[LTO MEMORANDUM CIRCULAR NO. 615-2005, May 05, 2005]

GUIDELINES IN THE IMPLEMENTATION OF THE PASSWORD POLICY CONFIGURATION

Pursuant to Unnumbered Memorandum dated 02 July 2004 otherwise known as "Implementation of the Password Policy Configuration, Group Policy Configuration, Delegation Configuration and ISA-Firewall Port Scanning", the following guidelines and procedures are hereby promulgated for the guidance and compliance of all users of the LTO-IT System.

A. Objective

1. to establish a standard for the creation of appropriate password and the protection thereof;
2. to define the guidelines to effectively manage security on the network;
3. to ensure data integrity and confidentiality of information;
4. to ensure the only authorized personnel have access to the network;
5. to restrict access to information, systems and resources according to their roles and functions.

B. Definition of Terms

1. Username - a unique system identifier assigned to every user.
2. Account - refers to access privileges to the LTO-IT System
3. Account Holder - a person to whom an account is issued
4. Core Application - the system developed for the frontline processing of LTO; also called CoreApps. These are Driver's Licensing System (DLS), Motor Vehicle Registration System (MVRS), Revenue Collection System (RCS), Manufacturers, Assemblers, Importers & Dealers Reporting System (MAIDRS) and Law Enforcement & Traffic Adjudication System (LETAS).
5. End-User - as LTO employee who uses and processes LTO transactions through the CoreApps; also called User.
6. Password - a security measure used to restrict access to computer system and sensitive files. A password is a unique string of characters that a user types in as an identification code and as basis for authentication.
7. System Administrators - Stradcom personnel who manage the operating system-level services and security; also called SysAd.
8. Workstation - a microcomputer usually connected to a network, at which a user can perform applications and has a processing capability.
9. Customer Care - an internal Stradcom organization of technical support specialists responsible for responding to requests for technical assistance pertaining to all system-related software and hardware matters.
10. Site Support - a Stradcom employee assigned at the District Office to offer first-hand technical assistance to users.