




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

UNM- 2024-09-093
DEPED MALAYBALAY CITY DIVISION
RELEASED

DATE: _____ Time: 2:16
By: MAR T 2 2024 

MEMORANDUM

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

From: **CHERRY MAE L. LIMBACO-REYES**
Schools Division Superintendent 

Date: March 11, 2024

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 March 11, 2024.
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 09606260298.

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
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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