



DEPARTMENT OF ENGINEERING SCIENCE
COLLEGE OF ENGINEERING AND AGRO-INDUSTRIAL TECHNOLOGY
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS



DES-ILFAC Form 1 Laboratory Request Form
version 1 – February 2024

LABORATORY REQUEST FORM

DATE: _____

USERS: List all the users of the laboratory during the request time. Attach additional sheets if necessary. Student Conformance: I/We hereby acknowledge that I/we have read, understood, and agree to comply with the rules, regulations, and safety protocols outlined in the Laboratory Manual of the Department of Engineering Science.				
NAME OF USERS with SIGNATURE		UNIT/OFFICE/AFFILIATION/ORGANIZATION		CONTACT NUMBER
1. _____		_____		_____
2. _____		_____		_____
3. _____		_____		_____
TYPE OF USERS: <input type="checkbox"/> BS MatE Student <input type="checkbox"/> CEAT Student <input type="checkbox"/> Faculty Member/Project Staff/ REPS <input type="checkbox"/> UP Student <input type="checkbox"/> Visitor <input type="checkbox"/> Others (specify): _____		START: DATE TIME _____ to _____ _____ to _____ _____ to _____ END: DATE TIME _____ to _____ _____ to _____ _____ to _____		
TITLE OF ACTIVITY/EXPERIMENT/PROJECT/CLASS: 				
LABORATORY ACTIVITY CLASSIFICATION <input type="checkbox"/> Type 1: Class laboratory experiment/activity <input type="checkbox"/> Type 2: Research project experiments <input type="checkbox"/> Type 3: Special class activities, thesis experiments, others		REQUESTED BY: _____ Name and Signature of Representative		
EQUIPMENT/GLASSWARE/SPECIAL REQUEST: 		ENDORSED BY: _____ Name and Signature of FIC/Adviser/ Immediate Supervisor Unit: Contact Number:		
RECOMMENDING APPROVAL/DISAPPROVAL: JESHA FAYE T. LIBREA Chair, Instructional Laboratory and Facilities Committee _____ Head, Research Laboratory REMARKS:		APPROVED/DISAPPROVED: CHRISTIAN C. VASO Chair, Department of Engineering Science REMARKS:		

Instructions:

1. Requests must be submitted to the office at **least three (3) working** days before the request date/s.
2. Instructional laboratory classes will be prioritized. Please check class schedule for the laboratory room.
3. Laboratory hours is Monday to Friday from 8:00 am – 5:00 pm. If request is beyond class hours, please accomplish overtime permit.
4. Accomplish this form and attach request letter addressed to Asst. Prof. Christian C. Vaso, Chair of the Department of Engineering Science.
5. All forms must be in a single pdf file and send request to roxoas@up.edu.ph, cc: jtlibrea@up.edu.ph.

Important Notes:

1. Make sure to review and follow laboratory protocols.
2. All users must have passed the general laboratory exam.
3. Working alone in the laboratory is strictly prohibited, all experiments must be conducted with at least another person.
4. Always clean as you go. Report any laboratory incidents to the laboratory technician.