



July 5, 2018

DIVISION MEMORANDUM


No. 97, s. 2018

TO: Assistant Schools Division Superintendent
Division Chief
Unit Heads
All Concerned Division Personnel

CONDUCT OF PREVENTIVE MAINTENANCE TO DIVISION-ISSUED ICT EQUIPMENT

1. This Office announces the conduct of preventive maintenance to division-issued ICT equipment that will commence on July 23, 2018. During the conduct of the said activity, the ICT Services Unit will inspect, identify and handle emergent issues of all division-issued ICT equipment, including desktop computer, laptop computers, printers and peripherals.
2. In this regard the following actions are to be done by the end users before the conduct of the preventive maintenance:
 - a. Backup important files in removable storage devices like optical disk (CD or DVD) and flash drives.
 - b. Transfer all personal files into a removable storage device.
 - c. Remove unused icons on the computer desktop.
 - d. Uninstall irrelevant software programs.
3. The ICT Services Unit shall follow the guidelines stated in DepEd Order No. 95, s. 2010 – Guidelines on the Proper Use of Computer and Network Facilities in all DepEd Administrative Offices and Schools.
4. Enclosure No. 1 is the Preventive Maintenance Plan.
5. Immediate dissemination of this memorandum to all concerned is enjoined.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

<p>Document Code: SJDMC-PM-OSDS-ICTS-PMP-001 Revision: 00 Effectivity date: 06-27-2018</p>	<p>Name of Office: OSDS - Information and Communications Technology Services</p>	<p>Procedure Manual for QMS and ISO 9001:2015</p>	<p>PREVENTIVE MAINTENANCE PLAN</p>		<p>Prepared by: <i>Arthur F. Francisco</i> ARTHUR F. FRANCISCO Information Technology Officer I Document Controller</p>	<p>Approved by: <i>Germelina H. Pascual</i> GERMELINA H. PASCUAL, CESO V Schools Division Superintendent</p>	<p>Recommending approval: <i>Dr. Maria Carmen P. Cuenco</i> DR. MARIA CARMEN P. CUENCO, CESO V Assistant Schools Division Superintendent Quality Management Representative</p>	<table border="1"> <thead> <tr> <th data-bbox="584 129 657 779">Schedule of Preventive Maintenance: 1st Trimester July-August</th> <th data-bbox="584 779 657 1424">Schedule of Preventive Maintenance: 2nd Trimester November-December</th> <th data-bbox="584 1424 657 2069">Schedule of Preventive Maintenance: 3rd March-April</th> </tr> </thead> <tbody> <tr> <td data-bbox="657 129 998 779"> <p>Covered Equipment and Peripherals:</p> <p>Hardware</p> <ul style="list-style-type: none"> • System Unit • Monitor • Mouse • Keyboard • UPS/AVR • Printer/Scanner • Cables <p>Software</p> <ul style="list-style-type: none"> • Operating System • Productivity Software • Antivirus • Device Drivers <p>Offices / Units: OSDS</p> <ul style="list-style-type: none"> • SDS • ASDS • Budget Unit • Accounting Unit • Administrative Services Unit • Records Unit • Personnel Unit • Supply Unit • Cash Unit • Supply Unit • ICT Unit </td> <td data-bbox="657 779 998 1424"> <p>Covered Equipment and Peripherals:</p> <p>Hardware</p> <ul style="list-style-type: none"> • System Unit • Monitor • Mouse • Keyboard • UPS/AVR • Printer/Scanner • Cables <p>Software</p> <ul style="list-style-type: none"> • Operating System • Productivity Software • Antivirus • Device Drivers <p>Offices / Units: CID</p> <ul style="list-style-type: none"> • Office of the CID Chief • Instructional Management • District Instructional Supervision • LRMDC • ALS </td> <td data-bbox="657 1424 998 2069"> <p>Covered Equipment and Peripherals:</p> <p>Hardware</p> <ul style="list-style-type: none"> • System Unit • Monitor • Mouse • Keyboard • UPS/AVR • Printer/Scanner • Cables <p>Software</p> <ul style="list-style-type: none"> • Operating System • Productivity Software • Antivirus • Device Drivers <p>Offices / Units: SGOD</p> <ul style="list-style-type: none"> • Office of the SGOD Chief • School Monitoring and Evaluation • Social Mobilization and Networking • Human Resource Development • Planning and Research • School Health and Nutrition • Education Facilities </td> </tr> </tbody> </table>	Schedule of Preventive Maintenance: 1st Trimester July-August	Schedule of Preventive Maintenance: 2nd Trimester November-December	Schedule of Preventive Maintenance: 3rd March-April	<p>Covered Equipment and Peripherals:</p> <p>Hardware</p> <ul style="list-style-type: none"> • System Unit • Monitor • Mouse • Keyboard • UPS/AVR • Printer/Scanner • Cables <p>Software</p> <ul style="list-style-type: none"> • Operating System • Productivity Software • Antivirus • Device Drivers <p>Offices / Units: OSDS</p> <ul style="list-style-type: none"> • SDS • ASDS • Budget Unit • Accounting Unit • Administrative Services Unit • Records Unit • Personnel Unit • Supply Unit • Cash Unit • Supply Unit • ICT Unit 	<p>Covered Equipment and Peripherals:</p> <p>Hardware</p> <ul style="list-style-type: none"> • System Unit • Monitor • Mouse • Keyboard • UPS/AVR • Printer/Scanner • Cables <p>Software</p> <ul style="list-style-type: none"> • Operating System • Productivity Software • Antivirus • Device Drivers <p>Offices / Units: CID</p> <ul style="list-style-type: none"> • Office of the CID Chief • Instructional Management • District Instructional Supervision • LRMDC • ALS 	<p>Covered Equipment and Peripherals:</p> <p>Hardware</p> <ul style="list-style-type: none"> • System Unit • Monitor • Mouse • Keyboard • UPS/AVR • Printer/Scanner • Cables <p>Software</p> <ul style="list-style-type: none"> • Operating System • Productivity Software • Antivirus • Device Drivers <p>Offices / Units: SGOD</p> <ul style="list-style-type: none"> • Office of the SGOD Chief • School Monitoring and Evaluation • Social Mobilization and Networking • Human Resource Development • Planning and Research • School Health and Nutrition • Education Facilities
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