

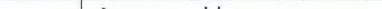


## **BORROWING AND RETURNING OF I.T. and ELECTRONIC EQUIPMENT**

Doc Control No.	PRMSU-ASA-CCITSPO4	
Effectivity Date	April 29, 2019	
Revision No.	01	Page 1 of 4

## Revision History

This document is updated and controlled if all pages bear the BLUE "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Officer (DCO) for your updated copy.

Prepared by:  <b>HANSEL S. ADA</b> Program chair, BSInfotech	Reviewed by:  <b>MENCHIE A. DELA CRUZ, Ph.D.</b> Dean, CCIT	Approved by:  <b>DR. JESSIE S. ECHAURE</b> VP, Academic and Student Affairs
--	---	--



## BORROWING AND RETURNING OF I.T. and ELECTRONIC EQUIPMENT

Doc Control No.

PRMSU-ASA-CCITSP04

Effectivity Date

April 29, 2019

Revision No.

Page 2 of 4

PRMSU  
CONTROLLED COPY  
BY: GERRY M. DRAYA  
DATE: APR 29 2019

### 1.0 OBJECTIVE

To create and preserve a documented system in borrowing and returning of I.T. and Electronic Equipment.

### 2.0 SCOPE

This procedure applies to all teaching, non-teaching personnel or different university organization.

### 3.0 REFERENCES

CCIT Laboratory Manual

### 4.0 DEFINITION OF TERMS

**Dean** - An administrative officer in charge of a college, faculty, or division in a university supervises the enforcement of rules.

**Laboratory Custodian** – A non-teaching personnel who is assigned to maintain computer laboratory.

**Requestor** - Person who initiate a request to use computer laboratory

**PC** – Refers to single computer unit

**Application** – Refers to the specific type of software.

**EBRF** - Equipment Borrowing Request Form. A form from the dean's office that include important details regarding the equipment to be borrowed.

**IT & Electronic Equipment** – Refers to the physical resources under the information technology and computer engineering in particulars. (eg. Computer, Projector, Tester Educational Kit)

**Borrower** – Refers to the person or organization that takes and uses something belonging to someone else with intention of returning it.

Prepared by:  
  
HANSEL S. ADA  
Program chair, BSInfotech

Reviewed by:  
  
MENCHIE A. DELA CRUZ, Ph.D.  
Dean, CCIT

Approved by:  
  
DR. JESSIE S. ECHAURE  
VP, Academic and Student Affairs



## BORROWING AND RETURNING OF I.T. and ELECTRONIC EQUIPMENT

Doc Control No.

PRMSU-ASA-CCITSPO4

Effectivity Date

April 29, 2019

Revision No.

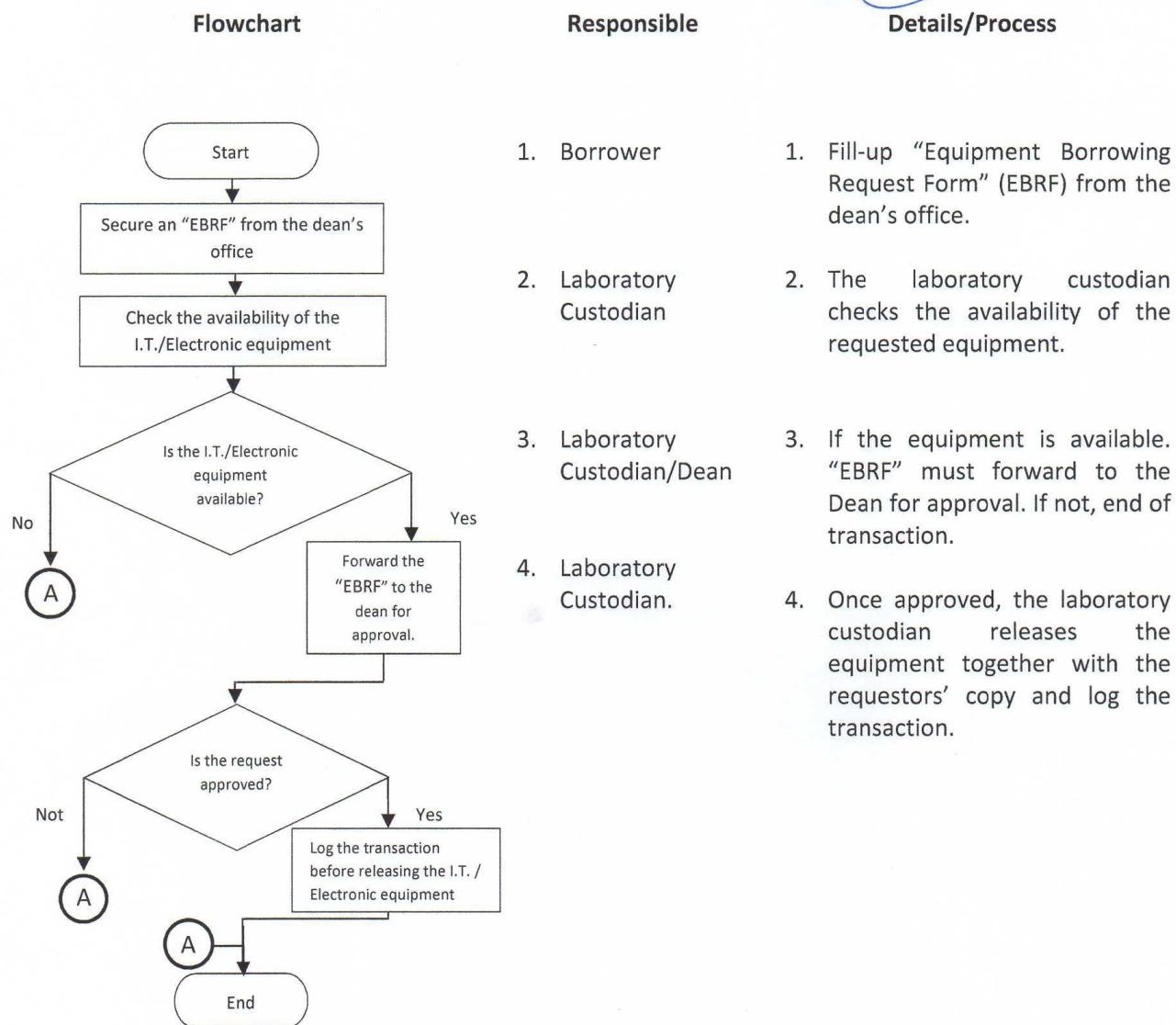
01

Page 3 of 4

### 5.0 PROCEDURES

#### BORROWING OF IT EQUIPMENT

PRMSU  
CONTROLLED COPY  
BY: BERRY D.G. OKAYA  
DATE: APR 29 2019



Prepared by:

**HANSEL S. ADA**  
Program chair, BSInfotech

Reviewed by:

**MENCHIE A. DELA CRUZ, Ph.D.**  
Dean, CCIT

Approved by:

**DR. JESSIE S. ECHAURE**  
VP, Academic and Student Affairs



## BORROWING AND RETURNING OF I.T. and ELECTRONIC EQUIPMENT

Doc Control No.

PRMSU-ASA-CCITSPO4

Effectivity Date

April 29, 2019

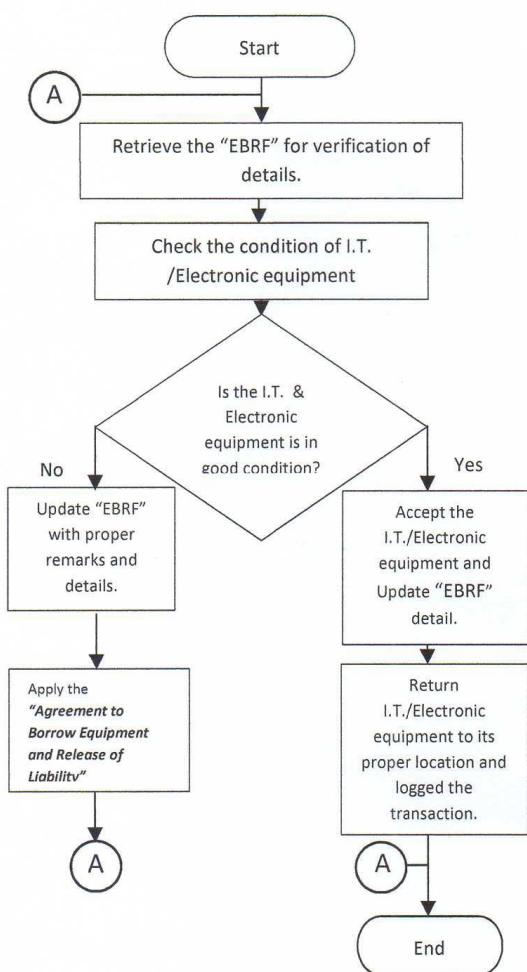
Revision No.

01

Page 4 of 4

### RETURNING OF IT EQUIPMENT

#### Flowchart



#### Responsible

1. Laboratory Custodian

2. Laboratory Custodian

3. Laboratory Custodian

4. Laboratory Custodian

5. Laboratory Custodian

#### Details/Process

PRMSU  
CONTROLLED COPY  
BY: GERRY DG. ORAYA  
DATE: APR 29 2019

1. Retrieve the "EBRF" for the verification of details.
2. Actual inspection of the equipment to determine its condition.
3. If the equipment is in good condition, accept the equipment and update the "EBRF" details with proper remarks.
4. If not, accept the equipment. Update the "EBRF" with proper remarks and details. Fill-up CRRF or RDRF.
5. Return the equipment to its proper location and installed it properly if needed and logged the transaction.

### 6.0 ATTACHMENT/FORMS

- Borrowing of Equipment Request Form

Prepared by:

HANSEL S. ADA  
Program chair, BSInfotech

Reviewed by:

MENCHIE A. DELA CRUZ, Ph.D.  
Dean, CCIT

Approved by:

DR. JESSIE S. ECHAURE  
VP, Academic and Student Affairs