

### Republic of the Philippines

# Department of Education REGION 1

SCHOOLS DIVISION OF VIGAN CITY

## OFFICE MEMORANDUM

No. \_\_\_\_\_, s. 2025

# CONDUCT OF 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

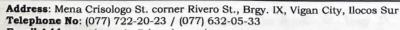
- 1. Pursuant to DepEd Order No. 95, s. 2010, regarding the Guidelines on the Proper Use of Computers and Network Facilities in all Administrative Offices and Schools, the ICT Unit will conduct a preventive maintenance check-up of all DepEd-issued ICT equipment in the Division Office, starting in April 2025.
- 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 DEDA, CESO V
Schools Division Superintendent







Email Address: vigan.city@deped.gov.ph Website: www.depedvigancity.com







# Republic of the Philippines

# Department of Education REGION I SCHOOLS DIVISION OF VIGAN CITY

# ICT MAINTENANCE AND MONITORING PLAN 2025

Legal/DIO Office	LR Office	ICT/BAC Office	CID Office	SGOD Office	Health Office	Accounting Office	Budget Office	COA Office	Cash Office	Supply Office	Payroll Office	Admin Office	HR/Personnel Office	Records Office	ASDS Office	SDS Office		OFFICE / UNIT
,	2	5	13	8	ъ	7	3	4	4	2	3 13	2	5	2	2	2	(Desktop/Laptop)	No. of Unit
											THE STATE OF							Ä
													The second	The same				FEB
													10					
									Name of the Park					(6 to 10 to				APR
												2213						MAY
				3.70		1000						der sig						MAR APR MAY JUN JUL
																	81	Ĕ
																		AUG
																		SEPT
																		OCT
																		AUG SEPT OCT NOV
																		DEC

Prepared by:

ERIC 1/TAPAT Information Technology Officer I

ANNIE D. PAGDILAO, CESO VI

Recommending Approval:

**Assistant Schools Division Superintendent** 

Approved:

Schools Division Superintendent VILMA D. EDA, CESO V









Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph

Website: www.depedvigancity.com





# Republic of the Philippines

# Department of Education REGION I

SCHOOLS DIVISION OF VIGAN CITY

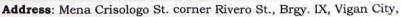
# PREVENTIVE MAINTENANCE CHECKLIST

Title:	Desktop/Laptop Mainten	Office:			192		
PC:	Date:						
User:		Si					
Tech:		Si					
No.	Task	Description	OK	Repair	N/A		
1.	System Boot	Boot system fro					
2.	System Log-in	Monitor for Érro	77	-Committee	WITH S		
3.	Network Settings	Verify the Follo	Correct				
	eras at	Domain Name Computer Nam					
4.	Computer Hardware Settings	Verify Device M Hard Disk					
		Memory is O.K For Laptop: bat					
5.	Browser/Proxy Settings	Verify proper se			2 -		
6.	Proper Software loads	Required softw					
7.	Viruses, and malware	Anti-virus installed					
		Virus scan don					
8.	Clearance	Unused softwa					
		Temporary files removed					
		Recycle Bin and caches emptied					
	<b>第二届 100 年 日 100 日 10 10 10 10 10 10 10 10 10 10 10 10 10 </b>	Periphery devices clean					
9.	Interiors, and cleaning	Dust removed					
		No loose parts					l
		Airflow is O.K.					
		Cables unplugged and re-plugged					
		Fans are operating					
10.	Peripheral devices	Mouse					
		Keyboard		No.			
		Monitor					
		UPS					
		Printer					
		Telephone extension					
		Fax			111		



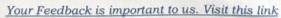






Ilocos Sur

**Telephone No:** (077) 722-20-23 / (077) 632-05-33 **Email Address:** vigan.city@deped.gov.ph Website: www.depedvigancity.com



bit.ly/SDOViganCityCSM

