



Republic of the Philippines  
**Department of Education**  
**REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)**  
 Government Center, Candahug, Palo, Leyte  
**ISO 9001:2015 CERTIFIED**



**MEMORANDUM**

OM-2020- 0211

**TO: RO Functional Division Chiefs  
 Section/Unit Heads  
 All Others Concerned**

**FROM: *Byd*  
 RAMIR B. UYTICO, Ed.D., CESO IV  
 Director IV**

**SUBJECT: COMPUTER PREVENTIVE MAINTENANCE SCHEDULE  
 FOR CY 2020**

**DATE: January 27, 2020**

1. This Office, through the ICT Unit, announces the schedule of the conduct of computer preventive maintenance activities for CY 2020. Please refer to the table below.

1 <sup>ST</sup> QUARTER					REMARKS
DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	
ORD	3	FEBRUARY	3	17	
SHS	4			18-19	
LRMDS	5			18-19	
NEAP	2			20	
CLMD	12	MARCH	3	16-20	
PAU	3				
OARD	2				
2 <sup>ND</sup> QUARTER					



LEAD, EMPOWER, AND ACHIEVE THROUGH DATA-DRIVEN DECISIONS  
*...where LEADers create great schools*

DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	
FINANCE	14	APRIL	2	13-17	Desktop Computers
ICT	3				
FINANCE	8	MAY	2	11-15	
BAC Office	2				
CASH SECTION	6	JUNE	3	22-23	
ADMIN MAIN	1				
RECORDS SECTION	4			25	
<b>3<sup>RD</sup> QUARTER</b>					
DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	REMARKS
PAYROLL SERVICES	9	JULY	4	27-31	
GENERAL SERVICES	4				
HRDD	8	AUGUST	2	10-14	
ESSD	4				Desktop Computers
FTAD	3				Desktop Computers
QAD	16	SEPTEMBER	4	21-25	
<b>4th QUARTER</b>					
DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	REMARKS
LEGAL UNIT	5	OCTOBER	2	12-16	
ESSD	5				Laptop Computers

<b>FTAD</b>	2		2	12-16	Laptop Computers
<b>PERSONNEL SECTION</b>	3				Laptop Computers
<b>PERSONNEL SECTION</b>	7	NOVEMBER	4	23-27	Desktop Computers
<b>PPRD</b>	7				
<b>ASSET MANAGEMET</b>	5	DECEMBER	1	1-4	

2. During these dates, the designated users of DepEd-owned computers are requested to allow the ICT Unit personnel to utilize the equipment for the conduct of computer preventive maintenance activities – disk defragmentation, virus scanning, operating system updating, cleaning the internal part of the system unit (for out-of-warranty desktop computers only), etc.
3. In the event that the computer will not be available as scheduled due to an important task that needs to be completed or other considerable reasons, the ICT Unit personnel and the designated user must agree on a new schedule for the preventive maintenance.
4. The schedule for computer preventive maintenance of newly-delivered computers shall be announced in a separate memorandum, after the finalization of the Asset Management Unit’s inventory.
5. Immediate dissemination of and compliance with this memorandum are desired.