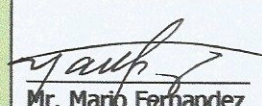


Policy No:	ADM-POL-ITC-0006
Policy Title:	Software Management Policy
Implementation Procedure:	
Date of Issuance:	S.Y.2010-2011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	
"Supersedes" Notification:	
Purpose of Policy:	This details all policies that involve the installation, use and development of all software products in the Colegio.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Software Management is comprised of the following process <ul style="list-style-type: none"> • Software Installation <ul style="list-style-type: none"> • Installation of software in any computer or laptop owned by the Colegio. Will be done only by the authorized ITC personnel. • Students and employees who made unauthorized installation of any software to any computer or laptop owned by the Colegio will be sanctioned based on the Student and Employees handbook. • Offices that need particular software for their work should write a letter of permission to the ITC Director. • Only licensed software will be installed in all computers or laptops. • Software Configuration <ul style="list-style-type: none"> • The role of the ITC is limited in approving the use and installation of the software. Offices that need software requiring license or payment for legal use should seek approval from the Financial Affairs Division for acquisition. • The ITC also develops in-houses software designed to improve the operations of offices. • All proposed in-house developed software should be presented by the ITC Office and are subject for approval from the department and division heads. • Planning, pretesting, evaluation, and improvement on the software is spearheaded by the ITC Office in coordination with the concerned offices. • License Management <ul style="list-style-type: none"> • The ITC is the lone office in the Colegio who serves as the custodian and holds the maintenance of all the acquired and developed software. • The ITC holds the function of license management so as to prevent the illegal duplication and abuse of all the acquired and developed software. • Software Auditing <ul style="list-style-type: none"> • Software Audit includes the regular inventory of all the software used and installed in every computer and laptop units owned by the Colegio. • Only the authorized ITC personnel are allowed to conduct Software Audit • The ITC generates Software Audit reports. Findings in the report are later used as inputs in improving the Software Management practices in the Colegio.
Applicability:	Students and Employees
Policy Approval Authority:	ITC Director
Related Policies or References	
Definition:	
Approved by:	 Mr. Mario Fernandez
Date of Approval:	3/12/2012

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