.

- 5.2.1. The student tables or desks for physics laboratories should be of the same types as described for chemistry.
- 5.2.2. Sinks with hot and cold water outlets should be located conveniently to all sections of the room.
- 5.2.3. There should be light-proof curtains and, if specialized courses are offered in optics, light, spectrum, etc., a separate windowless room with dark walls and ceiling should be provided.
- 5.2.4. Physics laboratories should be equipped with electrical control boards and transformers for a wide range of voltage in continuous and alternating current.
- 5.2.5. Physics laboratories should have facilities—a fixed beam, hooks, and pulleys—over the demonstration desk for suspending apparatus whenever greater height is needed for experiments.

5.3. Physics

The laboratory equipment for the field will vary from a single laboratory to an entire building in larger universities offering in such restricted fields as optics, thermodynamics, sound, physical chemistry, photoelectric cells, spectroscopy, and radioactivity.

- 5.3.1. The students' tables or desks for physics laboratories should be of the same types as described for chemistry, with the open table type. The instructor's desk should be equipped

so that it can be used as a demonstration desk.

5.3.2. Sinks with tap water outlets should be located in all sections of the rooms.

5.3.3. Special brass plates should be provided for holding vertical and cross rods for experiments. Electric outlets for plugs for both direct and alternating current should be provided.

5.3.4. Physics laboratories should be equipped with mechanically operated light-proof curtains. If specialized courses are offered in optics, light, spectrum, etc., a separate windowless room with dark walls and ceiling should be provided.

5.3.5. There should also be provision for one radio room equipped for handling broadcasting activities.

5.3.6. A bench or room for balances and a sound room should be located and constructed so that no vibrations from trucks, trains, or machinery within the building can be noticed.

5.3.7. Physics laboratories should be equipped with electrical control and transformers that make available a wide range of voltage.

5.3.8. There should be fixed beams, hooks, and pulleys over the demonstration desk for suspending apparatus whenever greater height is needed for experiments.

5.3.9. There should be enough glass-doored, locked cabinet space to permit the segregation of heavier work.

5.3.10. There should be one large workbench equipped for use in constructing larger apparatus and for heavier work.

5.3.11. There should be first aid kits and small fire extinguishers in all physics laboratories.

Article 9 General Units

Section 1. Library

1.1 Libraries should be located in the central part of the school. Whether occupying a building of its own or occupying only a part of the building, it should be right within the traffic area of the students and faculty members and easily accessible to any point of activity in the campus.

1.2 All books in the library should be accessioned, classified, arranged, and catalogued according to the accepted modern practices. The library resources should include, in addition to books, a substantial

number of appropriate professional publications such as journals, bibliography, annuals, monographs, serials, periodicals, and magazines in varied quantity. The content of the library should be adequate in terms of quality, relating to such factors as breadth of coverage and representation of authorship in various disciplines, and quality should be in proportion to the enrolment and the needs of students and academic teaching personnel.

1.3 The following are the minimum requirements for library facilities:

1.3.1 There should be adequate reading space for the student population with proper lighting and ventilation.

1.3.2 The reading room should be able to accommodate at one setting a minimum of 1% of the students' enrolment. The reading room should provide at least 2.75 sq. meters per reader, a space that includes allowance for furniture and equipment.

1.3.3 For a college with an enrolment of less than 500, a minimum size of a library should be at least 252 sq. meters, with a 14 x 18 dimension.

1.4 Library Furniture and Equipment 1.4.1 The following are the minimum requirements for library furniture and equipment:

1.4.1.1 Reading tables with a seating capacity of 4 to 6 students each.

1.4.1.2 Ordinary chairs.

1.4.1.3 Card catalog cases.

1.4.1.4 Self-list cases.

1.4.1.5 Magazine racks/stands.

1.4.1.6 Filing cabinets for vertical files.

1.4.1.7 Shelves (counter-height and wall shelves).

1.4.1.8 Cardex.

1.4.1.9 Study carrels (single, double, or spin wheel).

1.4.1.10 Dictionary stands.

- 1.4.1.11 Bulletin board.
- 1.4.1.12 Cabinets for storage of supplies.
- 1.4.1.13 Office desks for personnel.
- 1.4.1.14 Typewriters.
- 1.4.1.15 Accession book.

Section 2. Auditorium and Chapel

2.1 Special Features

2.1.1 Audio-Visual Equipment – A projection booth should be large enough for the number and kind of machines to be used and should be entirely fireproofed.

2.1.2 Sound Generator Room.

2.1.3 Rewind Room – Film rewinding must be done outside the booth.

2.1.4 Screens – A perforated fireproof screen that will give the maximum of light reflection and sound transmission should be provided. There should be facilities for darkening all windows.

2.1.5 Special Lighting – There should be provisions for controlling the color and intensity of footlights, overhead lights, spotlights, and floodlights.

2.1.6 Auditorium Lobby – It should be spacious enough to permit audiences to assemble and disperse without annoying congestion or delays. It may contain a glass-enclosed bulletin board and display spaces for announcements.

2.1.7 Cloak and Rest Rooms – There should be lavatory and toilet rooms for both sexes, convenient to the main entrance of the auditorium.

Section 3. Health, Recreation, and Athletics

3.1 Outdoor game courts and athletic fields should be located in a safe and sanitary area of the school site and must be plowed, harrowed, leveled, and cleared of broken glass, nails, rocks, etc.

3.2 Planning and developing playground areas, indoor or outdoor, should consider provisions for the use of the community, such as for benefit games, as well as for recreation purposes during off-school hours.

3.3 Provision for separate areas and facilities for younger students to minimize conflict between their simple activities and those of the higher level.

3.4 Gymnasium

3.4.1 Location – Gymnasiums, field houses, and athletic buildings should be within reasonable walking distance of the population center of the campus.

3.4.2 Size – Gymnasiums should have a minimum floor area equivalent to the requirements for a regular basketball court.

3.4.3 Circulation – Spectator entrances should be located with regards to parking, public lavatories, cool rooms, and ticket sales and collection. Player traffic should be separate from spectator traffic.

3.4.4 Facilities and Equipment – There should be two drinking fountains at opposite ends of the floor with adjacent cuspidors recessed in the wall. Suspended rings, ropes, and ladders, with hoists, mats, piano, horizontal bars, and the baskets, nets, and floor markings necessary for volleyball, basketball, indoor baseball, and handball. Apparatus fastened to walls is undesirable.

3.4.5 Natural and Artificial Lighting

3.4.5.1 Window area should be equivalent to at least 25% of the floor area.

3.4.5.2 Windows should be placed on both long sides of the gymnasium over the entire length.

3.4.5.3 All glass areas that are subject to breakage should be protected by wire guards.

3.4.5.4 Artificial lighting should provide good distribution. Fixtures should be recessed in the ceiling or hung on a plane with the lower cord of the trusses.

3.4.6 Ventilation

3.4.6.1 Natural ventilation should be supplemented by a mechanical fan system and exhaust.

3.4.6.2 The mechanical ventilation system should provide sufficient air to eliminate odors under conditions of greatest load.

3.4.7 Service Room

3.4.7.1 The apparatus storage room should be 37.21 meters in area.

3.4.7.2 The provision made for the following rooms should be considered in relation to the physical condition and athletes program of the college:

3.4.7.2 .1 Stock room

3.4.7.2 .2 Clinic

3.4.7.2 .3 Trainer's room

3.4.7.2 .4 Rest room

3.4.7.2 .5 Custodian's room

3.4.7.2 .6 Public toilets

3.4.7.2 .7 Ladies' room

3.5 Offices

3.5.1 General offices should be designed and located for accessibility for students and staff, with general control of the entire physical education unit. A desk, chair, and other equipment for a clerk, along with a necessary filing cabinet, should be provided.

3.5.2 Staff offices should provide a desk, chair, and filing cabinet for each member of the college staff.

3.5.3 Other rooms should be considered in relation to the size of the college and type of program, such as the following:

3.5.3.1 Dean's office

3.5.3.2 Doctor's office

3.5.3.3 Lecture rooms

3.5.3.4 Conference rooms

3.5.3.5 Library

3.6 Game Courts and Athletic Fields

3.6.1 Game Courts – All game courts should be located as part of the physical education unit and easily accessible to locker rooms.

3.6.2 Outdoor Athletics

3.6.2.1 It is desirable to locate tennis courts and lawn games near dormitory buildings to offer more opportunities for recreation when the other athletic fields and courts are located at a distance from these buildings.

3.6.2.2 A golf course should be available for student use at a minimal cost.

3.6.2.3 Provisions for benches – Preferably under the trees, and some distance from the school buildings, benches serve very useful and ornamental purposes, provided there are not too many of them. Hardwood slats bolted to a wrought-iron frame is an excellent law-bench.

Section 4. Support Services for Persons with Disabilities

4.1.1. There are ramps and pathways placed across the campus which provide wheelchair access for PWD to main buildings, classrooms, laboratories, and administrative offices.

4.2. The college has dedicated restrooms for PWD in key areas around campus. These restrooms are equipped with grab bars, wide doorways, and lower fixtures.

4.3. Clear, accessible signage is posted around campus, including tactile and braille signage where necessary. Pathways and entrances are marked to guide PWD to accessible routes and facilities.

4.4. Reserved parking spots near building entrances are provided to accommodate PWD who travel by car, ensuring they have closer access to facilities.

Article 10 Appendices

Section 1. General Request Processes:

1.1 The General Request Processes encompass a range of standardized forms and procedures designed to streamline and manage various operational needs within the Physical Plant Services (PPS) Division. These processes include forms for work orders, facility and transportation reservations, and supply claims, among others. Each form is tailored to ensure efficient handling of requests and issues, facilitate clear communication, and maintain accurate records. By adhering to these structured processes, the PPS Division can effectively manage resources, address concerns, and support the overall functionality of City College of CDO.

Code	Forms / Slip	Description	Process Flow
PPS-00 1	Work Order request	Used to request maintenance or repair services.	<ul style="list-style-type: none"> • Retrieve a copy of the Work Order Request Form from the PPS Office. • Fill out the form with all required information, ensuring detailed specifications for your request. • Return the completed Work Order Request Form to the PPS Office. • The request will be reviewed, approved, and posted through the online monitoring system. • Monitor the status of your request using the online monitoring system.
PPS-00 2	Work Order feedback form	Provides feedback on completed maintenance or repair work.	<ul style="list-style-type: none"> • Retrieve a copy of the Work Order Feedback Form from the PPS Office. • Fill out the form with your feedback on the completed

			<p>maintenance or repair work. Provide detailed comments and any relevant observations.</p> <ul style="list-style-type: none"> • Return the completed Work Order Feedback Form to the PPS Office.
PPS-003	Facilities Reservation s request	Requests the reservation of facilities for school related events.	<ul style="list-style-type: none"> • Check availability of venues and facilities through the online monitoring system. • Retrieve a copy of the Facilities Reservation Request Form from the PPS Office. • Fill out the form with all necessary details about your event, including the proposed facility, date, time, and any special requirements. • Return the completed Facilities Reservation Request Form to the PPS Office. • The request will be reviewed, and if approved, a confirmation will be sent to you,a including any additional instructions or requirements.
PPS-004	Transporta tion reservation request	Requests transportation services and vehicle bookings.	<ul style="list-style-type: none"> • Check availability or schedule of vehicles through the online monitoring system. • Retrieve a copy of the Facilities Reservation Request Form from the PPS Office. • Fill out the form with all necessary details about your trip, including

			<p>pick-up/drop-off time and route.</p> <ul style="list-style-type: none"> • Return the completed Facilities Reservation Request Form to the PPS Office.. • The request will be reviewed, and if approved, a confirmation will be sent to you, including any additional instructions or requirements.
PPS-00 5	Borrower's slip	Used to borrow equipment or supplies from the college.	<ul style="list-style-type: none"> • Retrieve a copy of the Borrower's Slip from the PPS Office or download it from the online portal. • Fill out the slip with your details and specify the equipment or supplies you wish to borrow, including the purpose and the expected return date. • Return the completed Borrower's Slip to the PPS Office • The request will be reviewed by the Property Custodian officer, and upon the approval of the PPS Director, the equipment or supplies will be issued to you. A copy of the slip will be provided for your records. • Use the borrowed items as needed and return them by the specified date. Ensure that the items are in good condition when returned. • Upon returning the items, the Borrower's Slip will be completed, and the items will be thoroughly checked

			<p>by the Property Custodian Officer for any damage or issues.</p> <ul style="list-style-type: none"> • Submit the Return Slip to confirm the return and document the condition of the items.
PPS-00 6	Egress/ Ingres Slip	Documents the movement of equipment, materials, or any school property in and out of the campus	<ul style="list-style-type: none"> • Retrieve a copy of the Egress/Inges Slip from the PPS Office • Fill out the slip with details about the equipment, materials, or school property being moved. Include information on the purpose of the movement, origin, destination, and any relevant dates. • Return the completed Egress/Inges Slip to the PPS Office • The slip will be reviewed and processed. If approved, the movement of the items requested will be documented and authorized. • Upon completion of the movement, update the slip with any additional details and ensure that the property is correctly accounted for at both the departure and arrival points. • Submit the updated Egress/Inges Slip to the PPS Office for final documentation and record-keeping.
PPS-00 7	Supply claim slip	Used to claim supplies or materials for use.	<ul style="list-style-type: none"> • Retrieve a copy of the Supply Claim Slip from the PPS Office

			<ul style="list-style-type: none"> • Fill out the slip with your details and specify the supplies or materials you wish to claim. Include information on the intended use (operations and maintenance, office, instructional, or training) and any relevant dates. • Return the completed Supply Claim Slip to the PPS Office • The claim will be reviewed, and upon approval, the supplies or materials will be prepared for release •
PPS-008	Declaration slip	Used to declare any personal items or materials brought into the campus by staff or personnel, as well as personal property being used on campus.	<ul style="list-style-type: none"> • Retrieve a copy of the Supply Claim Slip from the PPS Office • Fill out the slip with your details and specify the supplies or materials you are bringing in into the campus. • let the supply officer check the items and have it approved by the PPS Director. • Have a personal copy of the slip.
PPS-009	Incident Report slip	Reports any incidents or accidents on campus.	<ul style="list-style-type: none"> • Retrieve a copy of the Incident Report Slip from the PPS Office or Guard on Duty. • Fill out the slip with your details and specify the nature of incident, time and place, and name of the party(person) involve. • let the Designated Safety Officer/Guard on duty affix

			his/her signature for final disposition of the incident.
PPS-010	Overtime Stay Authorization Slip	Authorizes staff to stay beyond regular hours.	<ul style="list-style-type: none"> • Retrieve a copy of the Overtime Stay Slip from the PPS Office or Guard on Duty. • Fill out the slip with your details and specify the nature of Work to be Done Overtime. • Have the Division Head Sign on the slip. • Submit the Slip to Guard on Duty for Proper Disposition and Record keeping.
PPS-011	Vehicle Gate pass	Authorizes the movement and parking of vehicles in and out of campus.	<ul style="list-style-type: none"> • Fill out the slip with your details and specify the Nature of the Car/Motorcycle. • Submit the Slip to Guard on Duty/PPS Office for Proper Disposition and Record keeping. • Retrieve a Sticker and Stick it into your Car/Motorcycle unit.
PPS-012	Lost/Damage/Theft form	Reports lost, damaged, or stolen property.	<ul style="list-style-type: none"> • Retrieve a copy of the from the PPS Office • Fill out the form with your details and specify the supplies or materials you are claiming to be lost/damage or stolen. • let the supply officer check the items and have it cross check with his inventory. • Submit the form to Supply Officer for Final Disposition and Record Keeping

			<ul style="list-style-type: none">• Have a personal copy of the form.

REPUBLIC OF THE PHILIPPINES
 CITY COLLEGE OF CAGAYAN DE ORO
WORK ORDER REQUEST
 (Physical Plant Services Division)



		Work Order No:
REQUESTER INFORMATION		
Name:		Order Date:
Division / Section / Unit:		Contact #:
WORK REQUEST DETAILS		
Request Type: (check all that apply)		
<input type="checkbox"/> Maintenance/Repairs	<input type="checkbox"/> IT Support	<input type="checkbox"/> Facilities/Equipment
		<input type="checkbox"/> Room Reservation
		<input type="checkbox"/> Transportation
Work description: (Pls specify details)		
Location:		
Proposed date to be accomplished:		

 Requester's Signature

 DIVISION HEAD
 (Name and Signature)

FOR PHYSICAL PLANT SERVICES USE:	
Priority Level: (Low / Medium / High)	
Work Timeline:	
Proposed date of Accomplishment:	
Received by:	Signature:
Remarks:	

Figure 1 : PPS Form 001

Equipment Damage / Loss / Theft Report Form

City College of Cagayan De Oro employees are required to report any damage, loss or theft of City College of Cagayan De Oro owned and operated equipment as soon as possible and submit a completed copy of this form.

Damage / Loss / Theft - Reported By	
Employee Name:	Mobile Number:
Position/Title:	Division:
Email:	

Incident Information:	
Incident Date (dd/mm/yy):	Time of Incident:
Reported on:	Time Reported:
Specific Location:	

Equipment Information	
List of Equipment Damaged / Lost / Stolen (Please Specify)	
Equipment Identification Number(s)	
Equipment Location at Time of Damage / Loss	
How Was the Equipment Damaged / Lost / Stolen? (Complete Description)	
Description of Damage to Equipment	
Estimated Cost of Repair / Replacement	
Person Responsible for Equipment	

Acknowledgement & Agreement:

Figure 2 : PPS Form 002

Supplies Request Slip

Supply and Property Management Office



Employee Information	
Name:	Signature:
Cluster/ Division/Office:	
Date:	

Requested Supplies		
No.	Office/ Material/ Tools / Equipment	Quantity

NOTED BY:

JASON O. HERRERA
Property Custodian Officer

APPROVED BY:

NOTE: Supply request slips must be signed and approved by the appropriate Office Head to be eligible for release

Supplies Request Slip

Supply and Property Management Office



Employee Information	
Name:	Signature:
Cluster/ Division/Office:	
Date:	

Requested Supplies		
No.	Office/ Material/ Tools / Equipment	Quantity

NOTED BY:

JASON O. HERRERA
Property Custodian Officer

APPROVED BY:

NOTE: Supply request slips must be signed and approved by the appropriate Office Head to be eligible for release

Figure 3 : PPS Form 003



OFF-CAMPUS EGRESS FORM					
Purpose					
Location					
Date and Time Borrowed		Target Date and Time of Return			
No.	Name of Tools, Equipment, and/or Materials	Quantity	To be filled-in by Custodian:		
			Date and Time of Actual Return	Remarks (If defect, describe in detail. Attach photos of defected materials)	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
<i>To continue/add another item/s, attach another form/s and indicate page number at the bottom of the page.</i>					
Borrowed by (Name and Signature):		Position		OFFICE: (Section /Unit)	
Inspected as to availability and good condition:		JASON O. HERRERA Property Custodian		Date and Time of Inspection	
Noted by:			Approved by:		
			IREIL C. ANSAY		
Office/ Director / Division Head			OIC, Director for Physical Plant Services		
			Page ____ out of ____		

Figure 4 : PPS Form 004

NOTE: Borrower's slip needs to be signed and approved by the appropriate Division Head in order to be considered eligible for release.

CITY COLLEGE OF CAGAYAN DE ORO
BORROWER'S SLIP

(Physical Assets/ Property Custodian)



Borrower's Name: _____

Signature: _____ Division: _____

ITEMS:

No.	Materials, Tools, and Equipment (Specify Description/ Brand)	Quantity	Date and Time Borrowed	Scheduled Date and Time Returned	Actual Date and Time Returned	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

(TERMS AND CONDITIONS at the back)

NOTED BY:

JASON O. HERRERA
 Property Custodian

APPROVED BY:

 Division Head

NOTE: Borrower's slip needs to be signed and approved by the appropriate Division Head in order to be considered eligible for release.

Figure 5 : PPS Form 005



Republic of the Philippines
City of Cagayan de Oro
CITY COLLEGE OF CAGAYAN DE ORO
Physical Plant & Services – Safety and Security



OVERTIME STAY AUTHORIZATION SLIP

Date : _____

Name of Staff : _____

Office/Division : _____

Time period : _____

Purpose of Staying : _____

Staff Signature

Office/Division Head

Figure 6 : PPS Form 006



Republic of the Philippines
 City of Cagayan de Oro
CITY COLLEGE OF CAGAYAN DE ORO
 Physical Plant & Services – Safety and Security



INCIDENT SLIP

Watchman In-charge : _____
 Duty Schedule : _____
 Date : _____
 Time : _____
 Office/Location : _____

Incident details:

 Signature of watchman in-charge

Noted by:

Ireil C. Ansay, LPT, MPA
 OIC, Director for Physical Plant & Services



Zone 2, Brgy. Agusan, Cagayan de Oro City
 Contact Number: +63 935 120 8946
 www.ccbacback.com, www.citycollege.edu.ph



Figure 7 : PPS Form 007

REPUBLIC OF THE PHILIPPINES
 CITY COLLEGE OF CAGAYAN DE ORO
WORK ORDER CLIENT FEEDBACK FORM
 (Administrative - Physical Plant Services Division)



Name of Client:	
Division/Office:	
Work Request:	
Work Order Number:	Request Type: <input type="checkbox"/> Maintenance/Repair <input type="checkbox"/> IT Support <input type="checkbox"/> Facilities/Equipment <input type="checkbox"/> Room Reservation

QUALITY OF SERVICE					
	Indicators: Excellent (5)	Good (4)	Average (3)	Fair (2)	Poor (1)
TIMELINESS - How satisfied are you with the timeliness of the response to your work order request?	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> FAIR	<input type="checkbox"/> POOR
EFFICIENT RESOLUTION - How satisfied are you with the resolution of your work order request?	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> FAIR	<input type="checkbox"/> POOR
COMMUNICATION - How satisfied are you with the communication regarding the status of your work order request?	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> FAIR	<input type="checkbox"/> POOR
ACCURACY - How satisfied are you with the accuracy of the work order resolution?	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> FAIR	<input type="checkbox"/> POOR
TRANSPARENCY - How transparent do you feel the process was regarding updates and communication about the status of your work order request?	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> FAIR	<input type="checkbox"/> POOR
CLIENT SATISFACTION - How satisfied are you with the level of customer service provided?	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> FAIR	<input type="checkbox"/> POOR

COMMENTS AND SUGGESTIONS



Figure 8 : PPS Form 008

HON. ROLANDO "KLAREX" A. UY

City Mayor
Chairperson

DR. JESTON P. BABIA, LPT, MAEd, EdD

Interim President/Administrator, City College of Cagayan de Oro
Vice-Chairperson

HON. SUZETTE G. MAGTAJAS-DABA
City Councilor,
Chairperson, Committee on Education

DR. MA. AIRA CHENESSA B. AGUILAR,
EdD

Faculty Representative,
City College of Cagayan de Oro

(To be Elected)
Alumni Representative,
City College of Cagayan de Oro

JOSHUA TAN MANGUILA
Student Body Representative,
City College of Cagayan de Oro

ENGR. ROMELA N. RATILLA, DPA
Regional Director, Department of Science and
Technology Region 10

DR. FREDDIE T. BERNAL, CESO III
Regional Director, Commission on Higher
Education Regional Office X

DR. JESUS JARDIN
Business Sector Representative

MR. AUGUSTO M. VIAJE
Representative, Nabilaran IPS

MS. ROXANNE MAE A. RAVIDAS, CPA
Acting City Budget Officer

ATTY. KENNETH O. TAMALA, MBA
City Legal Officer

ATTY. JOEFFREY D. NAMALATA
City General Services Officer

MS. MEY V. GOMEZ, CPA
City Accountant

MS. JASMIN T. MAAGAD
City Treasurer

MS. RICHEL PETALGURIN-DAHAY
Acting City Education and Development Officer

Attested by:

ATTY. RACHIENE C. AGUHOB
Board Secretary