



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

OFFICE MEMORANDUM

No. 11, 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 D. EDA, CESO V
 Schools Division Superintendent



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ICT MAINTENANCE AND MONITORING PLAN 2025

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	2												
Payroll Office	3												
Supply Office	2												
Cash Office	4												
COA Office	4												
Budget Office	3												
Accounting Office	7												
Health Office	5												
SGOD Office	8												
CID Office	13												
ICT/BAC Office	5												
LR Office	2												
Legal/DIO Office	1												

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VILMA D. BDA, CESO V
Schools Division Superintendent



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PREVENTIVE MAINTENANCE CHECKLIST

Title:	Desktop/Laptop Maintenance	Office:			
PC:		Date:			
User:		Signature:			
Tech:		Signature:			
No.	Task	Description	OK	Repair	N/A
1.	System Boot	Boot system from a cold start. Monitor for errors and speed of entire boot process.			
2.	System Log-in	Monitor for Errors. Monitor login.			
3.	Network Settings	Verify the Following: TCP/IP and/or IPX Settings are Correct Domain Name Computer Name			
4.	Computer Hardware Settings	Verify Device Manager settings Hard Disk Memory is O.K. For Laptop: battery run-time is norm			
5.	Browser/Proxy Settings	Verify proper settings and operation			
6.	Proper Software loads	Required software is installed and operating			
7.	Viruses, and malware	Anti-virus installed Virus scan done			
8.	Clearance	Unused software removed Temporary files removed Recycle Bin and caches emptied Periphery devices clean			
9.	Interiors, and cleaning	Dust removed No loose parts Airflow is O.K. Cables unplugged and re-plugged Fans are operating			
10.	Peripheral devices	Mouse Keyboard Monitor UPS Printer Telephone extension Fax			

