

20180830-1 EXP: 20190830

Process Owner: IT Operations	FORM	F-ITO-SEC-1.1
	Security Exception Request	

Items I, II, III, IV, V, VI to be accomplished by the IT Operations
 Items VII, VIII, IX to be accomplished by Requesting Business Unit

I. Request Information		
Requesting Business Unit	Human Resource (Recruitment)	
Requestor	Anna Marie Pamatmat	
Date Requested	Aug. 30, 2018	Time: 03:49pm
Date Required	Aug. 30, 2018	
Receiving IT Operations Personnel	Marlon De Guzman	

II. Detailed Request Information
<p>Request: Facebook access for the station of Ma. Jhessica Francia and Analyn Tumanday. Validity of request: August 30, 2018 – August 30, 2019 (365 days) IP: 172.18.9.26 172.18.9.27 Location: 9th Floor</p>

III. Impact of the request fulfillment (Brief Description)
<p>IT Operations Infrastructure: -Desktop, Web Browsers installed in PC.</p> <p>IT Security Infrastructure: -Firewall, Switches</p> <p>IT Operations Security Policy: -5.2 Internet Usage Policy under PPM-ITO-SEC-1.0 - Corporate Information Security Policies</p>

IV. Potential IT Operational Risk
Denial of Service due to bandwidth congestion.

V. Risk Response Method to be used
Accept the risks associated to allowing access to Facebook.

VI. IT Operations Endorsement	
Name and Signature:	Date:
Marlon De Guzman	Aug 30, 2018

Process Owner: IT Operations	FORM	F-ITO-SEC-1.1
	<i>Security Exception Request</i>	

VII. Business Justification and validity period of security exception

VIII. Top Management Representative Approval	
Name and Signature: Joy Sebastian	Date: Aug 30, 2018

IX. Information Security Team Approval (If applicable)	
Name and Signature:	Date: Aug 30, 2018