	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-FASS-MAIN 04-03
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	1
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SECTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	01 JULY 2023
SUBJECT	<b>INFORMATION SYSTEM MAINTENANCE</b>		

## 1.0 OBJECTIVE

To ensure that modification or update of information system is carried out efficiently.

## 2.0 SCOPE

This operational procedure covers all internally developed information systems.

## 3.0 DEFINITION OF TERMS

**Corrective Maintenance** - maintenance carried out to address errors and faults within the system that could impact other parts of the system, including the design, logic, and code.

**Adaptive Maintenance** - maintenance carried to conform to changes and/or updates on the system environment including operating system, hardware and system dependencies.



**Perfective Maintenance** - maintenance that focuses on the evolution of requirements and features that exists in the current system.

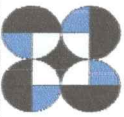
**Preventive Maintenance** - maintenance to make changes and adaptations to system so that it can work for a longer period of time. The focus is to prevent the deterioration of system as it continues to adapt and change. These services can include optimizing code and updating documentation as needed.

## 4.0 RECORDS

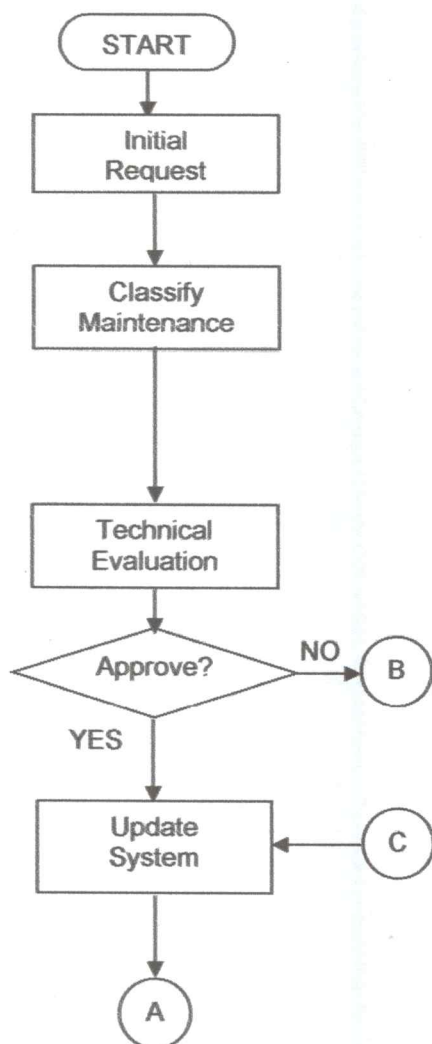
- Information System Maintenance Record
- Request for Information System Maintenance Form
- Information System Data Record

## 5.0 REFERENCES



Prepared by:  ICT Manager	Approved by:  Quality Management Representative
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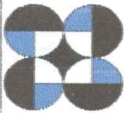
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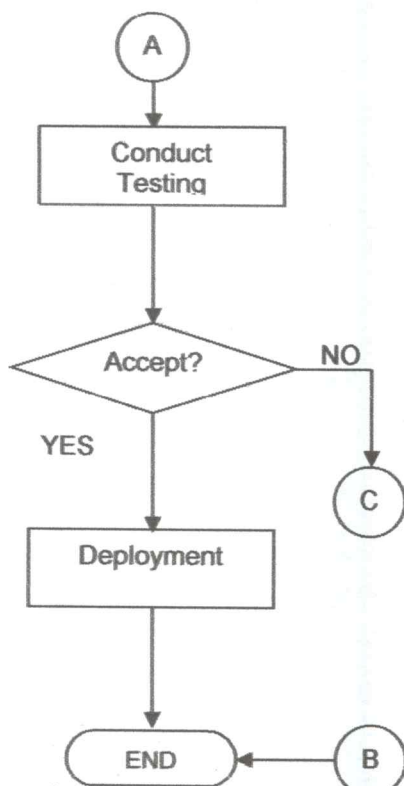
## 6.0 PROCEDURE





PERSON RESPONSIBLE	DETAILS
DOST IX Personnel (Originator)	<ul style="list-style-type: none"> <li>Done by phone or verbally, but needs to fill-up FASS-MAIN F08, Request for Information System Maintenance Form.</li> </ul>
ICT-Manager	<ul style="list-style-type: none"> <li>Classify into:               <ol style="list-style-type: none"> <li>Corrective</li> <li>Adaptive</li> <li>Perfective</li> <li>Preventive</li> </ol> </li> </ul>
Originator, ICT-Manager	<ul style="list-style-type: none"> <li>Discuss to determine the proper course of action for the change request. IT Staff may be assigned for development</li> </ul>
Top Management	<ul style="list-style-type: none"> <li>Top management will conduct final assessment on the request based on the technical evaluation</li> </ul>
ICT-Manager / Assigned IT Staff	<ul style="list-style-type: none"> <li>Commence the development for the identified course of action</li> </ul>

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PERSON RESPONSIBLE	DETAILS
Originator and ICT-Manager	<ul style="list-style-type: none"> <li>Proper testing will be conducted for verification</li> </ul>
Originator	<ul style="list-style-type: none"> <li>The new update will be accepted or rediscuss for further evaluation</li> </ul>
Assigned Staff and ICT Manager	<ul style="list-style-type: none"> <li>Updated system code pushed to the official system repository</li> <li>Hosting server be updated from the official repository</li> <li>Update FASS-MAIN F08, Request for Information System Maintenance Form</li> <li>Update FASS-MAIN F07, Information System Maintenance Record and FASS-MAIN F06, Information System Data Record.</li> </ul>

Prepared by:  ICT Manager	Approved by:  Quality Management Representative
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