



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

February 25, 2025

DIVISION MEMORANDUM

NO. 156, S. 2024

IMPLEMENTATION OF PREVENTIVE MAINTENANCE PLAN OF DCP PACKAGES, COMPUTER UNITS
AND OTHER ELECTRONIC DEVICES IN THE SCHOOLS FOR FY 2025

To: Asst. Schools Division Superintendent
Chief Education Supervisor, CID
Chief Education Supervisor, SGOD
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 in the schools.
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 fiscal year 2025 on March 7, 2025, 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. Immediate dissemination and compliance of this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
Officer In-charge
Office of the Schools Division Superintendent



Enclosure : 1
Reference : none
Allotment : N/A
No. of Pages : 2
To be indicated in the **Perpetual Index** under the following subjects:

PREVENTIVE MAINTENANCE PLAN DEPED ICT INFRASTRUCTURE



Address: Sitio Chloe, Barangay Rizal, Sagay City, Negros Occidental 6122
Email Address: sagay.city001@deped.gov.ph
Website: <https://depedsagay.com>



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

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

School Name:

School ID:

School ICT Coordinator-ICT Related Programs:

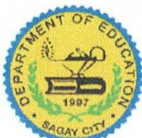
LIST OF DEVICES	ACQUIRED (DCP, LGU, MOOE, Donation)	PREVENTIVE MAINTENANCE SCHEDULES						MAINTENANCE PROCEDURES (cleaning and dust prevention, software updates, hardware checks and/or repair)	For REPAIR: Please specify repair activity
		1st PMS Date	2nd PMS Date	3rd PMS Date	4th PMS Date	5th PMS Date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

Submitted by:

SIC-ICT Related Programs

Approved:

School Head



Address: Sitio Chloe, Barangay Rizal, Sagay City, Negros Occidental 6122
Email Address: sagay.city001@deped.gov.ph
Website: <https://depedsagay.com>