

O.1. The laboratories and shops are functional and properly maintained.



University Information and Communication Technology Office Computer Hardware Maintenance Checklist

Date: DEC 06, 2020
Location: ADMIN

Time Started: 7:46
Time Ended: 8:15

TASK	STATUS		QUARTERLY PROBLEM/S ENCOUNTERED (If any, please indicate unit specification e.g. PC No)	RECOMMENDED SOLUTION/S	REMARKS
	Normal	Damage			
<i>The UICTO Technical Support shall...</i>					
check all the AVR if they are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power cord in case of damage	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power supply if the fans are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all motherboard if power indicators are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check if there is no beeping sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all hard disk if there is no clicking sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all VGA cable	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all monitor if the displays are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all keyboard if properly attached and is working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all printer to ensure that all are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check the ink level or status for possible refill or cartridge replacement	<input type="checkbox"/>	<input type="checkbox"/>	RECORDS- PC 2 THERMAL PAPER	REPLACE THERMAL PAPER	

Performed by: MARIO RENTUAYA
UICTO TECHNICAL SUPPORT

Checked by: EUGENE G. RANJO
UICTO DIRECTOR

USM-ICT-Fo6



University Information and Communication Technology Office Computer Hardware Maintenance Checklist

Date: DEC 06, 2020
Location: ICTC

Time Started: 8:17
Time Ended: 8:45

TASK	STATUS		PROBLEM/S ENCOUNTERED (if any, please indicate unit specification e.g. PC No)	RECOMMENDED SOLUTION/S	REMARKS
	Normal	Damage			
<i>The UICTO Technical Support shall...</i>					
check all the AVR if they are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power cord in case of damage	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power supply if the fans are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all motherboard if power indicators are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check if there is no beeping sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all hard disk if there is no clicking sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all VGA cable	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>PC 22, PC 46</u>	<u>REPLACE VGA CABLE</u>	
check all monitor if the displays are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all keyboard if properly attached and is working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all printer to ensure that all are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check the ink level or status for possible refill or cartridge replacement	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by: MARIO BENTUAYA
UICTO TECHNICAL SUPPORT

Performed by:

Checked by: EUGENE G. RANJO
UICTO DIRECTOR

Checked by:



University Information and Communication Technology Office Computer Hardware Maintenance Checklist

Date: DEC 06, 2020
Location: CA

Time Started: 8:47
Time Ended: 9:20

TASK	STATUS		PROBLEM/S ENCOUNTERED <i>(If any, please indicate unit specification e.g. PC No)</i>	RECOMMENDED SOLUTION/S	REMARKS
	Normal	Damage			
<i>The UICTO Technical Support shall...</i>					
check all the AVR if they are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power cord in case of damage	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power supply if the fans are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all motherboard if power indicators are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check if there is no beeping sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all hard disk if there is no clicking sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all VGA cable	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all monitor if the displays are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all keyboard if properly attached and is working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all printer to ensure that all are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			CLEAN WITH BLOWER
check the ink level or status for possible refill or cartridge replacement	<input checked="" type="checkbox"/>	<input type="checkbox"/>			DEEP CLEANING

Performed by: MARIO RENTUAYA
UICTO TECHNICAL SUPPORT

Performed by:

Checked by: EUGENE G. RANJO
UICTO DIRECTOR

Checked by:



University Information and Communication Technology Office Computer Hardware Maintenance Checklist

Date: DEC 06, 2020
Location: ISPEAR

Time Started: 9:28
Time Ended: 9:55

TASK	STATUS		PROBLEM/S ENCOUNTERED (If any, please indicate unit specification e.g. PC No)	RECOMMENDED SOLUTION/S	REMARKS
	Normal	Damage			
<i>The UICTO Technical Support shall...</i>					
check all the AVR if they are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power cord in case of damage	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power supply if the fans are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all motherboard if power indicators are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check if there is no beeping sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all hard disk if there is no clicking sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all VGA cable	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all monitor if the displays are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all keyboard if properly attached and is working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all printer to ensure that all are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check the ink level or status for possible refill or cartridge replacement	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by: MARIO RENTUAYA
UICTO TECHNICAL SUPPORT

Performed by:

Checked by: EUGENE G. RANJO
UICTO DIRECTOR

Checked by:



University Information and Communication Technology Office Computer Hardware Maintenance Checklist

Date: DEC 06, 2020
Location: CEO

Time Started: 9:58
Time Ended: 10:26

TASK	STATUS		PROBLEM/S ENCOUNTERED (If any, please indicate unit specification e.g. PC No)	RECOMMENDED SOLUTION/S	REMARKS
	Normal	Damage			
<i>The UICTO Technical Support shall...</i>					
check all the AVR if they are working	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>CLERK PC NO AVR</u>	<u>ADD AVR FOR SURGE</u>	
check all power cord in case of damage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check all power cord in case of damage		
check all power supply if the fans are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check all power supply if the fans are working		
check all motherboard if power indicators are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check all motherboard if power indicators are working		
check if there is no beeping sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check if there is no beeping sound		
check all hard disk if there is no clicking sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check all hard disk if there is no clicking sound		
check all VGA cable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check all VGA cable		
check all monitor if the displays are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check all monitor if the displays are working		
check all keyboard if properly attached and is working	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check all keyboard if properly attached and is working		
check all printer to ensure that all are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check all printer to ensure that all are working properly		
check the ink level or status for possible refill or cartridge replacement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check the ink level or status for possible refill or cartridge replacement		

Performed by: MARIO RENTHAYA
UICTO TECHNICAL SUPPORT

Performed by:

Checked by: EUGENE G. PANJO
UICTO DIRECTOR

Checked by:



University Information and Communication Technology Office Computer Hardware Maintenance Checklist

Date: DEC. 06, 2020
 Location: CVM

Time Started: 10:29
 Time Ended: 10:57

TASK	STATUS		PROBLEM/S ENCOUNTERED <i>(If any, please indicate unit specification e.g. PC No)</i>	RECOMMENDED SOLUTION/S	REMARKS
	Normal	Damage			
<i>The UICTO Technical Support shall...</i>					
check all the AVR if they are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power cord in case of damage	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power supply if the fans are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all motherboard if power indicators are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check if there is no beeping sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all hard disk if there is no clicking sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all VGA cable	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all monitor if the displays are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all keyboard if properly attached and is working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all printer to ensure that all are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check the ink level or status for possible refill or cartridge replacement	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by: MARIO RENUAYAN
 UICTO TECHNICAL SUPPORT

Checked by: EUGENE B. RANJO
 UICTO DIRECTOR



University Information and Communication Technology Office Computer Hardware Maintenance Checklist

Date: DEC 09, 2020
Location: CHEES

Time Started: 11:01
Time Ended: 11:29

TASK	STATUS		PROBLEM/S ENCOUNTERED <i>(If any, please indicate unit specification e.g. PC No)</i>	RECOMMENDED SOLUTIONS	REMARKS
	Normal	Damage			
<i>The UICTO Technical Support shall...</i>					
check all the AVR if they are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power cord in case of damage	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power supply if the fans are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all motherboard if power indicators are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check if there is no beeping sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all hard disk if there is no clicking sound	<input type="checkbox"/>	<input type="checkbox"/>	<u>ALWAYS CHECK DISK</u>	<u>BACK UP FILES</u>	
check all VGA cable	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all monitor if the displays are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all keyboard if properly attached and is working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all printer to ensure that all are working properly	<input type="checkbox"/>	<input type="checkbox"/>			
check the ink level or status for possible refill or cartridge replacement	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by: MARIO RONTUAYA
UICTO TECHNICAL SUPPORT

Performed by: _____

Checked by: EUGENE G. KANJO
UICTO DIRECTOR

Checked by: _____



University Information and Communication Technology Office Computer Hardware Maintenance Checklist

Date: DEC 06, 2020
Location: CTI

Time Started: 11:33
Time Ended: 11:59

TASK	STATUS		QUARTERLY PROBLEM/S ENCOUNTERED (If any, please indicate unit specification e.g. PC No)	RECOMMENDED SOLUTION/S	REMARKS
	Normal	Damage			
<i>The UICTO Technical Support shall...</i>					
check all the AVR if they are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power cord in case of damage	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power supply if the fans are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all motherboard if power indicators are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check if there is no beeping sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all hard disk if there is no clicking sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all VGA cable	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all monitor if the displays are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all keyboard if properly attached and is working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all printer to ensure that all are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check the ink level or status for possible refill or cartridge replacement	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by: MARIO RANTHAYA
UICTO TECHNICAL SUPPORT

Performed by:

Checked by: EUGENE G. RANJO
UICTO DIRECTOR

Checked by:



University Information and Communication Technology Office

Computer Hardware Maintenance Checklist

Date: DEC 06, 2020
 Location: IMEAS

Time Started: 1:00
 Time Ended: 1:29

TASK	STATUS		PROBLEM/S ENCOUNTERED <i>(If any, please indicate unit specification e.g. PC No)</i>	RECOMMENDED SOLUTION/S	REMARKS
	Normal	Damage			
<i>The UICTO Technical Support shall...</i>					
check all the AVR if they are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power cord in case of damage	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power supply if the fans are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all motherboard if power indicators are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check if there is no beeping sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all hard disk if there is no clicking sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all VGA cable	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all monitor if the displays are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all keyboard if properly attached and is working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all printer to ensure that all are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check the ink level or status for possible refill or cartridge replacement	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by: MARIO RENTUAYA
 UICTO TECHNICAL SUPPORT

Checked by: EUGENE G. RANJO
 UICTO DIRECTOR



University Information and Communication Technology Office Computer Hardware Maintenance Checklist

Date: DEC 06, 2020
Location: CEIT

Time Started: 1:32
Time Ended: 1:58

TASK	STATUS		PROBLEM/S ENCOUNTERED <i>(If any, please indicate unit specification e.g. PC No)</i>	RECOMMENDED SOLUTION/S	REMARKS
	Normal	Damage			
<i>The UICTO Technical Support shall...</i>					
check all the AVR if they are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power cord in case of damage	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power supply if the fans are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all motherboard if power indicators are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check if there is no beeping sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all hard disk if there is no clicking sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all VGA cable	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all monitor if the displays are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all keyboard if properly attached and is working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all printer to ensure that all are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check the ink level or status for possible refill or cartridge replacement	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by: MARIO KENTHAYA
UICTO TECHNICAL SUPPORT

Performed by:

Checked by: EUGENE G. RANJO
UICTO DIRECTOR

Checked By:



University Information and Communication Technology Office Computer Hardware Maintenance Checklist

Date: DEC. 06, 2020
Location: CAS

Time Started: 2:02
Time Ended: 2:31

TASK	STATUS		QUARTERLY PROBLEM/S ENCOUNTERED <i>(If any, please indicate unit specification e.g. PC No)</i>	RECOMMENDED SOLUTION/S	REMARKS
	Normal	Damage			
<i>The UICTO Technical Support shall...</i>					
check all the AVR if they are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power cord in case of damage	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all power supply if the fans are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all motherboard if power indicators are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check if there is no beeping sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all hard disk if there is no clicking sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all VGA cable	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all monitor if the displays are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all keyboard if properly attached and is working	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check all printer to ensure that all are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
check the ink level or status for possible refill or cartridge replacement	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by: *NORO RENTUAYA*
UICTO TECHNICAL SUPPORT

Performed by:

Checked by: *EUGENE G. RANJO*
UICTO DIRECTOR

Checked by:



University Information and Communication Technology Office Computer Hardware Maintenance Checklist

Date: DEC 06, 2020
Location: GS

Time Started: 2:35
Time Ended: 3:15

TASK	STATUS		PROBLEM/S ENCOUNTERED <i>(If any, please indicate unit specification e.g. PC No)</i>	RECOMMENDED SOLUTION/S	REMARKS
	Normal	Damage			
<i>The UICTO Technical Support shall...</i>					
check all the AVR if they are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check all the AVR if they are working		
check all power cord in case of damage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check all power cord in case of damage		
check all power supply if the fans are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check all power supply if the fans are working		
check all motherboard if power indicators are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check all motherboard if power indicators are working		
check if there is no beeping sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check if there is no beeping sound		
check all hard disk if there is no clicking sound	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check all hard disk if there is no clicking sound		
check all VGA cable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check all VGA cable		
check all monitor if the displays are working	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check all monitor if the displays are working		
check all keyboard if properly attached and is working	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check all keyboard if properly attached and is working		
check all printer to ensure that all are working properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check all printer to ensure that all are working properly		
check the ink level or status for possible refill or cartridge replacement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check the ink level or status for possible refill or cartridge replacement		

Performed by: MARIO RENTHAYAN
UICTO TECHNICAL SUPPORT

Checked by: EUGENE G. RANJO
UICTO DIRECTOR



University Information and Communication Technology Office

Software Maintenance Checklist

Date: DEC 07, 2020
 Location: SITE 2 ADMIN
 PC Name/No.: ALL PC

Time Started: 7:52
 Time Ended: 8:23

QUARTERLY						
TASK	STANDARD GUIDE	STATUS		PROBLEM/S ENCOUNTERED	RECOMMENDED SOLUTION/S	REMARKS
		Normal	Damage			
<i>The UICTO Technical Support shall...</i>						
Check the Operating System if Activated	OS is licensed and activated	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the Microsoft Office if activated	MS Office is licensed and activated	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check OS security updates	Latest update is installed	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check all devices if drivers are installed properly	All devices are functioning properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check antivirus performance	Antivirus must block all detected malware and harmful applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Update antivirus	Antivirus must successful get the latest update or patch	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Monitor unnecessary services running in the operating system	All services running are valid manufacturer	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the operating system performance, Hard Drive, RAM and network activity	The performance of operating system, hard drive, ram, network activity must not reach 100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check if firewall is on and network discovery is off	All applications and programs allowed in firewall must valid applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by:
CLARENCE D. GALAS
 UICTO TECHNICAL SUPPORT

Checked by:
EUCENE G. PANJO
 UICTO DIRECTOR



University Information and Communication Technology Office

Software Maintenance Checklist

Date: Dec. 07, 2020
 Location: ICTC
 PC Name/No.: 512

Time Started: 8:26
 Time Ended: 9:02

QUARTERLY						
TASK	STANDARD GUIDE	STATUS		PROBLEM/S ENCOUNTERED	RECOMMENDED SOLUTION/S	REMARKS
		Normal	Damage			
The UICTO Technical Support shall...						
Check the Operating System if Activated	OS is licensed and activated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PC 24, PC, 321	RE INSTALL OS	
Check the Microsoft Office if activated	MS Office is licensed and activated	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check OS security updates	Latest update is installed	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check all devices if drivers are installed properly	All devices are functioning properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check antivirus performance	Antivirus must block all detected malware and harmful applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Update antivirus	Antivirus must successful get the latest update or patch	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Monitor unnecessary services running in the operating system	All services running are valid manufacturer	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the operating system performance, Hard Drive, RAM and network activity	The performance of operating system, hard drive, ram, network activity must not reach 100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check if firewall is on and network discovery is off	All applications and programs allowed in firewall must valid applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by: Clarence Dave Cortas
 UICTO TECHNICAL SUPPORT

Checked by: Eugene G. Ranjo
 UICTO DIRECTOR



University Information and Communication Technology Office

Software Maintenance Checklist

Date: DEC 07, 2020
 Location: CA
 PC Name/No.: ALL

Time Started: 9:03
 Time Ended: 9:29

QUARTERLY						
TASK	STANDARD GUIDE	STATUS		PROBLEM/S ENCOUNTERED	RECOMMENDED SOLUTION/S	REMARKS
		Normal	Damage			
The UICTO Technical Support shall...						
Check the Operating System if Activated	OS is licensed and activated	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the Microsoft Office if activated	MS Office is licensed and activated	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check OS security updates	Latest update is installed	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check all devices if drivers are installed properly	All devices are functioning properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check antivirus performance	Antivirus must block all detected malware and harmful applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Update antivirus	Antivirus must successful get the latest update or patch	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Monitor unnecessary services running in the operating system	All services running are valid manufacturer	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the operating system performance, Hard Drive, RAM and network activity	The performance of operating system, hard drive, ram, network activity must not reach 100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check if firewall is on and network discovery is off	All applications and programs allowed in firewall must valid applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by: Clarence Dava Galas
 UICTO TECHNICAL SUPPORT

Checked by: Eugene G. Ranjo
 UICTO DIRECTOR



University Information and Communication Technology Office

Software Maintenance Checklist

Date: DEC 07, 2020
 Location: ISPEAR
 PC Name/No.: AUC

Time Started: 9:31
 Time Ended: 9:55

		QUARTERLY		QUARTERLY		
TASK	STANDARD GUIDE	STATUS		PROBLEM/S ENCOUNTERED	RECOMMENDED SOLUTION/S	REMARKS
		Normal	Damage			
<i>The UICTO Technical Support shall...</i>						
Check the Operating System if Activated	OS is licensed and activated	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the Microsoft Office if activated	MS Office is licensed and activated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>UPDATE TO NEWER VERSION - PC 4</u>	<u>Update to Office 2016</u>	
Check OS security updates	Latest update is installed	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check all devices if drivers are installed properly	All devices are functioning properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check antivirus performance	Antivirus must block all detected malware and harmful applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Update antivirus	Antivirus must successful get the latest update or patch	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Monitor unnecessary services running in the operating system	All services running are valid manufacturer	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the operating system performance, Hard Drive, RAM and network activity	The performance of operating system, hard drive, ram, network activity must not reach 100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check if firewall is on and network discovery is off	All applications and programs allowed in firewall must valid applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by: Clarence Luke Galas
 UICTO TECHNICAL SUPPORT

Checked by: Eugene G. Ranjo
 UICTO DIRECTOR

USM-ICT-F07



University Information and Communication Technology Office

Software Maintenance Checklist

Date: Dec 07, 2020
 Location: CEP
 PC Name/No.: all

Time Started: 9:56
 Time Ended: 10:23

QUARTERLY				QUARTERLY		
TASK	STANDARD GUIDE	STATUS		PROBLEM/S ENCOUNTERED	RECOMMENDED SOLUTION/S	REMARKS
		Normal	Damage			
The UICTO Technical Support shall...						
Check the Operating System if Activated	OS is licensed and activated	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the Microsoft Office if activated	MS Office is licensed and activated	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check OS security updates	Latest update is installed	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check all devices if drivers are installed properly	All devices are functioning properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check antivirus performance	Antivirus must block all detected malware and harmful applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Update antivirus	Antivirus must successful get the latest update or patch	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Monitor unnecessary services running in the operating system	All services running are valid manufacturer	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the operating system performance, Hard Drive, RAM and network activity	The performance of operating system, hard drive, ram, network activity must not reach 100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check if firewall is on and network discovery is off	All applications and programs allowed in firewall must valid applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by: Clarence Dava Gatas
 UICTO TECHNICAL SUPPORT

Checked by: Eugene G. Ranjo
 UICTO DIRECTOR

USM-ICT-F07



University Information and Communication Technology Office

Software Maintenance Checklist

Date: Dec. 07, 2020
 Location: CYM
 PC Name/No.: all

Time Started: 10:26
 Time Ended: 10:53

QUARTERLY						
TASK	STANDARD GUIDE	STATUS		PROBLEM/S ENCOUNTERED	RECOMMENDED SOLUTION/S	REMARKS
		Normal	Damage			
<i>The UICTO Technical Support shall...</i>						
Check the Operating System if Activated	OS is licensed and activated	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the Microsoft Office if activated	MS Office is licensed and activated	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check OS security updates	Latest update is installed	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check all devices if drivers are installed properly	All devices are functioning properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check antivirus performance	Antivirus must block all detected malware and harmful applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Update antivirus	Antivirus must successful get the latest update or patch	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Monitor unnecessary services running in the operating system	All services running are valid manufacturer	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the operating system performance, Hard Drive, RAM and network activity	The performance of operating system, hard drive, ram, network activity must not reach 100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check if firewall is on and network discovery is off	All applications and programs allowed in firewall must valid applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by: Clarence Dava Gatas
 UICTO TECHNICAL SUPPORT

Checked by: Eugene G. Ranjo
 UICTO DIRECTOR

USM-ICT-F07



University Information and Communication Technology Office

Software Maintenance Checklist

Date: Dec. 07, 2020
 Location: CHES
 PC Name/No.: all

Time Started: 10:56
 Time Ended: 11:29

QUARTERLY						
TASK	STANDARD GUIDE	STATUS		PROBLEM/S ENCOUNTERED	RECOMMENDED SOLUTION/S	REMARKS
		Normal	Damage			
The UICTO Technical Support shall...		<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the Operating System if Activated	OS is licensed and activated	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the Microsoft Office if activated	MS Office is licensed and activated	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check OS security updates	Latest update is installed	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check all devices if drivers are installed properly	All devices are functioning properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check antivirus performance	Antivirus must block all detected malware and harmful applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Update antivirus	Antivirus must successful get the latest update or patch	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Monitor unnecessary services running in the operating system	All services running are valid manufacturer	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the operating system performance, Hard Drive, RAM and network activity	The performance of operating system, hard drive, ram, network activity must not reach 100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check if firewall is on and network discovery is off	All applications and programs allowed in firewall must valid applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by: Clarence Dava Galas
 UICTO TECHNICAL SUPPORT

Checked by: Eugene G. Ranjo
 UICTO DIRECTOR



University Information and Communication Technology Office

Software Maintenance Checklist

Date: Dec 07, 2020
 Location: IMEAS
 PC Name/No.: all

Time Started: 1:01
 Time Ended: 1:32

QUARTERLY						
TASK	STANDARD GUIDE	STATUS		PROBLEM/S ENCOUNTERED	RECOMMENDED SOLUTION/S	REMARKS
		Normal	Damage			
<i>The UICTO Technical Support shall...</i>						
Check the Operating System if Activated	OS is licensed and activated	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the Microsoft Office if activated	MS Office is licensed and activated	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check OS security updates	Latest update is installed	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check all devices if drivers are installed properly	All devices are functioning properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check antivirus performance	Antivirus must block all detected malware and harmful applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Update antivirus	Antivirus must successful get the latest update or patch	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Monitor unnecessary services running in the operating system	All services running are valid manufacturer	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the operating system performance, Hard Drive, RAM and network activity	The performance of operating system, hard drive, ram, network activity must not reach 100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check if firewall is on and network discovery is off	All applications and programs allowed in firewall must valid applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by: Clarence Dava Galas
 UICTO TECHNICAL SUPPORT

Checked by: Eugene G. Ranjo
 UICTO DIRECTOR



University Information and Communication Technology Office

Software Maintenance Checklist

Date: Dec. 07, 2020
 Location: CEIT
 PC Name/No.: a1

Time Started: 1:34
 Time Ended: 2:08

QUARTERLY						
TASK	STANDARD GUIDE	STATUS		PROBLEM/S ENCOUNTERED	RECOMMENDED SOLUTION/S	REMARKS
		Normal	Damage			
<i>The UICTO Technical Support shall...</i>						
Check the Operating System if Activated	OS is licensed and activated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>REFORMAT UNIT PC 2</u>	<u>REFORMAT & RE-INSTALL OS</u> <u>RE-INSTALL MS OFFICE</u>	
Check the Microsoft Office if activated	MS Office is licensed and activated	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Check OS security updates	Latest update is installed	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check all devices if drivers are installed properly	All devices are functioning properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check antivirus performance	Antivirus must block all detected malware and harmful applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Update antivirus	Antivirus must successful get the latest update or patch	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Monitor unnecessary services running in the operating system	All services running are valid manufacturer	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the operating system performance, Hard Drive, RAM and network activity	The performance of operating system, hard drive, ram, network activity must not reach 100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check if firewall is on and network discovery is off	All applications and programs allowed in firewall must valid applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by: Clarence Dave Gatas
 UICTO TECHNICAL SUPPORT

Checked by: EUGENE G. RANISO
 UICTO DIRECTOR



University Information and Communication Technology Office

Software Maintenance Checklist

Date: Dec. 07, 2020
 Location: CAS
 PC Name/No.: all

Time Started: 2:10
 Time Ended: 2:38

QUARTERLY						
TASK	STANDARD GUIDE	STATUS		PROBLEM/S ENCOUNTERED	RECOMMENDED SOLUTION/S	REMARKS
		Normal	Damage			
<i>The UICTO Technical Support shall...</i>						
Check the Operating System if Activated	OS is licensed and activated	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the Microsoft Office if activated	MS Office is licensed and activated	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check OS security updates	Latest update is installed	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check all devices if drivers are installed properly	All devices are functioning properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check antivirus performance	Antivirus must block all detected malware and harmful applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Update antivirus	Antivirus must successful get the latest update or patch	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Monitor unnecessary services running in the operating system	All services running are valid manufacturer	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check the operating system performance, Hard Drive, RAM and network activity	The performance of operating system, hard drive, ram, network activity must not reach 100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Check if firewall is on and network discovery is off	All applications and programs allowed in firewall must valid applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Performed by: Clarence Dave Gratas
 UICTO TECHNICAL SUPPORT

Checked by: Eugene G. Ranjo
 UICTO DIRECTOR

USM-ICT-F07

Calibration Logs of Chemistry Laboratory



Republic of the Philippines
 DEPARTMENT OF SCIENCE AND TECHNOLOGY
 REGIONAL OFFICE NO. XI
REGIONAL STANDARDS AND TESTING LABORATORY- DAVAO



CALIBRATION CERTIFICATE

Request Reference No. : **R11-032018-MET-0560**
 Sample Code : **MET-0605**
 Date Submitted : **March 12, 2018**
 Date of Calibration : **March 27, 2018**
 Calibration Item : **Test Weight (5 pcs)**
 Make/Model : **NONE**
 Serial No. : **MET-0605**
 Material : **CHROME PLATED**
 Submitted by : **UNIVERSITY OF SOUTHERN MINDANAO**
 Address : **Kabacan, North Cotabato**

RESULTS:

Nominal Value	Marking / Identification	Conventional Mass Value	Uncertainty of Measurement \pm mg	Coverage Factor, k
50 g	NONE	50 g + 0.152 mg	0.155	1.96
20 g	NONE	20 g + 0.481 mg	0.143	1.96
10 g	NONE	10 g + 0.032 mg	0.133	1.96
5 g	NONE	5 g - 0.191 mg	0.129	1.96
1 g	NONE	1 g + 0.026 mg	0.123	1.96
Environmental Conditions	Temperature	(22.5 \pm 2.5) °C		
	Relative Humidity	(55 \pm 10) % RH		
	Atmospheric Pressure	(1013.5 \pm 20) hPa		

CALIBRATION METHOD:

The Test Weight was calibrated using reference standard traceable to SI units as maintained by NML-ITDI, with Reference No. 06-2017-TSWT-0246. Calibration method is in accordance with DOST RSTL-DavaoCAL-CM-002 - "Calibration of Test Weights".

CERTIFIED TRUE COPY:

MARK M. BELLO, JR.
 ACTING BOARD SECRETARY
 3/29/18

- Page 1 of 2 -

RSTLX-WI-02517

Revision 5

09-Feb-18



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

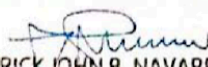
Acknowledgement Receipt

Name/ Authorized Representative: PERKIN ELMER C. VILLEMAS
Company Name: CAMPROCK ANALYTIKA EZZENTIALEZ TRADING
Company Address: 1255 MIRA-MONTE SUBDIVISION LUCBAN, QUEZON
Contact Number: 09276423222
Date: NOVEMBER 25, 2016

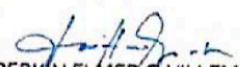
Item/s	Quantity	Specification/s	Remarks/Purpose
Burette	1 pc	50 mL, pyrex class A	in good condition/ for calibration
Volumetric pipette	1 pc	10 mL, pyrex class A	in good condition/ for calibration
Digital thermometer	1 pc	630-670 nm, taylor class II laser	in good condition/ for calibration
Volumetric flask	1 pc	1000 mL, pyrex class A	in good condition/ for calibration

The Chemistry Department has submitted/given the above items for the purpose indicated for the period of
09- DEC - 2016

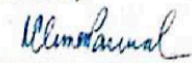
Released and Checked by:


FREDERICK JOHN B. NAVARRO
Signature over Printed Name

Received by:


PERKIN ELMER C. VILLEMAS
Signature over Printed Name

Noted by:


LYDIA C. PASCUAL
Signature over Printed Name



REMARKS

1. The above results were those obtained at the time of calibration and refer only to the particular test weight submitted, however, should the item be modified or damaged in any way, or develop inconsistent readings, the results may not be valid and the unit will require recalibration. No adjustments were performed on the samples. The user should determine suitability of the
2. Uncertainty stated is the expanded uncertainty obtained by multiplying the standard uncertainty by the coverage factor k . It has been determined in accordance with the "Guide to the Expression of Uncertainty (GUM)". The value of the measurement lies within the assigned range of values with a probability of 95%.
3. This report shall not be reproduced except in full, without the written approval of the laboratory.

Calibration Conducted by: **GRETCHEN D. PATETE****
 Laboratory Analyst

Noted and Confirmed by: **BENJAMIN V.D. ESTRELLADO JR., PME****
 Metrology and Metals Testing Technical Manager

Approved for Released: **ALMA R. LAMPARAS**
 DOST RSTL-Davao Laboratory Head

**Approved Signatory

- Page 2 of 2 -

Laboratory Reference No : **R11-032018-MET-0560**
 Date of Calibration : **March 27, 2018**

CERTIFIED TRUE COPY
MARY ABELLO, JR.
ACTG. BOARD SECRETARY
 4/9/18

RSTL XI-W-015F7
 Revision 5
 09-Feb-18

Calibration Logs of Biology Laboratory Equipment



CAMPROCK ANALYTIKA EZZENTIALEZ TRADING

1253 Miramonte Pader Phase III Lucban, Quezon
 Telefax: 042 540 6575/ Mobile: 09165756218
 Email: vez_mze@camrock.com

TEST AND CALIBRATION CERTIFICATE

Submitted by:	CAMPROCK ANALYTIKA EZZENTIALEZ TRADING	Laboratory Certificate No. USM22018-0110
---------------	--	--

Instrument Identification

Equipment	SPECTROPHOTOMETER	Serial No.	3035194024
Client Name	UNIVERSITY OF SOUTHERN MINDANAO	Calibrated At	USM - Physic Department
Make	MILTON RAY	Condition of equipment submitted for calibration	Defective
Model	SPECTRONIC 20	Treatment of equipment prior to calibration	Diagnose

Certificate Information

Environmental Condition at the time of test		Type of calibration/ Verification	COMPARISON
Ambient Temperature	°C	Date Calibrated/Validation	December 2017
Ambient Humidity	RH	Next due date per customer's request	December 2018

Traceability Statement


The standard of the Laboratory are traceable to either national standards (DOST), to NIST accepted intrinsic standards of measurements, to fundamental or physical constants, by ratio type of self-calibration techniques, or by comparison to Consensus standards and are part of the laboratory measurement assurance program for ensuring continued accuracy and measurement traceability within the level of uncertainty required by the laboratory. The laboratory test number identified above is the unique report number to be used in referencing measurement traceability for equipment submitted in this certificate.

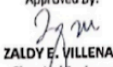
Unit Under Test Set of Weight	Test Result	Difference %
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

End of Data Sheet

The data in the above table of this report apply only to items specifically listed on this report.
 The results given in this report were those obtained at the time of calibration at ambient condition.
 Any number of factors may cause the calibration item to drift out of calibration before the recommended interval has expired.
 The user should determine the suitability of the equipment for its intended use.

EQUIPMENT USED FOR CALIBRATION				TEST METHOD USED
Standard(s) Used	Calibration Agency	Certificate No.	Date Issued	COMPARISON
ASTM BECKMAN STANDARD FOR WAVELENGTH CHECK	ASTM INTERNATIONAL STANDARDS	DESAGA 2000	2004 AUGUST No Expiration on Wavelength Standard	

Calibrated by:

AUGUSTO DAJAO
 Calibration Technician

Approved by:

ZALDY E. VILLENAS
 Chemical Engineer

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Esco Philippines, Inc. | B3 Ground Floor Tower B, Two E, com Center, Bayshore Ave., MIRA Complex, Pasig City, Philippines 1501
Tel: (+63) 818 1577 | philippine@escoglobal.com | www.escoglobal.com

University Of Southern Mindanao

BIOLOGICAL SAFETY CABINET CALIBRATION CERTIFICATE

**ESCO MODEL
AC2-4S8-NS**

**S/N
2015-105974**

***University Of Southern Mindanao
Biosafety Cabinet Re-certification Report
AC2-4S8-NS S/N: 2015-105974***

**CERTIFICATION DUE:
16 December 2020**

Esco Global Offices: Bangladesh | China | Denmark | Hong Kong | India | Indonesia | Italy | Japan | Lithuania | Malaysia
Philippines | Russia | Singapore | South Africa | South Korea | Taiwan | Thailand | UAE | UK | USA | Vietnam



CAMPROCK ANALYTICA EZZENTIALEZ TRADING

1255 Miramonte Pnder Phase III Luchan, Quezon
 Telefax: 042 540 6575/ Mobile: 09165756218
 Email: vez_mzefika@yahoo.com

TEST AND CALIBRATION CERTIFICATE

Submitted by:	CAMPROCK ANALYTICA EZZENTIALEZ TRADING	Laboratory Certificate No. USM122018-0108
---------------	--	---

Instrument Identification

Equipment:	Analytical Balance	Serial No:	306650
Client Name:	UNIVERSITY OF SOUTHERN MINDANAO	Calibrated At:	USM - Biology Department
Make:	OHYO	Condition of equipment submitted for calibration:	Working
Model:	JL-180	Treatment of equipment prior to calibration:	No Adjustment

Certificate Information

Environmental Condition at the time of test	Type of calibration/ Verification	COMPARISON
Ambient temperature	Date Calibrated/Validation	December 2017
Ambient Humidity	Next due date per customer's request	December 2018

Traceability Statement

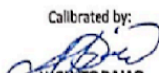
The standard of the Laboratory are traceable to either national standards (DOST), to NIST accepted intrinsic standards of measurements, to fundamental or physical constraints, by ratio type of self-calibration techniques, or by comparison to Consensus standards and are part of the laboratory measurement assurance program for ensuring continued accuracy and measurement traceability within the level of uncertainty required by the laboratory. The laboratory test number identified above is the unique report number to be used in referencing measurement Traceability for equipment submitted in this certificate

Unit Under Test Set of Weight	Test Result					Difference % Center
	Top	Bottom	Center	Left	Right	
50gms	50.0040	50.0027	50.0030	50.0025	50.0024	±0.0030
100gms	100.0062	100.0062	100.0062	100.0058	100.0061	±0.0003

End of Data Sheet

The data in the above table of this report apply only to items specifically listed on this report.
 The results given in this report were those obtained at the time of calibration at ambient condition.
 Any number or factors may cause the calibration item to drift out of calibration before the recommended interval has expired.
 The user should determine the suitability of the equipment for its intended use.

EQUIPMENT USED FOR CALIBRATION				TEST METHOD USED
Standard(s) Used	Calibration Agency	Certificate No.	Date Issued	COMPARISON
Set of Weights	FPSI MET LAB	WP13-1079	August 7, 2017	

Calibrated by:

 AUGUSTO DAJAO
 Calibration Technician

Approved by:

 ZALDY E. VILLENAS
 Chemical Engineer

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CAMPROCK ANALYTIKA EZZENTIALEZ TRADING

1255 Miramonte Pader Phase III Lucban, Quezon
 Telefax: 042 540 6575/ Mobile: 09165756218
 Email: vez_mzefil@yahoo.com

TEST AND CALIBRATION CERTIFICATE

Submitted by:	CAMPROCK ANALYTIKA EZZENTIALEZ TRADING	Laboratory Certificate No. USM122018-0107
---------------	--	---

Instrument Identification

Equipment:	Analytical Balance	Serial No:	0089467
Client Name:	UNIVERSITY OF SOUTHERN MINDANAO	Calibrated At:	USM – Biology Department
Make:	DENVER	Condition of equipment submitted for calibration:	Working
Model:		Treatment of equipment prior to calibration:	No Adjustment

Certificate Information

Environmental Condition at the time of test	Type of calibration/ Verification	COMPARISON
Ambient temperature °C	Date Calibrated/validation	December 2017
Ambient Humidity RH	Next due date per customer's request	December 2018

Traceability Statement

The standard of the Laboratory are traceable to either national standards (DOST), to NIST accepted intrinsic standards of measurements, to fundamental or physical constraints, by ratio type of self-calibration techniques, or by comparison to Consensus standards and are part of the laboratory measurement assurance program for ensuring continued accuracy and measurement traceability within the level of uncertainty required by the laboratory. The laboratory test number identified above is the unique report number to be used in referencing measurement Traceability for equipment submitted in this certificate

Unit Under Test Set of Weight	Test Result					Difference % Center
	Top	Bottom	Center	Left	Right	
50gms	49.9894	49.9998	49.9895	49.9894	49.9931	±0.0105
100gms	99.9799	99.9798	99.9794	99.9797	99.9798	±0.0206
200gms	199.9602	199.9605	199.9607	199.9573	199.9582	±0.0333

End of Data Sheet

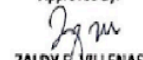
The data in the above table of this report apply only to items specifically listed on this report.
 The results given in this report were those obtained at the time of calibration at ambient condition.
 Any number or factors may cause the calibration item to drift out of calibration before the recommended interval has expired.
 The user should determine the suitability of the equipment for its intended use.

EQUIPMENT USED FOR CALIBRATION				TEST METHOD USED
Standard(s) Used	Calibration Agency	Certificate No.	Date Issued	COMPARISON
Set of Weights	FPSI MET LAB	WP13-1079	August 7, 2017	

Calibrated by:


 AUGUSTO DAJAO
 Calibration Technician

Approved by:


 ZALDY E. VILLENAS
 Chemical Engineer

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CAMPROCK ANALYTIKA EZZENTIALEZ TRADING

1255 Miramonte Pader Phase III Lucban, Quezon

Telefax: 042 540 6575/ Mobile: 09165756218

Email: vez_mzefil@yahoo.com

TEST AND CALIBRATION CERTIFICATE

Submitted by:	CAMPROCK ANALYTIKA EZZENTIALEZ TRADING	Laboratory Certificate No. USM112816-1208
---------------	--	---

Instrument Identification

Equipment:	INCLUBATOR	Serial No:	22109
Client Name:	UNIVERSITY OF SOUTHERN MINDANAO	Calibrated At:	USM - Biology Department
Make:	EHRET	Condition of equipment submitted for calibration:	Working
Model:	TK-4057	Treatment of equipment prior to calibration:	No Adjustment

Certificate information

Environmental Condition at the time of test	Type of calibration/ Verification	COMPARISON
Ambient temperature °C	Date Calibrated/validation	November 24, 2016
Ambient Humidity RH	Next due date per customer's request	November 2017

Traceability Statement


The standard of the Laboratory are traceable to either national standards (DOST), to NIST accepted intrinsic standards of measurements, to fundamental or physical constraints, by ratio type of self-calibration techniques, or by comparison to Consensus standards and are part of the laboratory measurement assurance program for ensuring continued accuracy and measurement traceability within the level of uncertainty required by the laboratory. The laboratory test number identified above is the unique report number to be used in referencing measurement Traceability for equipment submitted in this certificate

Unit under Test Set Temperature (°C)	Test Results Temperature (°C) As Found	As Compared
100°C	105°C	101°C
200°C	204°C	202°C
300°C	300°C	303°C

End of Data Sheet

The data in the above table of this report apply only to items specifically listed on this report.
The results given in this report were those obtained at the time of calibration at ambient condition.
Any number or factors may cause the calibration item to drift out of calibration before the recommended interval has expired.
The user should determine the suitability of the equipment for its intended use.

EQUIPMENT USED FOR CALIBRATION				TEST METHOD USED
Standard(s) Used	Calibration Agency	Certificate No.	Date Issued	COMPARISON
Temperature	LUTRON ELECTRONIC CO. LTD.	07-2016-RH-0294	July 07, 2016	

Calibrated by:

 AUGUSTO DAJAO
 Calibration Technician

Approved by:

 ZALDY E. VILLENAS
 Chemical Engineer

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CAMPROCK ANALYTICA EZZENTIALEZ TRADING

1255 Miramonte Pader Phase III Lucban, Quezon
 Telefax: 042 540 6575/ Mobile: 09165756218
 Email: yez_mzefil@yahoo.com

TEST AND CALIBRATION CERTIFICATE

Submitted by:	CAMPROCK ANALYTICA EZZENTIALEZ TRADING	Laboratory Certificate No. U5M112816-1211
---------------	--	---

Instrument Identification

Equipment:	SPECTROPHOTOMETER		Serial No:	3B35194024
Client Name:	UNIVERSITY OF SOUTHERN MINDANAO		Calibrated At:	Biology Department
Make:	MILTON ROY		Condition of equipment submitted for calibration:	
Model:	SPECTROMICRO		Treatment of equipment prior to calibration:	

Certificate Information

Environmental Condition at the time of test		Type of calibration/ Verification	COMPARISON
Ambient temperature	*C	Date Calibrated/Validation	November 25, 2016
Ambient Humidity	RH	Next due date per customer's request	November 2017

Traceability Statement

The standard of the Laboratory are traceable to either national standards (DOST), to NIST accepted intrinsic standards of measurements, to fundamental or physical constraints, by ratio type of self-calibration techniques, or by comparison to Consensus standards and are part of the laboratory measurement assurance program for ensuring continued accuracy and measurement traceability within the level of uncertainty required by the laboratory. The laboratory test number identified above is the unique report number to be used in referencing measurement Traceability for equipment submitted in this certificate

CHECK WAVELENGTH TEST		% T VALUES
ASTM STANDARDS		
1.	590 nm	
2.	590 nm	
3.	590 nm	
OPEN STANDARD ASTM TEST		
BLACK STANDARD ASTM TEST		


End of Data Sheet

The data in the above table of this report apply only to items specifically listed on this report.
 The results given in this report were those obtained at the time of calibration at ambient condition.
 Any number or factors may cause the calibration item to drift out of calibration before the recommended interval has expired.
 The user should determine the suitability of the equipment for its intended use.

EQUIPMENT USED FOR CALIBRATION				TEST METHOD USED
Standard(s) Used	Calibration Agency	Certificate No.	Date Issued	COMPARISON
ASTM BECKMAN STANDARD FOR WAVELENGTH CHECK	ASTM INTERNATIONAL STANDARDS	DESAGA 2000	2004 AUGUST No Expiration on Wavelength Standard	

Calibrated by:

 AUGUSTO DAJAO
 Calibration Technician

Approved by:

 ZALDY E. VILLENAS
 Chemical Engineer

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