

## MIS PREVENTIVE MAINTENANCE PLAN

Form No. WVSU-MIS-SOI-04-F01
Issue No. 1
Revision No. 0
Date of Effectivity: July 10, 2018
Issued By: MIS

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**WEST VISAYAS STATE UNIVERSITY** 

#### MIS PREVENTIVE MAINTENANCE PLAN

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MIS PREVENTIVE MAINTENANCE PLAN												
DESCRIPTION: Preventive Maintenance Plan for the Year 2021												
FY:	1 <sup>ST</sup> Quarter		2 <sup>ND</sup> Quarter APR MAY JUN			3 <sup>RD</sup> Quarter			4 <sup>TH</sup> Quarter			
COMPLIED LINE	JAN	FEB	MAR	AFK	MAI	JUN	JUL	AUG	SEP	OCT	NOV	DEC
COMPUTER UNIT				1	1			1	1	1	1	1
Scheduled Computer Maintenance:												
VPAA,VPRET	1st week											
VPAF, BOR	2 <sup>rd</sup> week											
PRES, CILPI	3 <sup>rd</sup> week											
IAS,COA, BAC	4 <sup>th</sup> week											
Registrar		1st week										
Budget		2 <sup>nd</sup> week										
Accounting		3rd week										
Cashier		4th week										
ADMIN,HRMO			1st week									
RECORDS, UBRERC			2 <sup>nd</sup> week									
COC, COC SC			3rd week									
CULTURAL CENTER, DANCE & CULTURE			4 <sup>th</sup> week									
Language Center, DIQA			5th week									
ULAC,ASC				1st week								
Governance, Courier, CAS_GS, CAS_Guidance				2 <sup>nd</sup> week								
CAS_DEAN, CAS_English				3 <sup>rd</sup> week								
MATH, SOC SCI.				4th week								
GAD, CAS_RESEARCH					1st week							
PSWF, HOMETEL					2 <sup>nd</sup> week							
URGP, REVIEW CENTER					3 <sup>rd</sup> week							
CLINIC, BOOK STORE					4th week							
OSA, USC						1st week						
TESTING CENTER, FORUM						2 <sup>nd</sup> week						
UNIV. GUIDANCE, ESC						3 <sup>rd</sup> week						
SUPPLY, PUBLISHING HOUSE						4th week						
UDRRMO, SPORTS OFFICE						5 <sup>th</sup> week						
CBM_DEAN, CBM_LAB, SC							1st week					
CTE, ROTC							2 <sup>nd</sup> week					
ALUMNI, DROP-IN							3 <sup>rd</sup> week					
COE DEAN, COE GRAD. SCHOOL							4th week					
COE (Faculty Rm2), COE								1st week				
GUIDANCE ILS DIRECTOR, FACULTY								2st week				
ILS GUIDANCE, SECURITY								3 <sup>rd</sup> week				
WESVARRDEC, CRISMED								4 <sup>th</sup> week				
GSO, DORM									1st week			
CON-DEAN, FACULTY									2 <sup>nd</sup> week			
BIO FACULTY, PHYSICAL SCI.		1		1	1			1	3rd week	1	1	
CENTRAL LAB		1		1	1			1	4 <sup>th</sup> week	1	1	
MIS		1							5 <sup>th</sup> week			
UPDO, CPPO	<u> </u>	†								1st week		
EXTENSION, RESEARCH		<u> </u>								2 <sup>nd</sup> week		
SENIOR HIGH SCHOOL,										3 <sup>rd</sup> week		
CAS_EXT COE-ECE(Faculty Rm1)												
•		1		1		-		1	1	4 <sup>th</sup> week	1 st 1-	
COE-RESEARCH, ILS-DSTT COP-SC, COP-GUIDANCE		1		1		-		1	1	1	1 <sup>st</sup> week 2 <sup>nd</sup> week	
PESCAR DEAN, FACULTY		1		1		-		1	1	1		
ILS_LIB, ILS_LAB		+		1	1			1		1	3 <sup>rd</sup> week 4 <sup>th</sup> week	
ILN_LID, ILN_LAD		-									4··· week	1st week
		+		1	1			1		1	1	2 <sup>nd</sup> week
		<u> </u>		<u> </u>	<u> </u>			<u> </u>	<u> </u>	<u> </u>	<u> </u>	∠ · week



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												3 <sup>rd</sup> week		
												4th week		
NETWORK EQUIPMENT														
Cleaning of IDF	1st week			1st week			1st week			1st week				
SYSTEM DATABASE/APPLICATION														
Database Backup								4th week						
BIOMETRIC SYSTEM														
Compact Biometric Database									1st week	1st week	1st week	1st week		
Delete Obsolete Logs												4th week		
UNIVERSITY WEBSITE														
Website File Back-up									3rd week	3rd week	3rd week	3 <sup>rd</sup> week		
Database Backup									4th week	4th week	4th week	4th week		
Prepared By:					Approved By:									
10.07 / 1.1/ P.P.P.07 / P.														
JOSE A. MADRESTA JR. (Signature over printed name, Date)					LOUIE F. CERVANTES (Signature over printed name, Date)									
(Signature over printea name, Date)					(Signature over printed name, Date)									
MIS Service Desk		Tel: 033	3 320 0870	-77 local	local 1163 Email: mis@wvsu.edu.ph									