

### Republic of the Philippines

## Devartment of Education **REGION X- NORTHERN MINDANAO**

**DIVISION OF MALAYBALAY CITY** 

# 11N42820 -01-017 DEPED MALAYSALAY CITY DIVISION

## Office of the Schools Division Superintendent

#### **MEMORANDUM**

To:

**Assistant Schools Division Superintendent** 

Chief Education Supervisors and Staff, CID and SGOD

Section/Unit Heads and Staff

All Others Concerned

From:

VICTORIA V. GAZO, PhD, CESO V

Schools Division Superintendent

Date:

January 27, 2020

Subject: SCHEDULE OF PREVENTIVE MAINTENANCE FOR DEPED ISSUED ICT

**EQUIPMENT IN THE DIVISION OFFICE** 

- Pursuant to DepEd Order No. 95, s. 2010 re: Guidelines on the Proper Use of 1. Computers and Network Facilities in all Administrative Offices and Schools, the ICT Unit will conduct a preventive maintenance check-up of all DepEd issued ICT equipment in the Division Office, which will commence on February 3, 2020.
- 2. It is recommended that all employees with assigned computer desktop or laptop will conduct initial housekeeping of the following prior to the scheduled preventive maintenance:
  - a. Backup important files in removable storage devices such as optical disk, flash drives or external hard disk;
  - b. Transfer all personal files into a removable storage device; and
  - c. Remove or uninstall irrelevant application/software.
- 3. Enclosed is the Preventive Maintenance Plan for reference.
- Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at 09770618486.

Encl: As stated Copy Furnished:

Records Unit

## TO BE POSTED IN THE WEBSITE



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Email Address: malaybalay.city@deped.gov.ph; depedmalaybalay@gmail.com

REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY

#### PREVENTIVE MAINTENANCE PLAN

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Prepared By:

PAUL JOHN P. ARIAS
IT Officer I