RELEASED
DEC 1 2 2019
By
DepED Angeles City
Division of City Schools

December 12, 2019

DIVISION     MEMORANDUM
No. 510      S. 2019

## 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 January 6, 2020. 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. This will also install the Microsoft O365 and activate the license account.

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

   a.    Backup important 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.

**MA. IRELYN P. TAMAYO PhD, CESE**
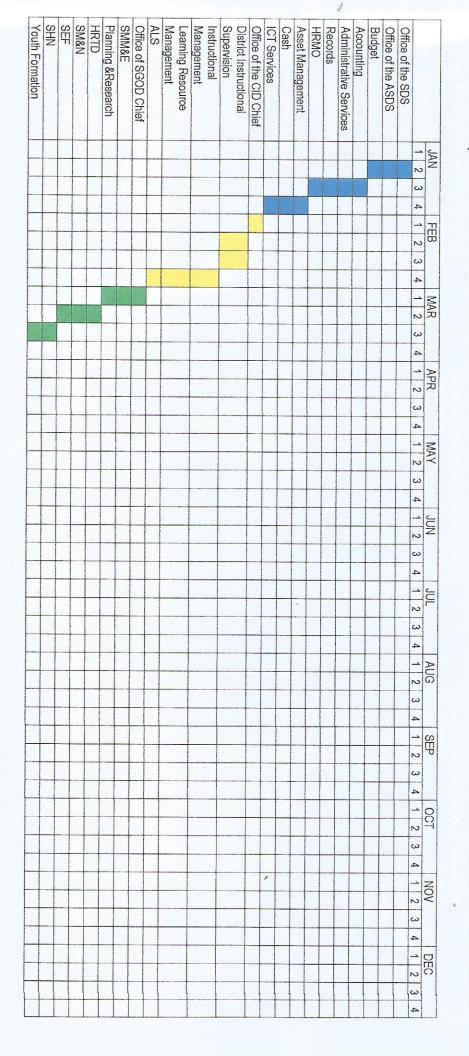Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

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

| Office | 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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| Cash | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ICT Services | | | | | | | | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Office of the CID Chief | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| District Instructional Supervision | | | | | | | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Instructional Management | | | | | | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Learning Resource Management | | | | | ■ | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Office of SGOD Chief | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Youth Formation | | | | | | | | | | | ■ | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

# 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

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## Schedule of Preventive Maintenance: January 2020

**Covered Equipment and Peripherals:**

| Hardware | Software |
|---|---|
| • System Unit | • Operating System |
| • Monitor | • Productivity Software |
| • Mouse | |
| • Keyboard | • Antivirus |
| • UPS/AVR | • Device Drivers |
| • 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

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## Schedule of Preventive Maintenance: February 2020

**Covered Equipment and Peripherals:**

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

**Offices / Units: CID**

- Office of the CID Chief
- Instructional Management
- District Instructional Supervision
- LRM
- ALS

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## Schedule of Preventive Maintenance: March 2020

**Covered Equipment and Peripherals:**

| Hardware | Software |
|---|---|
| • System Unit | • Operating System |
| • Monitor | • Productivity Software |
| • Mouse | |
| • Keyboard | • Antivirus |
| • UPS/AVR | • Device Drivers |
| • 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