



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

UNM 2022-64-026
DEPED MALAYBALAY CITY DIVISION
DATE: APR 19 2022 9:15
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: April 19, 2022

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 April 25, 2022.
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



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Website: depedmalaybalay.net
Email Address: malaybalay.city@deped.gov.ph



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

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	4	1	2	3	4	1	2	3	4	
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)																																																	

	Purok 6, Casisang, Malaybalay City Telefax (088) 314-0094 Email: malaybalay.city@deped.gov.ph	Document No. : FM-ICT-02 Revision No. : 00	Eff. Date : 03-16-20 Pages : 1 of 2
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SCHOOL GOVERNANCE AND OPERATIONS DIVISION																																							
Office of the Division Chief (SGOD)																																							
School Monitoring and Evaluation																																							
Social Mobilization and Networking																																							
Planning and Research																																							
Human Resource Development																																							
Education Facilities																																							
School Health																																							
Disaster Risk Reduction and Management																																							
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Prepared by:


PAUL JOHN P. ARIAS
 IT Officer I

Year: 2022

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