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## **GUIDELINES FOR THE USE OF THE VILLADOLID LABORATORIES**

As per agreement by the ASP Faculty last June 22, 2009, the following guidelines on the use of laboratories at the Villadolid Hall is here circulated:

1. A responsible person is assigned to each Laboratory/work station  
**Palawan Work Station**-Dr. Paz/Vito Hernandez  
**Human Osteology Lab**-Dr Medrana  
**Lithic Lab**- Dr. Pawlik  
**Zooarchaeology Lab**-Dr. Piper  
**Batangas Work Station** – Dr. Barretto-Tesoro
2. Dr. Mijares is assigned as Building Coordinator for Villadolid Hall
3. Students, URAs and Staffs who wish to use a particular Lab-Work Station (L-WS) should ask the permission of the Responsible Person. The Responsible Person, if s/he agrees could lend one of the spare keys to the person intending to use the L-WS. If there are no available keys for the L-WS, the key can be borrowed from Dr. Mijares with a corresponding note from the Person Responsible.
4. Each Lab-Work Station has its own user policies and rules that should be followed.
5. No key duplication without the permission from the Person Responsible and/or the Building Coordinator.

**Armand Salvador B. Mijares, PhD**  
Deputy Director and Program Secretary