



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

July 1, 2021

**OFFICE MEMORANDUM**

No. **000297**s. 2021

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

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

1. This Office announces the revised schedule on the conduct of computer preventive maintenance activities for CY 2021.

3 <sup>RD</sup> QUARTER					
DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	REMARKS
ESSD	6	JULY	3	26-30	
SHS	4				
ADMIN MAIN	1				
FTAD	6	AUGUST	4	23-27	
CASH SECTION	5				
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	
PAYROLL SERVICES	9		4	25-29	



DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	REMARKS
PPRD	6	NOVEMBER	3	15-19	
GENERAL SERVICES	2				
ASSET MANAGEMET	4	DECEMBER	2	6-10	

2. All other provisions in Office Memorandum No. 045, s. 2021 re: Schedule of Computer Preventive Maintenance (CPM) Activities for CY 2021 are still in effect.
3. Immediate dissemination of and compliance with this memorandum are desired.

  
**MA. GEMMA MERCADO LEDESMA**  
 Regional Director

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