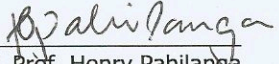


Policy No:	ADM-POL-ITC-0011
Policy Title:	Continuous Ink System
Implementation Procedure:	ADM-PROC-ITC-0009 Procedures on the Use of Continuous Ink System
Date of Issuance:	S.Y.2018-2019
Effectivity:	S.Y.2018-2019 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Letran Information Systems Technology and Network (LISTeN)
"Supersedes" Notification:	
Purpose of Policy:	This policy aims to define the deployment and usage of the Continuous Ink System (CIS) printers in the Colegio.
Detailed Policy Statement:	<ul style="list-style-type: none"> • The LISTeN Office handles deployment of all Continuous Ink System (CIS) printers in the Colegio. • Installation of CIS printers will be accommodated when the Office has reported the exhaustion of existing ink supplies. • The Continuous Ink System (CIS) is exclusively used for official documents of the Colegio. Using the CIS printer for personal purposes is strictly prohibited. • Only authorized personnel are allowed access to all CIS printers. • Any form of damage or defect on the hardware should be immediately reported to the LISTeN Office. • The LISTeN Office is the lone office that handles ink replenishment of CIS printers.
Applicability:	All Employees
Policy Approval Authority:	LISTeN Director
Related Policies or References	
Definition:	
Approved by:	 Asst. Prof. Henry Pahilanga
Date of Approval:	12/7/2018

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