



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

UNM 2021-07-001
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 15 JUNE 10:39
BY: _____

MEMORANDUM

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Section/Unit Heads
All Others Concerned**

From: **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

Date: July 15, 2021

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 July 22, 2021.
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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PREVENTIVE MAINTENANCE PLAN

Office/Division/Section/Unit	JAN			FEB			MAR			APR			MAY			JUN			JUL			AUG			SEP			OCT			NOV			DEC			Remarks (Actual)			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		1	2	3
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT																																								
Office of the SDS																																								
Office of the ASDS																																								
Administrative Services (Office of the AO)																																								
Cash Unit																																								
Personnel Unit																																								
Records Unit																																								
Property and Supply Unit																																								
Accounting Section																																								
Budget Section																																								
Legal Services																																								
ICT Services																																								
Procurement Unit																																								
CURRICULUM IMPLEMENTATION DIVISION																																								
Office of the Division Chief (CID)																																								
Instructional Management																																								
District Instructional Supervision																																								
Learning Resources Management																																								
Alternative Learning System (ALS)																																								



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