



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

February 02, 2023

OFFICE MEMORANDUM

No. **061**, s. 2023

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

**SCHEDULE OF COMPUTER PREVENTIVE MAINTENANCE
ACTIVITIES FOR CY 2023**

1. This Office, through the ICT Unit, announces the schedule of the conduct of computer preventive maintenance activities for CY 2023. 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	27-31	
NEAP	1				
PAU	2				
2 ND QUARTER					REMARKS
DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	
ORD	2	APRIL	1	3-7	
OARD	2				
FINANCE	8		4	24-28	
ICT	3				



FINANCE	7	MAY	3	15-19	
BAC Office	3				
CASH SECTION	4	JUNE	3	19-23	
ADMIN MAIN	1				
RECORDS SECTION	3				
3RD QUARTER					
DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	REMARKS
PAYROLL SERVICES	8	JULY	1	3-7	
GENERAL SERVICES	3				
HRDD	8	AUGUST	2	7-11	
ESSD	5				
FTAD	4				
QAD	7	SEPTEMBER	2	11-15	
CLMD	8		4	25-29	
LRMDS	3				
4th QUARTER					
DIVISION/SECTION/UNIT	NO. OF COMPUTERS	MONTH	WEEK NO.	DATE/S	REMARKS
LEGAL UNIT	4	OCTOBER	2	9-13	
PERSONNEL SECTION	7				
PPRD	7		3	16-20	
ASSET MANAGEMET	4	NOVEMBER	3	13-17	

2. During these dates, the designated users of DepEd-owned desktop computers and laptops that are currently in use are requested to allow the ICT Unit personnel to utilize the equipment for the conduct of computer preventive maintenance activities – disk defragmentation if applicable, checking of antivirus software if it's up to date and the virus scan is commencing on schedule, operating system updating, cleaning the internal part of the system unit if necessary (for out-of-warranty desktop computers only), and others. New devices acquired and setup within the year will be excluded while specific requests for troubleshooting and technical assistance for the said device will be catered via the ICT Service Requests.
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 *tr*

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