



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

July 1, 2024

OFFICE MEMORANDUM
NO. 027, S. 2024

SCHEDULE OF COMPUTER PREVENTIVE MAINTENANCE ACTIVITIES FOR CY 2024

To: Asst. Schools Division Superintendent
Chief Education Supervisor, CID & SGOD
Unit Heads
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, announces the schedule of the conduct of computer preventive maintenance activities for CY 2024, 3rd and 4th quarter. Please refer to the table below:

3 rd QUARTER				
UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S
CASH	1	JULY	2	11-13
SGOD	3			
RECORDS	2		3	15
BUDGET	3			
ACCOUNTING	6	AUGUST	2	12-14
PERSONNEL-2	6		3	22-24
PERSONNEL-1	4	SEPTEMBER	1	5-7
ADMIN	2			
PLANNING	2			

4 th QUARTER				
UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S
HEALTH	4	OCTOBER	5	29-30
CTD	4			
SUPPLY	2	NOVEMBER	1	6
LEGAL	1			
ALS COMPUTER LAB	20	DECEMBER	1	2-6
DAT CENTER	2		2	9-10

2. During these dates, the designated users of DepEd-owned desktop computer and laptops that are currently in use are requested to allow the ICT Unit personnel to utilize the equipment for the conduct of computer preventive maintenance activities – disk defragmentation if applicable, checking of antivirus software, operating system updating in units that does not have conflict with their unit’s information system, cleaning the internal part of the system unit (for out-of-warranty desktop computers), and others. New devices acquired and setup within the year will be excluded while specific requests for troubleshooting and technical assistance for the said devices will be catered upon request to the ICT unit.

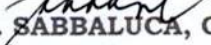


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3. In the event that the computer will not be available as scheduled due to an important task that needs to be completed or other considerable reasons, the ICT Unit personnel and the designated user must agree on a new schedule for the preventive maintenance.
4. Immediate dissemination and compliance with this memorandum are desired.


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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