



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE – CITY OF SAN FERNANDO (LA UNION)

OFFICE MEMORANDUM

No.: 026 s. 2025

MAR 27 2025

SDO COMPUTER EQUIPMENT PREVENTIVE MAINTENANCE SCHEDULE

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Heads of Units/Section
All Others Concerned

PARTICULARS

1. The Schools Division Office, Information and Communication Technology Unit will be conducting its preventive maintenance to all computer equipment/devices issued to all SDO Personnel on April 2-18, 2025.
2. All personnel are advised to bring/prepare the issued equipment/devices (Desktop, Laptop and Tablets etc.) on the specified schedule.
3. Attached is the preventive maintenance checklist and schedule.
4. For further inquiries and information, you may contact the Division Information Technology Officer at Tel. No. (072) 607-4715.
5. For your immediate information and dissemination

[Signature]
SHEILA MARIE A. PRIMICIAS, EdD, CESO VI
Schools Division Superintendent



Address : Tanqui, City of San Fernando
2500 La Union
Tel. No. : (072) 607-4715
Email : sanfernando.city1@deped.gov.ph



"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

Document Code: _____
Reference No. : _____



PREVENTIVE MAINTENANCE SCHEDULE

Division/Unit/Office	Date	Time
1. School Governance and Operations Division (SGOD)	April 2-7, 2025	8:00AM-500PM
2. Curriculum Implementation Division (CID) with ALS	April 7-10, 2025	8:00AM-500PM
3. Office of the Schools Division Superintendent (OSDS) a. Budget Section b. Accounting Section c. Records Section d. Cash Section e. Personnel Section f. Supply Unit g. ICT Unit	April 10-16, 2025	8:00AM-500PM

	QUALITY FORM PREVENTIVE MAINTENANCE CHECKLIST		Document Code : SDOCSF-QF-OSDS-ICT-004 Revision : 01 Effectivity Date : July 08, 2019 Name of Office: OSDS - Information and Communication Technology Unit (ICTU)
Document Control No. :		Date :	
COMPUTER EQUIPMENT/DEVICES			
<div style="border: 1px solid black; width: 100px; height: 50px; margin-bottom: 5px;"></div> Equipment No.	Property No.: <div style="border: 1px solid black; width: 150px; height: 20px;"></div> Serial No.: <div style="border: 1px solid black; width: 150px; height: 20px;"></div> Brand/Description : <div style="border: 1px solid black; width: 150px; height: 40px;"></div>	DIVISION: <input type="checkbox"/> CID <input type="checkbox"/> OSDS <input type="checkbox"/> SGOD <input type="checkbox"/> Others: _____	UNIT/SECTION/OFFICE: <div style="border: 1px solid black; width: 150px; height: 20px;"></div> CURRENT STATUS: <input type="checkbox"/> Functioning/Active <input type="checkbox"/> Not Functioning
ACCOUNTABLE PERSON: <div style="border: 1px solid black; width: 150px; height: 20px;"></div>			

No.	Task	Description	Ok	No	n/a	REMARKS
1	System Boot	Boot system from a cold start. Monitor for errors and speed of entire boot process.				
2	System Log-in	Monitor for errors. Check Account Type level				
3	Software Settings and Cleaning	M365 Account is Active OS is activate. OS is : _____ Removed Third Party Anti-Virus Unwanted Software removed Disabled Startups (System Configuration) Check Storage Capacity Partition 1 T R _____ Partition 2 T R _____ Partition 3 T R _____				
4	Network Setting	Verified Computer Name & Workgroup Internet Speed : _____ Computer Name : _____ Workgroup : _____ MAC Address : _____ IP Address : _____				
	Viruses and Malware	Malware scanned/removed No. of Malware scanned : _____				
6	Disk Clean-up	Temporary Internet Files removed Temporary Files removed Recycle Bin emptied				
7	Hardware/Peripheral Setting and Cleaning	System Unit dust removed No loose parts Cables/wires are wrapped and organized Cables/wires are cleaned Monitor are cleaned Keyboard are cleaned				
8	Printer Setting and Cleaning	Ink Level Checked: Black Ink Level : <input type="checkbox"/> > 50% <input type="checkbox"/> < 50% Cyan Ink Level : <input type="checkbox"/> > 50% <input type="checkbox"/> < 50% Magenta Ink Level : <input type="checkbox"/> > 50% <input type="checkbox"/> < 50% Yellow Ink Level : <input type="checkbox"/> > 50% <input type="checkbox"/> < 50% Printer Toner Level: <input type="checkbox"/> > 50% <input type="checkbox"/> < 50% Nozzle Checked / Head Cleaning Dust removed				
9	Checked presence of Other Peripheral Devices	Automatic Voltage Regulator (AVR) Uninterruptible Power Supply (UPS) Wireless Antenna for Desktop Webcam				

Conducted by: _____
 Information and Communication Technology Unit

Verified by: _____
 Signature of User / Accountable Person