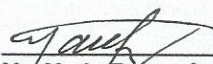


Policy No:	ADM-POL-ITC-0002
Policy Title:	Systems Maintenance Policy
Implementation Procedure:	ADM-PROC-ITC-0003 Program Modification Procedures
Date of Issuance:	S.Y.2010-2011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	
"Supersedes" Notification:	
Purpose of Policy:	This details the Colegio's policy on System Maintenance. The provisions and key persons involved in each aspect of Systems Maintenance are enumerated and discussed.
Detailed Policy Statement:	<ul style="list-style-type: none"> • System Maintenance is divided to the following areas, <ul style="list-style-type: none"> • Program Modification • Database Back up / Disaster Recovery • Internet and • Network Administration. <p>Program Modification</p> <ul style="list-style-type: none"> • Program Modification refers to activities done to change, add or enhance the functionality of existing computer systems. • Department Heads can request for changes in their respective programs through the Director of the ITC. • Major modifications shall be made upon the approval of the ITC Director. • Minor modifications, that are maintenance related, can be made without the approval of the ITC Director • Only the Systems Developer is authorized to alter the specifications of any program in the Colegio. • All program modifications will be pilot tested and shall be approved by the requesting Department Head before implementation. <p>Database Back up / Disaster Recovery</p> <ul style="list-style-type: none"> • The ITC implements Daily and General backup system. • All files are copied to the backup device at the end of the day. • Files that were updated after the last daily back up will be copied to a designated daily back-up device at the end of each day. • The Network and Technical Support In Charge is responsible in ensuring the proper filing and cycling of all backup media. • No other employee is allowed to access the Colegio's backup system unless allowed by the ITC Director. • In cases when there is a need to restore backup files, the Network and Technical Support In Charge should seek the approval of the ITC Director. • A report covering the recovery process should be prepared to document for future reference.
Applicability:	Employees
Policy Approval Authority:	ITC Director
Related Policies or References	
Definition:	
Approved by	 Mr. Mario Fernandez
Date of Approval	3/19/2012

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