

Mechanics in Accomplishing and Submission of Standard Science Equipment Inventory Matrix (SSEIM)

Introduction:

The Standard Science Equipment Inventory Matrix (SSEIM) is a tool developed by the National Science Teaching Instrumentation Center (NSTIC) in order to systematize the gathering of pertinent data/information pertaining to the availability of science equipment in the schools. It will also make the inventory easier and faster since required data are clearly manifested in the matrix.

Mechanics:

1. The science teacher or laboratory-in-charge shall accurately accomplish the SSEIM with the required data/information and write legibly his/her name before signing the prepared by below.
2. The SSEIM should be use by all subject areas such as: Integrated Science, Biology, Chemistry, Physics and Elementary Science.
3. List down all the science equipment available in your school categorize as functional/good condition, defective but can be repaired and beyond repair. The units to be use can be pieces or set. This information will serve as basis for NSTIC to design a project for a nationwide repair of all defective science equipment. Use as many sheets as possible of the SSEIM to accommodate the science equipment available in the school.
4. In the "Acquired From" column enter the name of the donor such as SEDP, PASMEP, SEDIP, DOST, etc.
5. After accomplishing the SSEIM, the principal or any school in charge should print legibly his/her name before signing the approved by below.
6. The school and Division Office should retain a copy of the accomplished SSEIM for record purposes.
7. Submit the accomplished SSEIM to the division science supervisor who will collect it for his/her division and submit the same to the regional science supervisor.
8. The regional office is requested to mail the accomplished SSEIM to NSTIC with the mailing address as follow:

National Science Teaching Instrumentation Center
Ecotech Compound, Sudlon, Lahug
Cebu City 6000
Tel Nos. (032) 2553633 to 35, 2553538
9. NSTIC will consolidate by region all the data/information gathered and submit report to the Central Office copy furnish to all the regional offices.

