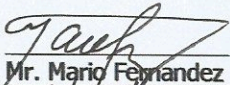


Procedure No:	ADM-PROC-ITC-0007
Procedure Title:	Connectivity Maintenance Procedure
Related Policy:	ADM-POL-ITC-0003 Network Administration Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Information Technology Center
"Supersedes" Notification:	
Procedure Description:	This procedure details how the Connectivity Maintenance activities are undertaken in the Colegio.
Areas of Responsibility:	Information Technology Center
Procedure Details:	<p>Step 1. The ITC Director releases a letter of communication informing offices of their scheduled Connective Maintenance activity. Offices, whose operations be hampered by the maintenance procedure, shall be given advanced communication.</p> <p>Step 2. The authorized ITC personnel conduct's the different connectivity maintenance activities.</p> <p>Step 3. The authorized ITC personnel provide a report of the findings of the connectivity maintenance.</p> <p>Step 4. Problems and results of this procedure are discussed to the ITC head for process improvement.</p>
Procedure Approval Authority:	ITC Director
References:	
Definition:	
Help Page:	
Prepared by:	Planning, Funding and Development Office
Approved by:	 Mr. Mario Fernandez
Date of Approval:	3/14/2012

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