



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

February 05, 2021

OFFICE MEMORANDUM

No. **045**, s. 2021

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

**SCHEDULE OF COMPUTER PREVENTIVE MAINTENANCE
 ACTIVITIES FOR CY 2021**

1. This Office, through the ICT Unit, announces the schedule of the conduct of computer preventive maintenance activities for CY 2021. Please refer to the table below:

1 ST QUARTER					REMARKS
DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	
ORD	3	FEBRUARY	3	15-19	
OARD	2				
CLMD	9				
LRMS	5				
ICT	4	MARCH	3	15-19	
PAU	3				
BAC Office	3				
HRDD	6				
2 ND QUARTER					
DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	



FINANCE	20	APRIL	3	19-23	
			4	26-30	
FINANCE	2	MAY	3	17-21	
RECORDS SECTION	4				
RELC NEAP	1				
LEGAL UNIT	3				
CASH SECTION	5	JUNE	3	21-25	
ADMIN MAIN	1				
GENERAL SERVICES	2				
PAYROLL SERVICES	9				
3RD QUARTER					
DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	REMARKS
ESSD	6	JULY	3	26-30	
SHS	4				
FTAD	6	AUGUST	4	23-27	
QAD	8	SEPTEMBER	3	20-24	
4th QUARTER					
DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	REMARKS
PERSONNEL SECTION	8	OCTOBER	2	11-15	
PPRD	6	NOVEMBER	3	15-19	
ASSET MANAGEMET	4	DECEMBER	2	6-10	

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), and others.
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. Immediate dissemination of and compliance with this memorandum are desired.

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Director IV

ORD-ICTU-GCAV

