



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

UNM-2023-02-012
DEPED MALAYBALAY CITY DIVISION
RELEASED
FEB 15 2023 3:24
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: February 15, 2023

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 20, 2023.
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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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		
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

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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: 2023