RELEASED

December 4, 2018

DEC 0 5 2018

By _____
DepED Angeles City
Division of City Schools

DIVISION MEMORANDUM
No. 576 S. 2018

CONDUCT OF PREVENTIVE MAINTENANCE TO DIVISION-ISSUED ICT EQUIPMENT

To : **Assistant Schools Division Superintendent**
Division Chief
Unit Heads
All Concerned Division Personnel

1.   This Office announces the conduct of preventive maintenance to division-issued ICT equipment that will commence on December 5, 2018. During the conduct of the said activity, the ICT Services Unit will inspect, identify the handle emergent issue of all division-issued ICT equipment, including desktop computer, laptop computers, printers and peripherals.

2.   In this regard the following actions are to be done by the end users before the conduct of the preventive maintenance:

  a.   Backup importance files in removable storage devices like optical disk (CD or DVD) and flash drives.
  b.   Transfer all personal files into a removable storage device.
  c.   Remove unused icons on the computer desktop.
  d.   Uninstall irrelevant software program.

3.   The ICT services Unit shall follow the guidelines stated in DepEd Order No. 95, s. 2010 – guidelines on the proper Use of computer and Network Facilities in all DepEd Administrative Offices and Schools.

4.   Enclosure No. 1 is the Preventive Maintenance Plan.

5.   Immediate dissemination of this memorandum to all concerned is enjoined.

LEILANI SAMSON CUNANAN, CESO VI
Schools Division Superintendent

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"SMILES BRIGHT, SERVES RIGHT"
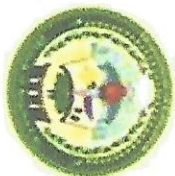
Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City
Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322 – 4702 / Fax No.: (045) 887 - 6099

Preventive Maintenance Plan

Schedule of Preventive Maintenance: December 2018

Covered Equipment and Peripherals:

Hardware	Software
• System Unit	• Operating System
• Monitor	• Productivity Software
• Mouse	• Antivirus
• Keyboard	• Device Drivers
• UPS/AVR	
• Printer/Scanner	
• Cables	

Offices / Units: OSDS
- SDS
- ASDS
- Budget Unit
- Accounting Unit
- Administrative Services
- Records Unit
- Human Resource Management Unit
- Asset Management Unit
- Cash Unit
- ICT Services

Schedule of Preventive Maintenance: February 2019

Covered Equipment and Peripherals:

Hardware	Software
• System Unit	• Operating System
• Monitor	• Productivity Software
• Mouse	• Antivirus
• Keyboard	• Device Drivers
• UPS/AVR	
• Printer/Scanner	
• Cables	

Offices / Units: CID
- Office of the CID Chief
- Instructional Management
- District Instructional Supervision
- LRM
- ALS

Schedule of Preventive Maintenance: March 2019

Covered Equipment and Peripherals:

Hardware	Software
• System Unit	• Operating System
• Monitor	• Productivity Software
• Mouse	• Antivirus
• Keyboard	• Device Drivers
• UPS/AVR	
• Printer/Scanner	
• Cables	

Offices / Units: SGOD
- Office of the SGOD Chief
- School Monitoring and Evaluation
- Social Mobilization and Networking
- Human Resource Training and Development
- Planning and Research
- School Health and Nutrition
- School Education Facilities
- Youth Formation

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Preventive Maintenance Plan

Section	JAN 1	2	3	4	FEB 1	2	3	4	MAR 1	2	3	4	APR 1	2	3	4	MAY 1	2	3	4	JUN 1	2	3	4	JUL 1	2	3	4	AUG 1	2	3	4	SEP 1	2	3	4	OCT 1	2	3	4	NOV 1	2	3	4	DEC 1	2	3	4
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