



# MIS PREVENTIVE MAINTENANCE PLAN

**WEST VISAYAS STATE UNIVERSITY**

Form No.

**Issue No.**

Revision No.

**Date of Effectivity:**

**Issued By:**

Page No.

**WVSU-MIS-SOI-04-F01**

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**July 10, 2018**

MIS

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MIS PREVENTIVE MAINTENANCE PLAN

												3 <sup>rd</sup> week
												4 <sup>th</sup> week
NETWORK EQUIPMENT												
Cleaning of IDF	1 <sup>st</sup> week			1 <sup>st</sup> week			1 <sup>st</sup> week			1 <sup>st</sup> week		
SYSTEM DATABASE/APPLICATION												
Database Backup								4 <sup>th</sup> week	4 <sup>th</sup> week	4 <sup>th</sup> week	4 <sup>th</sup> week	4 <sup>th</sup> week
BIOMETRIC SYSTEM												
Compact Biometric Database									1 <sup>st</sup> week	1 <sup>st</sup> week	1 <sup>st</sup> week	1 <sup>st</sup> week
Delete Obsolete Logs												4 <sup>th</sup> week
UNIVERSITY WEBSITE												
Website File Back-up									3 <sup>rd</sup> week	3 <sup>rd</sup> week	3 <sup>rd</sup> week	3 <sup>rd</sup> week
Database Backup									4 <sup>th</sup> week	4 <sup>th</sup> week	4 <sup>th</sup> week	4 <sup>th</sup> week
Prepared By:												
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