

## GUIDING PROCEDURES ON ONE-TIME GADGET REGISTRATION

### 1. OBJECTIVE

To ensure that all equipment entering the campus are properly documented and accounted for.

### 2. SCOPE

These guidelines are applicable to electric equipment such as laptop, personal computer, multimedia speaker, liquid display projector and other related equipment being entered in LPU campus.

### 3. GUIDELINES

- 3.1 Only registered equipment covered by these guidelines shall be allowed inside the LPU campus in any school days.
- 3.2 ICT shall issue the IT Equipment Tag and Registration Slip to validate the registration.
- 3.3 Only active employee, faculty and enrolled students shall be allowed to register.

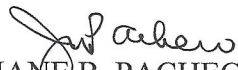
### 4. PROCEDURE

Responsibilities / Authorities	Activities
Admin Employee/Faculty/Student	<ol style="list-style-type: none"><li>1. Fills out Security Office's Request for Entry of Property Form (F-SCY-003).</li><li>2. Have F-SCY-003 verified and approved by the authorized signatories.</li></ol>
ICT Representative	<ol style="list-style-type: none"><li>3. Once approved, puts the IT Equipment Tag on the gadget and issues Registration Slip to be presented upon entry in the campus.</li><li>4. Registers the gadget details in the Online Log Sheet.</li><li>5. Human Resource Department, Property Office, Security Office and Student Affairs Office will be given viewing access in the Online Log Sheet for reference.</li></ol>

Effectivity: June 1, 2015


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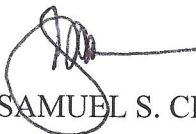
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