



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



August 22, 2024

Division Memorandum

No.: 360, s. 2024

2024 ICT Preventive Maintenance Activity

To: All Division Personnel

1. To ensure effective communication and efficient delivery of services using the SDO IT equipment and network, the SDO ICT Unit will conduct a Preventive Maintenance and Inventory to all issued IT equipment to all employees on the different schedules indicated in the attached list. *(see attached list)*
2. All SDO employees and personnel are expected to back up their files using any external storage devices before the conduct of the preventive maintenance activity.
3. For information and widest dissemination.

ATTY. MA. CECILLE S. BASTASA-TANAGA
Attorney III
In-Charge of Office

For:

MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent



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Schedule for Preventive Maintenance

Section	Date	Activity
Office of the Superintendent and ASDS office	August 28-30, 2024	Checking the System Boot for any irregularities
Curriculum Implementation Division (CID Chief, EPS & PSDS office/s)	September 3-13, 2024	Removing of unwanted installed software
School Governance and Operation Division (SGOD Chief and Offices)	September 16-27, 2024	Defragmenting of file
Administrative Officer V section	October 1-4, 2024	Installing, Updating of Anti-virus utility software and scanning or cleaning of computer viruses
Legal Officer	October 8-9, 2024	Wiring/cables inspection for faults and defects
Supply Office section	October 10-16, 2024	
Accounting section	October 17-23, 2024	
Cash section	October 24-30, 2024	Printer inspection for faults and defects
Budget section	October 31- November 6, 2024	
Records Section	November 7-12, 2024	Internet/network connectivity inspection for faults and defects
Personnel Section	November 13-20, 2024	
Youth Formation section	November 21-22, 2024	
Planning and Research section	November 25-27, 2024	
LRMDS	November 28-29, 2024	
ICT section	December 2-3, 2024	