**Name:** Almadrones, Charles Cedric C.                    **Date:** October 1, 2025

**Course & Section:** BSIT 4-1N

## Assignment # 2

## System Administration and Maintenance

**PROBLEM:**

**1. Summarize the common positive roles of a system administrator.**

Common Positive Roles of System Administrator is the comparison of their role to some existing roles.

- *The Installer* – System Administrators are the one who installs important software for the system to function well. That's why they are called installers because they are the one who are called when they need to install things.

- *The Repair Person* – System Administrator must know how to troubleshoot things and repair or fix it.

- *The Maintainer* – They are the ones who maintain the system in up to date. They monitor the status of the system and make the software function.

- *The Problem Preventer* – The are the ones who take precautions when problem arise. They know how to handle problems and what actions need to be taken.

- *The Hero* – System administrator are the ones who saves the day from every problem, and they respond quickly.

- *The "Go To" Person* – They are the ones who were called when there are certain problems.

- *The Infrastructure Builder* – They are the ones who build the main infrastructure of the system. They build databases, domains, and the system logics of the system.

- *The System Clerk* – They are the ones who follows instructions and make employees know about the system.

- *The Lab Technician* – They are the ones who specialized in equipment. They are responsible on making network connections possible. They also install hardware equipment and make them function with the system.

- *The Product Finder* – They are the ones who know if they find something for the software. They research different products that can be helpful in the future.

- *The Solution Designer* – They are the ones who finds possible problems in the system and make future solutions for it. It is like finding the risk in the system and making precautions to avoid it.

- *The Ad Hoc Solution Finder* – They are the ones who find solutions in an emergency which it seems impossible to find solution.

- *The Unrequested Solution Person* – They find solutions to problems that were not introduced in the system. This can be good but can be bad because it means they have problems that the organization doesn't know.

- *The On-call Expert* – As a system administrator, you are the ones who knows most all of knowledge about the system. You must be available when someone in your organization needs advice about the system.

- *The Educator* – They find solutions to problems but document the solution so that the employees or members of the organization know what solutions to be used for the problem.

- *The Policy Enforcer* – They are the ones who must enforce the policy within the organization. They make sure that the policy is implemented and obeyed by the whole organization.

- *The Disaster Worrier* – They are the one who thinks about the failure of every decision, but they are also the ones who propose solution in their think up scenarios. They are the ones who think about every risk of the system and possible scenarios that will fail in the future.

- *The Capacity Planner* – They plan what the system can only do, and they also plan if the system would scale in the future. They monitor how much the system grows in a span of time.

- *The Customer's Advocate* – They are the one who becomes the bridge between customer's and the organization. They ensure that the customers' feedback will be heard and ensure that they will address them respectfully.

- The Technocrat - They discover new technology that can be integrated into the system which can boost the functionability. It can help them compete with the new technologies in the current times.

- The Salesperson – They are the one who markets the system. They must know what the customer needs and how they can persuade that they can get the system.

- The Vendor Liaison – They form connections with other vendors which help them know their competition. They will also know if there are new products that they can use.

- *The Visionary* – They are the ones who makes a goal for the organization. They envision what the organization wants and make them a plan. Their main goal is to make the organization have a common goal.

- *The Mother* – They are the one who ensures that the members of the organization starts to develop skills. They are the ones who acts like help desks.
- *The Monitor* – They are the one who monitor how good the system runs. He monitors how the system runs. They are the ones who monitor until something is wrong.
- *The Facilitator* – They facilitates meetings and make them flow orderly. They main objective is to maintain attention to the meeting and make them process all the information discussed in the meeting.
- The Customer/SA – They are the one who gives feedback about the system. They sometimes are the backup of the System Administrator.
- *Customer Support* – They are the ones who fulfill the request of the customer. They help the customer to be knowledgeable about the system by using them.
- *The Policy Navigator* – They are the one who research about policies outside the organization. They also ensure that they are following this policy to avoid penalties.

2. **Discuss the essential duties of a SA in UNIX based system.**

*Account Provisioning* – This duty of a System Administrator is by managing the user accounts by monitoring all the activities of it. They also create different roles and levels per user account to know what that user can access.

*Adding and Removing Hardware* – This duty of a System Administrator involves the installation and removal of hardware for the UNIX Based system. This also involves the software they must need and how to stay them up to date.

*Performing Backups* – As a System Administrator, creating backups is essential because this can save lot of time recovering data. This can prevent important data loss which can become the downfall of the system.

*Installing and Upgrading Software* – In connection with the hardware, it needs software that will run in it. As a System Administrator, you are task to find software that will be applicable for the hardware and make sure to upgrade it once a new update was released.

*Monitoring the System* – Overall, as a System Administrator, you are tasked to monitor your system. It is important that a single person must know what is happening in the system.

*Troubleshooting* – In times of problems, as a System Administrator, you must know how to troubleshoot. It is important that you can solve problems within your knowledge.

*Maintaining Local Documentation* – Creating documentation is a key process on looking back to everything you have done to the system. This can help you resolve problems which can be more efficient at the same time promote communication.

Vigilantly Monitoring Security – Creating security is the number one priority of a System *Administrator.* This will ensure that the system is safe from hackers at the same time from malfunctioning due to intruders.

*Fire Fighting* – This means that as a System Administrator, you must be quick to response from any critical issues that is happening in your system. You must be always easy to respond from calls about the system.

3. **Assuming you are a system administrator of the PUP CCIS, create a hardware inventory form following the details as provided in the lesson.**

| Item ID | Category | Brand | Quantity | Priority | Year of Procurement | Remarks |
|---------|----------|-------|----------|----------|---------------------|---------|
| CCIS-001 | Desktop/Computer | | | | | |
| CCIS-002 | Server | | | | | |
| CCIS-003 | Mouse | | | | | |
| CCIS-004 | Keyboard | | | | | |
| CCIS-005 | HDMI | | | | | |
| CCIS-006 | Television | | | | | |
| CCIS-007 | Monitor | | | | | |