Procedure No: ADM-PROC-ITC-0004
Procedure Title: Disaster Back up Procedure
Related Policy: ADM-POL-ITC-0002 Systems Maintenance Policy
Date of Issuance: S.Y. 2009-2010
Effectivity: S.Y. 2009-2010 to present
Page Number: One (1)
Office of Origin: Information Technology Center

"Supersedes" Notification:

Procedure Description: This procedure is designed to facilitate the Disaster Back Up system of the Colegio.
Areas of Responsibility: Information Technology Center

Procedure Details:

**DVD & External Drive**
Step 1. At 5:01pm, the Network and Technical Support In Charge backs up the transactions of the day in a DVD and in an external hard disk. The DVD is forwarded to the Executive Secretary of the Financial Affairs Division.
Step 2. The Executive Secretary signs in the logbook of the Technical & Support In Charge upon receipt of the DVD.
Step 3. The Executive Secretary safe keeps the DVD.
Step 4. The following day, the Executive Secretary returns the previous day’s DVD to the Technical and Support In Charge and safe keeps the current DVD.
Step 5. The Technical & Support In Charge safe keeps the returned DVD. The returned DVD’s are kept for one (1) year prior to proper disposal.
Step 6. The external hard disk is kept in a safe and secured place.

**Servers**
Step 1. On a daily basis, a server backup automatically runs at 12:00 midnight. All transactions for the day are backed up in NAS 1 located at the ITC Data Center and another back up is performed in NAS 2 located at another Data Center located at the St. Thomas Building.

**Domain Servers**
Step 1. On a semestral basis, the Network & Technical Support In Charge backs up all user accounts and policies from the primary domain controller (Liem) to an external hard disk.

**Back up of PC**
Step 1. All users should back up their respective files.

**Back up of Laboratory Computers**
Step 1. The technician performs a backup of all IMAGES file in the external hard disk.

**Restoration of Back up Files**
Step 1. Department Head writes a letter of request to the ITC Director.
Step 2. The ITC Director approves the letter of request.
Step 3. The Network & Technical Support In Charge logs the restoration activity and sign-off the restoration request.

Procedure Approval Authority: ITC Director

References:

Definition:

Help Page: Information Technology Center

Prepared by: Planning, Funding and Development Office
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