

**1.0. OBJECTIVE**

1.1 To maintain satisfactory equipment conditions, and improve equipment reliability through the use of preventive maintenance activities.

**2.0 SCOPE**

2.1 This policy applies to all CVMFCC IT equipment. Schedule of preventive maintenance is performed based on usage of department. Can be done monthly, quarterly or annually.

**3.0. DEFINITION OF TERMS**

3.1 PMS – Preventive Maintenance Schedule

**4.0 POLICY**

**4.1 PREVENTIVE MAINTENANCE**

4.1.1 Conduct inventory and preventive maintenance to all equipment (branch and head office) done based on the usage per department (Quarterly, Semi- Annual or Annual). PMS must be guided with an ITG inventory and PMS checklist.

4.1.1.1 Equipment must be:

4.1.1.1.1 All parts are in good working condition.

4.1.1.1.2 Software/Hardware are up to date.

4.1.1.1.3 Clean

4.1.1.1.4 All equipment should match the existing inventory records. Update if necessary (e.g/ S/N, P/N, Specification)

4.1.1.2 For recommendation, report to immediate head the findings of branch visit. (e.g. (Written report or via email)

4.1.2 MIS or branch personnel can determine the defective parts by physical status, software, hardware malfunction such as any of the following.

4.1.2.1 Noise

4.1.2.2 Hot surface/temperature abnormality

4.1.2.3 Dust

4.1.2.4 System not responding/restarting

4.1.2.5 Prompting for update

4.1.2.6 Slow progress / hang

4.1.2.7 Not booting

4.1.2.8 Consumables

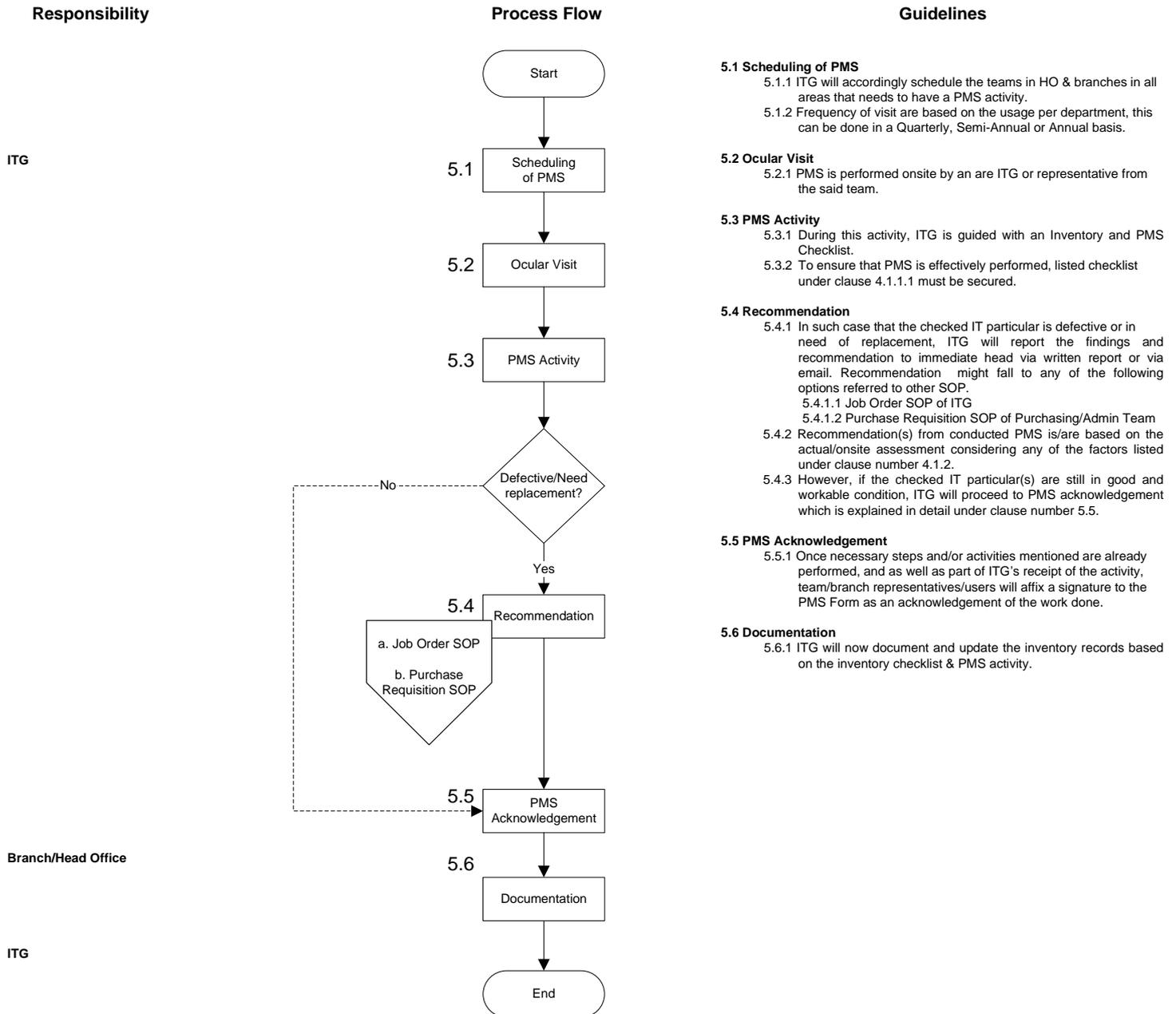
4.1.3 Branch/HO must submit Job Orders and/or Requisition to ITG and must be approved by the Immediate Head. Refer to Job Order Request/Purchase Requisition SOP of Admin/Purchasing Team.

4.1.4 As a receipt of the completion of PMS activity, branch or concerned team will affix their signature as an acknowledgement of the work done.

4.1.5 Documentation

4.1.5.1 Update the inventory records based on the inventory checklist.

5.0 GUIDELINES



**6.0 FORMS**

- 6.1 Inventory/PMS Checklist – ITG-2018-F-005.1-A
- 6.2 Inventory/PMS Checklist – ITG-2018-F-005.2-A

**7.0 AUTHORIZED SIGNATORIES**

No.	FORM	SCOPE	SIGNATORIES
7.1	Inventory / PMS Checklist	Checked by Acknowledged by	ITG Specialist Team/Branch Representative

**8.0 SANCTIONS** : Non-compliance on this policy shall be subject to sanction in accordance with the employee code of conduct.

**9.0 EFFECTIVITY** : This policy will take effect on June 1, 2023

**10.0 ACKNOWLEDGEMENT TO COMPLY AND IMPLEMENT**

This is to acknowledge that we:

- 10.1 Reviewed the policies and procedure herein;
- 10.2 Agree with contents hereof; and
- 10.3 Commit to strictly implement these policies and procedures.

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