



Republic of the Philippines  
**Department of Education**  
**REGION I**  
 SCHOOLS DIVISION OF VIGAN CITY

**OFFICE MEMORANDUM**

No. 046, s. 2024

**CONDUCT PREVENTIVE MAINTENANCE OF ICT EQUIPMENT IN THE DIVISION OFFICE**

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

1. Pursuant to DepEd Order No. 95, s. 2010, regarding the 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, starting in August 2024.
2. It is recommended that all employees with assigned desktop or laptop computers perform initial housekeeping on the following items before the scheduled preventive maintenance:
  - a. Backup important files to Microsoft OneDrive or to removable devices such as flash drive or external hard disk.
  - b. Transfer all personal files to a removable storage device.
  - c. Remove or uninstall unnecessary software programs.
3. Attached herewith is the monthly schedule of the ICT unit for your reference.
4. Maximum involvement and cooperation of all concerned is encouraged.
5. For information, guidance, and compliance.



**VILMA D. EDA, CESO V**  
 Schools Division Superintendent



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**ICT MAINTENANCE AND MONITORING PLAN 2024**

OFFICE / UNIT	No. of Unit (Desktop/Laptop)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
SDS Office	2												
ASDS Office	2												
Records Office	2												
HR/Personnel Office	5												
Admin Office	1												
Payroll Office	3												
Supply Office	2												
Cash Office	4												
COA Office	4												
Budget Office	3												
Accounting Office	6												
Health Office	5												
SGOD Office	11												
CID Office	13												
ICT/BAC Office	5												
LR Office	2												
Legal/DIO Office	1												

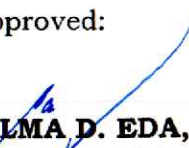
Prepared by:

  
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Recommending Approval:

  
**ANNIE D. PAGDILAO, CESO VI**  
 Assistant Schools Division Superintendent

Approved:

  
**VILMA D. EDA, CESO V**  
 Schools Division Superintendent



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**COMPUTER MAINTENANCE CHECKLIST FORM**

**Hardware Maintenance:**

- Physically inspect for damage, loose cables, or components.
- Clean the computer and peripherals.
- Remove dust and debris from inside.
- Assess hardware upgrades (e.g., RAM, hard drive).
- Inspect and clean peripheral devices (e.g., mouse, keyboard, printer).

**Software Maintenance:**

- Install operating system updates.
- Update antivirus software and run a full system scan.
- Regularly back up important data.
- Perform disk cleanup to optimize storage.
- Organize files and folders for efficient data retrieval.

**Performance Testing:**

- Run system performance tests or diagnostics. *(use windows tools)*
- Test internet speed and connection stability. *(use speedtest.net)*

**Security Checks:**

- Confirm the firewall is active and configured correctly.
- Verify that security software is functioning.
- Monitor for security alerts and threats.

Signature: \_\_\_\_\_

Computer Owner/Responsible Person:  
\_\_\_\_\_

Date: \_\_\_\_\_

Checked by: \_\_\_\_\_



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