



## 24. Software and Files Control

Managing IT Equipment's, software's and confidential files

<b>Office or Division:</b>		Administrative Services Department		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G - Government to Government		
<b>Who may avail:</b>		All Balanga Water District Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
.1 Present the IT Equipment to the IT Administrator	1. The IT Administration will access the custodian IT Equipment (Laptop/Desktops).	None	3 minutes	IT Administrator
2. None	2. The IT Administrator will check the software installed based on the job of the custodian. He will remove unnecessary software and add necessary ones.	None	30 minutes	IT Administrator
3. None	3. The IT Administrator will check the USB parts if secured. All USB parts will be blocked by the IT Administrator depending on the job/position of the custodian to prevent the leak of BLWD's confidential files.	None	10 minutes	IT Administrator
4. None	4. The IT Administrator will check the password of the custodian of the IT Equipment	None	10 minutes	IT Administrator



	(Laptop/Desktop). If the IT Equipment is password protected, the custodian has to fill up the IT Equipment Safekeeping form and submit to the IT Administrator. Failure to submit the IT Equipment password will result to removing of the password.			
5. None	5. The IT Administrator will fill up the Software and Files Quarterly Checklist based on the findings.	None	10 minutes	IT Administrator
6. None	6. The IT Administrator will fix the computer based on the findings.	None	30 minutes	IT Administrator
7. None	7. The IT Administrator will back up all the confidential/essential files (monthly reports, plans, etc.) from the custodian IT Equipment for safekeeping purposes.	None	1 hour	IT Administrator
<b>Total:</b>		None	2 hours and 33 minutes	