

Procedure 11

MANAGEMENT INFORMATION SYSTEM

Date prepared : January 6, 2017 Date approved : January 10, 2017

Effectivity Date: January 11, 2017

Revision No. : 00 Revision Date /:

Control No. / : *PM11-01*

Reviewed by: Engr. Carlos N. Santos, Jr. - GM

Approved by: Div. Miguela G. Pleyto – BOD Chairperson

1.0 OBJECTIVES

Establish guidelines in the MIS Section particularly on processing IT Requests for Santa Water District.

2.0 SCOPE

This procedure defines the duties and responsibilities and authorities for IT Request processing in Santa Water District.

3.0 REFERENCES

- 3.1 ISO 9001:2015 Section 9.2
- 3.2 Procedure for Documented Information

4.0 RESPONSIBILITIES AND AUTHORITIES

End-user; Division Manager; General Manager MIS Personnel; Outsourced Computer Technician

5.0 PROCESS



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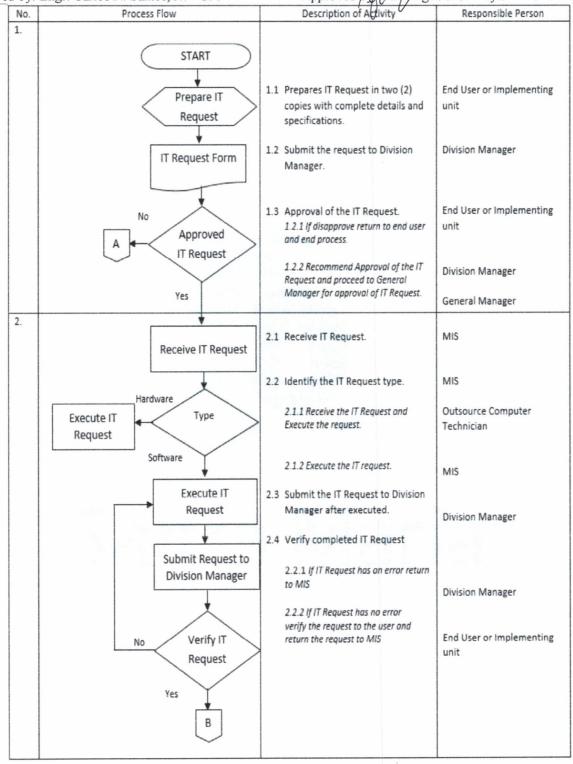
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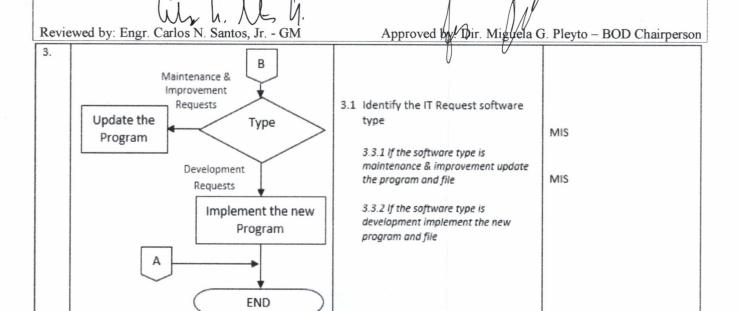
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6.0 **DOCUMENTED INOFRMATION**

6.1 IT Request Form