



Republic of the Philippines  
**Department of Education**  
 REGION VI – Western Visayas  
 SCHOOLS DIVISION OF SAGAY CITY

JUL 01 2024

July 1, 2024

**DIVISION MEMORANDUM**NO. 395, S. 2024

**IMPLEMENTATION OF PREVENTIVE MAINTENANCE PLAN OF DCP PACKAGES, COMPUTER UNITS  
 AND OTHER ELECTRONIC DEVICES IN THE LEARNING CENTERS FOR SY 2024-2025**

To: Asst. Schools Division Superintendent  
 Chief Education Supervisor, CID  
 Chief Education Supervisor, SGOD  
 Administrative Officer V  
 Public District Supervisors  
 Public School Heads, Elementary and Secondary  
 All Others Concerned

1. In line with our commitment to ensuring the optimal performance and longevity of our computer units and electronic devices, the ICT Unit will be implementing a Preventive Maintenance Plan of all the computer units and electronic devices of the schools and division office.
2. The primary goal of this program is to enhance the efficiency, reliability, and lifespan of our electronic devices, including computer units, projectors, printers, tablets, and other relevant equipment. By conducting regular maintenance and adhering to best practices, these aim to minimize downtime, reduce repair costs, and provide a seamless technology experience for all users.
3. School ICT Coordinators-ICT Related Programs are directed to prepare and submit preventive maintenance plan for the academic year 2024-2025 on July 31, 2024, to the ICT Unit. This plan should outline the schedule for performing maintenance on the DepEd-owned computer units and electronic devices in the schools.
4. Further, School ICT Coordinators-ICT Related Programs are advised to perform preventive maintenance on government property computer units and electronic devices every two (2) months. Hiring of technician is allowed as long it is under the supervision of the School ICT Coordinator-ICT Related Programs chargeable to school MOOE.
5. Attached is a standard template for the preventive maintenance plan.
6. For your compliance.

**MARSETTE D. SABBALUCA, CESO VI**  
 Schools Division Superintendent

To be indicated in the Perpetual Index  
 under the following subjects:

PREVENTIVE MAINTENANCE PLAN

DEPED ICT INFRASTRUCTURE

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**SCHOOL PREVENTIVE MAINTENANCE PLAN FOR DCP PACKAGES, COMPUTER UNITS AND OTHER ELECTRONIC DEVICES  
SY 2024-2025**

School Name:

School ID:

School ICT Coordinator-ICT Related Programs:

LIST OF DEVICES	ACQUIRED (DCP, LGU, MOOE, Donation)	PREVENTIVE MAINTENANCE SCHEDULES						MAINTENANCE PROCEDURES (cleaning and dust prevention, software updates, hardware checks and/or repair)	For REPAIR: Please specify repair activity
		1 <sup>st</sup> PMS Date	2 <sup>nd</sup> PMS Date	3 <sup>rd</sup> PMS Date	4 <sup>th</sup> PMS Date	5 <sup>th</sup> PMS Date	6 <sup>th</sup> PMS Date		

Submitted by:

SIC-ICT Related Programs

Approved:

School Head



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