




REPUBLIC OF THE PHILIPPINES
METROPOLITAN NAGA WATER DISTRICT
40 J. MIRANDA AVENUE, NAGA CITY

MANAGEMENT SUPPORT SERVICES

PROCEDURES AND WORK INSTRUCTIONS MANUAL (PAWIM)

(OGMPW01) DATA STORAGE AND BACK-UP

	METROPOLITAN NAGA WATER DISTRICT	Document Code: OGMPW01	
	PROCEDURE	Revision No.:	0
	DATA STORAGE AND BACK-UP	Effectivity Date:	March 2017
		Page No.:	Page 2 of 3

1. PURPOSE

1.1.This document describes the procedures for data storage and backup as one of the support process under management support service of the MNWD.

1.2.The objectives of data storage and backup process are:

- 1.2.1.** To archive computer data
- 1.2.2.** To have an available data in case of loss
- 1.2.3.** To secure important data
- 1.2.4.** To retrieve documents/backup

2. SCOPE

This procedure will apply to the MNWD- Quality Management System on one support process which is Data Storage and Backup, which focuses on the:

- 2.1.**Electronic Data Backup
- 2.2.**Storing Documents
- 2.3.**Retrieving documents/Backup

3. DEFINITION OF TERMS AND ACRONYMS

Refer to "[Annex A](#)" for the GLOSSARY OF TERMS and "[Annex B](#)" for the ACRONYMS.

4. RESPONSIBILITIES


4.1.INFORMATION AND COMMUNICATION TECHNOLOGY SECTION

- 4.1.1.** Responsible for archiving computer data.
- 4.1.2.** Ensures that all data are stored and backed up.
- 4.1.3.** Ensure that important data are properly secured.
- 4.1.4.** Responsible for restoring data in case of deletion, data corruption or hardware failures.

5. PROCEDURES

This section describes the procedures involve in one support process which is the Data Storage and Backup under management support service of the MNWD.

•PROCEDURE DETAILS: **DATA STORAGE AND BACKUP**

	METROPOLITAN NAGA WATER DISTRICT	Document Code: OGMPW01	
	PROCEDURE	Revision No.:	0
	DATA STORAGE AND BACK-UP	Effectivity Date:	March 2017
		Page No.:	Page 3 of 3

5.1.ELECTRONIC DATA BACK-UP ([Figure 1](#))


- 5.1.1. ICT personnel will collect data from server/computer.
- 5.1.2. Then afterwards they will collate and categorize the data.
- 5.1.3. ICT personnel will select a media to store the backup, write on the media, and then test the stored data.
- 5.1.4. The stored data will be kept in the records room.
- 5.1.5. In the record room data base log record, Records File No., number of copies, date of back up, contents, sources and description should be encoded.

5.2.STORING DOCUMENTS ([Figure 2](#))


- 5.2.1. ICT personnel gather the documents
- 5.2.2. The documents gathered Records File No., number of copies, date of back up, contents, sources, description, shelf no. and location of documents where it should be kept should be encoded in the In the record room data base log record.

5.3.RETRIEVING DOCUMENTS/BACKUP ([Figure 3](#))


- 5.3.1. The employee requesting for a file should secure an approved request of record.
- 5.3.2. The personnel in charge should check the file/documents requested.
- 5.3.3. Once found, Log file number, date, time, name of employee should be encoded in the log record.

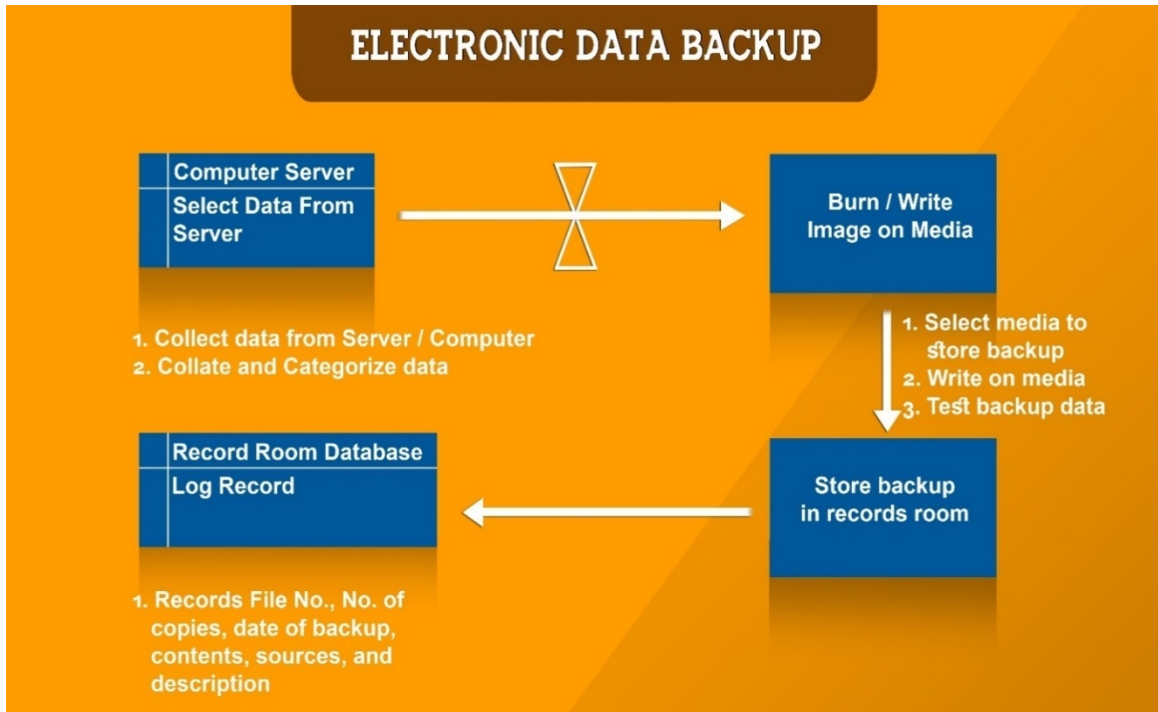
	METROPOLITAN NAGA WATER DISTRICT		Document Code:	
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	GLOSSARY OF TERMS		Effectivity Date:	March 2017
			Page No.:	Page 1 of 1


TERMS	DEFINITION
SOFTWARE DEVELOPMENT	A process of computer programming, documenting, testing, and bug fixing involved in creating and maintaining applications and frameworks resulting in a software product
SYSTEM ANALYSIS	A process of studying an activity in order to define its goals or purposes and to discover operations and procedures for accomplishing them most efficiently.
PSEUDO CODE	A high-level description of the operating principle of a computer program or other algorithm. It uses the structural conventions of a normal programming language, but is intended for human reading rather than machine reading
PROCESS DIAGRAM	Also known as FLOW CHART DIAGRAM it is a visual representation of the sequence, algorithm of steps and decisions needed to perform a process
BUGS	Refers to a list of errors while compiling a program
SOFTWARE	Refers to the program and other operating information we used by a computer
HARDWARE	A physical component of a computer system that contains a circuit board, Integrated Circuits (ICs), or other electronic

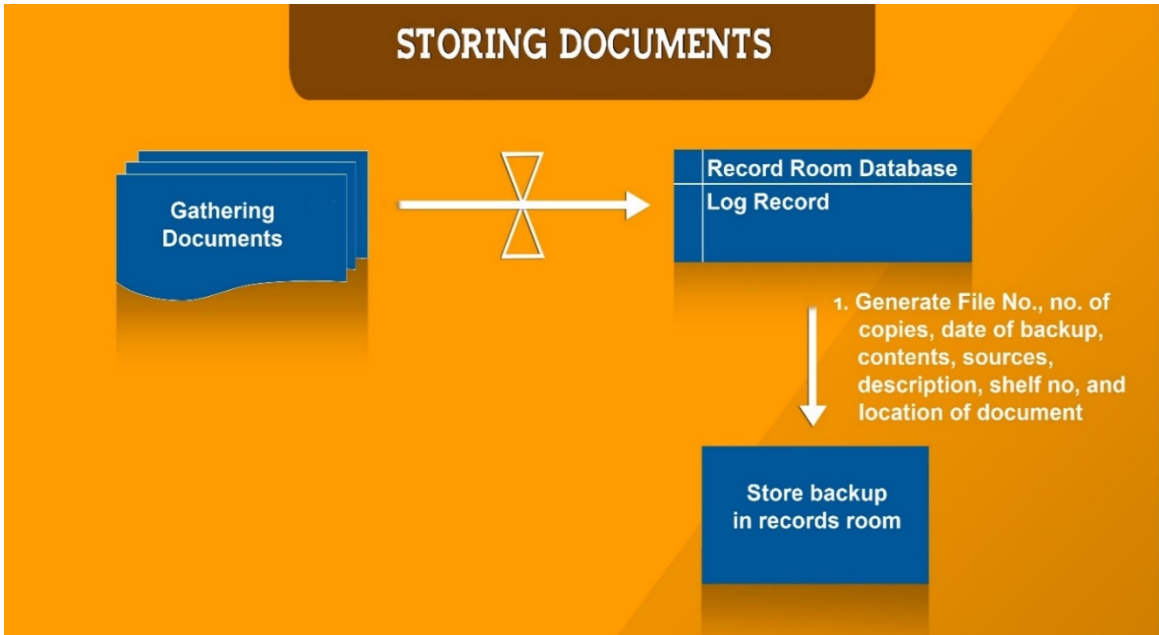
	METROPOLITAN NAGA WATER DISTRICT	Document Code:	
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	ACRONYMS	Effectivity Date:	March 2017
		Page No.:	Page 1 of 1


ACRONYM	DEFINITION
MNWD	METROPOLITAN NAGA WATER DISTRICT
OGM	OFFICE OF THE GENERAL MANAGER
ICT	INFORMATION AND COMMUNICATION TECHNOLOGY
DARMS	DAILY ACCOMPLISHMENT REPORT MANAGEMENT SYSTEM
QMS	QUALITY MANAGEMENT SYSTEM
OOP	OBJECT ORIENTED PROGRAMMING
SDLC	SYSTEM DEVELOPMENT LIFE CYCLE

	METROPOLITAN NAGA WATER DISTRICT		Document Code:	
	FLOWCHART		Revision No.:	0
	ELECTRONIC DATA BACK-UP		Effectivity Date:	March 2017
			Page No.:	Page 1 of 1



	METROPOLITAN NAGA WATER DISTRICT	Document Code:	
	FLOWCHART	Revision No.:	0
	STORING DOCUMENTS	Effectivity Date:	March 2017
		Page No.:	Page 1 of 1



	METROPOLITAN NAGA WATER DISTRICT	Document Code:	
	FLOWCHART	Revision No.:	0
	RETRIEVING DOCUMENTS/BACKUP	Effectivity Date:	March 2017
		Page No.:	Page 1 of 1

