

Process Owner: IT Operations	FORM	F-CMG-3.1
	Configuration Change Request	

#### Request Information

Requestor	Jeremiah Nantona			
Implementing Team	Site Technical Security Administrator			
Ticket Number/s	Ticket #201915222			
Change Classification	X	Major		Minor
After the fact		Yes	X	No
Emergency		Yes	X	No
Proposed Change Date	May 4, 2019			
Proposed Change Start/End Time	May 4 2019 9:00am / May 4 2019 10:00am			
Proposed Change Verification Time	10:00am- 10:30am			

#### Objective of the change

to modernize our UPS (installation of NSMP kit)

#### Technical/Operational Impact of the change

Negative: N/a	Beneficial: Better monitoring on the status of UPS( 6kva)	Neutral: We will still using the existing 6KVA UPS Unit
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#### Affected IT Infrastructure components

Site	Hostname	IP Adds	Function
Jaka/G2	UPS		Backup Power

#### Affected Departments and corponding contact persons

Department	Contact Name	Contact Info
Site Technical Security Administrator	Jeremiah Nantona	jnantona@openaccessbpo.com

#### Test Environment implementation and Verification Summary

**The vendor will conduct the activity**

#### Test Environment results Summary

The vendor will conduct the activity

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### Configuration Change Template

Baseline File	N/a
Baseline Version	N/a

#### Baseline File Changes:

Existing Configuration	Proposed Change	Impact	Section
No SNMP Kit is installed to the 6kva UPS	To modernize the ups using SNMP kit	better status monitoring on our 6kva UPS	Jaka(ph1) and GL2

#### Physical Implementation Procedure / Advisory

Bernardo Dela Cruz <bdelacruz@openaccessbpo.com>Crissy Tuazon <ctuazon2@openaccessbpo.com>Lothar Mckenzie <lmckenzie@openaccessbpo.com>Anna Marie Pamatmat <apamatmat@openaccessbpo.com>Lily Fong <lfong@openaccessbpo.com>Ehrald Dabasol <edabasol@openaccessbpo.com>Manuel De Dorigo <mdedorigo@openaccessbpo.com>Frederick Escaro <fescaro@openaccessbpo.com>"Timoteo Jr. Navarro" <tnavarro@openaccessbpo.com>Zhamir Iara Tagle Naicel Angelic Patrick Ocampo <pocampo@openaccessbpo.com>Cristobal <ncristobal@openaccessbpo.com><zhtagle@openaccessbpo.com>Roda Gorospe <rgorospe@openaccessbpo.com>Kate Sanchez <[ksanchez@openaccessbpo.com](mailto:ksanchez@openaccessbpo.com)>  
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Cc: IT Group <itgroup@openaccessmarketing.com>Rynel Ryson Yanes <[ryanes@openaccessbpo.com](mailto:ryanes@openaccessbpo.com)>

Hi All, Please advised that we will be performing a maintenance activity on May 4, 2019 at 9:00AM to 10:00AM for our Server Room UPS units (G2 and Jaka) which will involve the following activity:

1. Installation of SNMP Kit.

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The said activity will entail no downtime but the IT Operations will be on standby for any unexpected or unusual connectivity issues. For any concerns, kindly see contact information below:

[itgroup@openaccessbpo.com](mailto:itgroup@openaccessbpo.com)

Rynel Yanes - 09178535630

IT Mobile Phone number: 09175319081

Backup Procedure
N/a

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#### Physical Implementation Procedure

The vendor will install the SNMP kit

#### Technical Configuration Procedure



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Effectivity:  
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Verification Procedure
The vendor will test the ups after the installation

Back-out Procedure
N/a