|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | --- | | **REQUEST FOR SYSTEM UPDATE** | | | | | | | | | | | | | | | | | | | | | | | | A picture containing graphical user interface  Description automatically generated | |  |
|  | (For PPA Initiated updates) | | | | | | | | | | | | | | | | | | |  | | | |  | |  |
|  |  |  |  |  | |  | |  |  | | |  | | |  | |  |  | |  | | |  | | |  |
|  | Declaration and Data Privacy Consent: The information I have given is true, correct, and complete. By submitting this form, I authorize the Philippine Ports Authority to collect, use, process and retain my personal data in accordance with the PPA’s Privacy Statement and for purposes specified in this form. | | | | | | | | | | | | | | | | | | |  | | | |  | |  |
|  |  | | | |  | |  |
|  |  | | | |  | |  |
|  |  |  |  |  | |  | |  |  | | |  | | |  | |  |  | |  | | |  | | |  |
|  |  |  |  |  | |  | |  |  | | |  | | |  | |  | RSU No: | |  | | | | | |  |
|  |  |  |  |  | |  | |  |  | | |  | | |  | |  | RSU Date: | |  | | | | | |  |
|  | **USR NO(s):** |  | | | | | | | | | | |  | | |  |  |  | |  | | |  | |  | |
|  |  | if update is resolution of previously reported USR(s) | | | | | | | | | | |  | | |  |  |  | |  | | |  | |  | |
|  | **SERVER(S) TO BE UPDATED** | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **TEST ENVIRONMENT** Date of Implementation: | | | | | | | **PRODUCTION (LIVE) ENVIRONMENT** Date of Implementation | | | | | | | | | | | **UAT ENVIRONMENT** Date of Implementation: | | | | | | |  |
|  |  | | | | | | |  | | | | | | | | | | |  | | | | | | |  |
|  | **TYPE OF SYSTEM UPDATE** | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **REQUESTED DUE DATE/TIME:** | | | | | | | | **VERSION No** (for Application only)**:** | | | | | | | | | | | | | | | | |  |
|  | **UPDATE DESCRIPTION / DETAILS / INSTRUCTIONS** | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **REASON FOR THE UPDATE (Attach supporting documents, if Any)** | | | | | | | | | | | | | | | | **ATTACHMENTS:** | | | | | | | |  | |
|  |  | | | | | | | | | | | | | | | |  | | | | | | | |  | |
|  |  | | | | | | | |  | |
|  |  | | | | | | | |  | |
|  | **Requested by:** |  | | |  | |  | | **PPA Authorized Signatory:** | |  | | |  | | | | | | |  |  | | | |  |
|  | Signature over printed name | | | |  | | Date |  | | |  | | | Signature over printed name | | | | |  | | | Date | | |  |
|  | **RECOMMENDED SOLUTION** | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Solution Provided by:** |  | | | |  | |  | **REMARKS:** |  | | | | | | | | | |  | | |  | | |  |
|  |  | | **Tested By (QA)** | | |  | | |  | | | | |  | | |  | | |  |
|  | Signature over printed name | | | |  | | Date |  | | | Signature over printed name | | | | |  | | | Date | | |  |
|  | **Time of  Implementation:** | |  | Before Start After End During Other  of the Day of the Day Production (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | |  |
|  | **To be filled out by ICTD Group implementing the update** | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Implemented By:** | | | | |  | | Verified By: (Helpdesk) | | | | |  | | |  |  | Noted by: ICTD Manager | | | | | | |  | |
|  |  | |  |  | |  | |  | | | | |  | | |  |  |  | |  | | |  | |  | |
|  | Signature over printed name | |  | Date | |  | | Signature over printed name | | | | |  | | | Date |  | Signature over printed name | |  | | | Date | |  | |
|  | **Confirmed/Concurred by: Requesting PMO/RC**:   Signature over printed name Date | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **In the absence of signature, please specify and attach email communication or letter signifying concurrence to the system updates** | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |  |  |  | |  | |  |  | | |  | | |  | |  |  | |  | | |  | | |  |

Text, letter

Description automatically generated

GENERAL INSTRUCTIONS:

1. Fill-in the RSU number.
2. Provide the date of the Request for System Update.
3. Provide the USR/s No.
4. Provide Server(s) to be Updated.
5. Indicate the Type of System Update.
6. Indicate due date/time and Version No.
7. Provide data on update description/details/instructions.
8. Indicate reason for update (attach supporting documents, if any).
9. Provide the name of person requesting for update and the date.
10. Provide the name of PPA authorized signatory and date.
11. Provide details on recommended solution.
12. Fill in the name of who provided the solution and the date.
13. Provide time of implementation.
14. Provide details of who implemented, verified, and noted the request.
15. Fill in the name of who confirmed/concurred and the date.