**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:**  
- **System Maintenance** is divided to the following areas;  
  - Program Modification  
  - Database Back up / Disaster Recovery  
  - Internet and  
  - Network Administration.  

**Program Modification**  
- 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.

**Database Back up / Disaster Recovery**  
- 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**:  

[Signature]  
Mr. Mario Fernandez  

**Date of Approval:** 3/14/2012