CIRCULAR NO. <u>833</u> Series of 2014

Subject: Amendment to Appendix 75c of BSP Circular No. 808 - Software Acquisition

Pursuant to Monetary Board Resolution No. 690 dated 30 April 2014, Section 6 of Appendix 75c of BSP Circular No. 808 dated 22 August 2013 is hereby amended to include the following:

6. SYSTEM ACQUISITION

XXX

6.3. TO OPTIMIZE USE OF ACQUIRED SOFTWARE AND LIMIT OR MINIMIZE RISKS FROM UNAUTHORIZED OR OBSOLETE SOFTWARE, GUIDELINES AND PROCEDURES ON INSTALLATION, USE, MAINTENANCE AND RETIREMENT SHOULD BE FORMALLY DEFINED. INSTALLATION SHOULD BE CONTROLLED TO MINIMIZE RISKS FROM UNAUTHORIZED SOFTWARE (SUCH AS LOSS OF DATA, REDUCED PRODUCTIVITY AND UNNECESSARY CONSUMPTION OF NETWORK BANDWIDTH). LICENSES SHOULD ALSO BE ADEQUATELY REVIEWED, SAFE KEPT AND MONITORED TO ENSURE PROPER USAGE AND ADHERENCE TO TERMS AND CONDITIONS. AS CHANGES IN THE INDUSTRY AND UPDATES TO THE COMPUTING ENVIRONMENT OCCUR, SOFTWARE RETIREMENT SHOULD ALSO BE DEFINED IN THE GUIDELINES TO PROVIDE WHEN AND HOW ACQUIRED SOFTWARE WILL BE REMOVED FROM OR UPGRADED IN THE BSI'S EXISTING PORTFOLIO.

This Circular shall take effect fifteen (15) days following its publication either in the Official Gazette or in a newspaper of general circulation.

AMANDO M. TETANGCO, JR.

Governor

28 May 2014