

# Request for Change Form (RFC)

RFC Number:

RFC-DX-2023-001

Revision Number:

0

• INITIATION -- To be accomplished by the I.T. Change INITIATOR			
Initiator's Name:	Mary Jane S. Ballon	Date Requested:	October 9, 2023
Project Title:	New VPE System	Target Implementation Date:	February 28, 2024
Reason for Change / Brief Description:	This change request for VPE System (Server CPH64) is due to the following reasons: 1) Operating System (Windows Server 2012) is End-of-Life (EOL) in October 2023; 2) CPH64 Server was assessed with vulnerabilities (e.g. SSL Certificate Signed Using Weak Hashing Algorithm); 3) VPE System needs feature enhancements; 4) No technical support for the old VPE system; 5) CPH64 hardware is candidate for decommissioning (8.5 years old); and 6) Database requires migration to a new VPE system/server.		
References:	<input checked="" type="checkbox"/> ATTACHMENT (HARD/SOFT-COPY) <input checked="" type="checkbox"/> ONLINE REFERENCE (Provide Link below) Link: <a href="https://learn.microsoft.com/en-us/lifecycle/announcements/windows-server-2012-r2-end-of-support">https://learn.microsoft.com/en-us/lifecycle/announcements/windows-server-2012-r2-end-of-support</a>		
Change Request Category:	<input type="checkbox"/> NEW IMPLEMENTATION <input checked="" type="checkbox"/> ENHANCEMENT <input checked="" type="checkbox"/> DECOMMISSIONING		
Hardware Requirement:	n/a		
Software Requirement:	Database software (e.g. Postgres, SQL, etc.); Virtualized server (VM) for the New VPE System.		
<i>*NOTE: Target implementation date may vary depending on the IT Project planning after approval</i>			
• EVALUATION -- To be accomplished by the I.T. Change EVALUATOR			
Evaluator's Name:	Andrew R. Ignacio	Date Evaluated:	October 10, 2023
Change Request Type:	<input type="checkbox"/> Standard <input checked="" type="checkbox"/> Normal <input type="checkbox"/> Emergency		
NOTE: All I.T. Changes categorized as STANDARD Change are exempted in the I.T. Change Management Process.			
Proceed with the Change Request:	<input checked="" type="checkbox"/> Yes    In case of NO, what would be the Technical IMPACT OF NOT CHANGING: <input type="checkbox"/> No		
Back-out Plan:	<input type="checkbox"/> N/A (Not Applicable) <input type="checkbox"/> Revert to the last good known configuration <input checked="" type="checkbox"/> Others (specify): Utilize the old Excel-based Vendor Performance Evaluation system for manual processing, until such time that the New VPE System is ready. Else, use the virtualized (VM) old VPE System.		
Analysis and Recommendation:	This IT Change request falls under the Normal category as defined in ISP-CP-7516 (Information Technology Change Management). Since risks were assessed, this should be authorized and therefore it should be scheduled to follow the complete IT change management process according to a standardized procedure.		
• REVIEW -- To be accomplished by the I.T. Change LEAD and the I.T. Security MANAGER			
I.T. Change Lead's Name:	Arnel R. Valondo	Date Reviewed:	October 11, 2023
Operation Impact:	Affected Users: <input checked="" type="checkbox"/> Company-wide <input type="checkbox"/> Division-wide <input type="checkbox"/> Center-wide <input type="checkbox"/> Departmental <input type="checkbox"/> Group <input type="checkbox"/> User (specify estimated number of users): Downtime (e.g. 4 hours): n/a		
Initial Decision:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
I.T. Security Manager's Name:	Delfin DG Jose, Jr.	Date Reviewed:	October 16, 2023
Security Risk:	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Critical		
(Ref.: ISP-CP-6101 Risk Management)	Justification:	Low impact due to migration from Physical to Virtual machine.	
Initial Decision:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
• ASSESSMENT and CONCLUSION -- To be accomplished by the I.T. Change MANAGER			
Overall Impact Level:	(Except for STANDARD Change) <input type="checkbox"/> Minor <input type="checkbox"/> Major If MAJOR impact level, decision of I.T. Strategic Committee is required.		
Date Concluded:	Final Decision:	Ref. MOM No.: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Final Justification:			
Way Forward:	<input type="checkbox"/> Proceed as planned <input type="checkbox"/> Do not execute <input type="checkbox"/> Consider alternatives <input type="checkbox"/> Others (specify):		
Important Notes:	Approver's Name and Signature:	Demetrio P. Selga	
	RFC Approval Date:	(n/a if disapproved)	
Acknowledgment Signatures	INITIATOR:	EVALUATOR:	PROJECT LEAD:
	Date:	Date:	Date:
	I.T. SECURITY MANAGER:		
	Date:		