



#### 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 2 7 2025

### SDO COMPUTER EQUIPMENT PREVENTIVE MAINTENANCE SCHEDULE

Assistant Schools Division Superintendent To:

> 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

SHEILA MARIE A. ICIAS, EdD, CESO VI Schools Division Superintendent







Address: Tanqui, City of San Fernando 2500 La Union Tel. No. : (072) 607-4715

"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan

Reference No. :









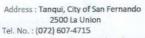
## PREVENTIVE MAINTENANCE SCHEDULE

Division/Unit/Office	Date	Time	
School Governance and     Operations Division (SGOD)	April 2-7, 2025	8:00AM-500PM	
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	

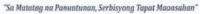








Ernail: sanfernando.city1@deped.gov.ph















## QUALITY FORM

# PREVENTIVE MAINTENANCE CHECKLIST

O MAN FEBRUARY

Document Code : Revision : 01 Effectivity Date :

SDOCSF-QF-OSDS-ICT-004

Name of Office:

OSDS - Information and Communication Technology Unit (ICTU)

July 08, 2019

	Property No.: Serial No.:		DIVISION		CID	OSDS Others:
Equipment No. Description :  ACCOUNTABLE PERSON:			UNIT/SECTION/OFFICE:			
		ON:		CURRENT STATUS: Functioning/Active Not Functioning		
0.	Task	Description	Ok	No	n/a	REMARKS
	System Boot System Log-in	Boot system from a cold start. Monitor for errors and speed of entire boot process. Monitor for errors. Check Account Type level	s			
Si	System Log-in	M365 Account is Active	1			
		MARKET TANKEN TO THE TANKE THE THE THE TANKE THE TANKE THE TANKE THE TANKE THE TANKE THE TANKE T	+ - 1			
	Software Settings and	OS is activate. OS is :  Removed Third Party Anti-Virus  Unwanted Software removed				
3	Cleaning	Disabled Startups (System Configuration)  Check Storage Capacity Partition 1 T R Partition 2 T R Partition 3 T R	i jean	o Ta	cluic C/dba	en late a Pie National world with
4	Network Setting	Verified Computer Name & Workgroup Internet Speed: Computer Name: Workgroup: MAC Address: IP Address:	anes (			
	Viruses and Malware	Malware scanned/removed No. of Malware scanned:	elike	T		ioni Ittle omalice
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	Reyboard are cleaned				80, £5,50°6
9		Nozzle Checked / Head Cleaning Dust removed Automatic Voltage Regulator (AVR) Uninterruptible Power Supply (UPS)				,
9	Peripheral Devices	Wireless Antenna for Desktop Webcam				
Co	nducted by:		/erified l	ov.		