



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 13, 2020

OFFICE MEMORANDUM

No. **265**, s. 2020

To: Regional Office Division Chiefs
Section/Unit Heads
All Others Concerned

**REVISED SCHEDULE OF COMPUTER PREVENTIVE MAINTENANCE
ACTIVITIES FOR CY 2020**

1. Due to the implementation of alternative work arrangements, the schedule on the conduct of computer preventive maintenance activities for CY 2020 is hereby revised as follows:

3 rd QUARTER					
DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	REMARKS
ICT	4	JULY	1	10	Desktop Computers
HRDD	2		2	13	
FINANCE	7		3	21-24	
FINANCE	5	AUGUST	4	24-28	
BAC Office	2				
CASH SECTION	2				
ADMIN MAIN	1				
RECORDS SECTION	4	SEPTEMBER	2	7-11	



PAYROLL SERVICES	9				
GENERAL SERVICES	4				
HRDD	6	SEPTEMBER	3	13-17	
LEGAL UNIT	5				
QAD	16		4	20-24	
4th QUARTER					
DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	REMARKS
ESSD	8	OCTOBER	1	5-9	
FTAD	5				
FINANCE	10		2	12-16	
PERSONNEL SECTION	10		3	19-23	
PPRD	7	November	1	2-6	
ASSET MANAGEMET	5		2	9-13	

2. All other provisions in Office Memorandum No. 021, s. 2020 re: Computer Preventive Maintenance Schedule for CY 2020 are still in effect.
3. Immediate dissemination of this memorandum is desired.


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 Director IV

ORD-ICTU-GCAV