



4774

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

March 17, 2022

OFFICE MEMORANDUM

No. **1164**, s. 2022

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

**SCHEDULE OF COMPUTER PREVENTIVE MAINTENANCE
 ACTIVITIES FOR CY 2022**

1. This Office, through the ICT Unit, announces the schedule of the conduct of computer preventive maintenance activities for CY 2022. Please refer to the table below:

1 ST QUARTER					REMARKS
DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	
SHS	4	MARCH	4	28-31	
NEAP	1				
PAU	2				
2 ND QUARTER					REMARKS
DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	
ORD	2	APRIL	2	11-15	
OARD	2				
FINANCE	10		4	25-29	
ICT	5				



Department of Education Regional Office VIII (Eastern Visayas)

FINANCE	10	MAY	3	16-20	
BAC Office	2				
CASH SECTION	4	JUNE	3	20-24	
ADMIN MAIN	1				
RECORDS SECTION	3				
3RD QUARTER					
DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	REMARKS
PAYROLL SERVICES	10	JULY	1	4-8	
GENERAL SERVICES	2				
HRDD	6	AUGUST	2	8-12	
ESSD	5				
FTAD	4				
QAD	7	SEPTEMBER	2	12-16	
CLMD	8		4	26-30	
LRMDS	5				
4th QUARTER					
DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	REMARKS
LEGAL UNIT	3	OCTOBER	2	10-14	
PERSONNEL SECTION	8				
PPRD	6		3	17-21	
ASSET MANAGEMET	4	NOVEMBER	3	14-18	

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.


EVELYN R. FETALVERO, CESO IV
Regional Director

ORD-ICTU-GCAV

