



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

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 DEPED MALAYBALAY CITY DIVISION
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 DATE JAN-27-2020
 BY: [Signature]

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**

1. Pursuant to DepEd Order No. 95, s. 2010 re: Guidelines on the Proper Use of 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.
4. 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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