



# DepEd – DIVISION OF QUEZON

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Registration Number:  
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## DIVISION ADVISORY NO. 025, s. 2020

May 18, 2020

### CORRIGENDUM ON ANNUAL SCHEDULE OF PREVENTIVE MAINTENANCE ON INFORMATION COMMUNICATIONS TECHNOLOGY EQUIPMENT (ICTE)

To ensure the functionality and usability of ICT Equipment in this Office, the ICT Section made an adjustment on annual schedule of preventive maintenance due to Covid19 pandemic.

SECTION	DATE OF SCHEDULE	NUMBER OF COMPUTERS
Planning	January 13 -17, 2020	6
Health	January 27 - 31, 2020	4
CID	February 3 - 15, 2020	17
Library Hub	March 9 - 13, 2020	17
COA	May 18 - 22, 2020	2
LRMDC/DCC	May 25 – June 5, 2020	4
ICT	June 8 - 19, 2020	15
SDS	June 22 - July 3, 2020	3
ASDS	July 6 - 17, 2020	3
Cashier	July 20 - July 28, 2020	4
Legal	July 29 - August 7, 2020	3
Admin/Payroll	August 10 - 21, 2020	9
Personnel	August 24 – September 4, 2020	14
Accounting	September 7 - 25, 2020	17
Budget	September 28 – October 9, 2020	6
Records	October 12 - 23, 2020	8
Supply	October 26 – November 6, 2020	4
SGOD	November 9 - 20, 2020	10
EFS	November 23 – 27, 2020	1
<b>TOTAL</b>		<b>147</b>

In relation to this advisory, all are requested to remove all their personal files in the computer before the scheduled date.

For your information and guidance.

  
**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

lctwbp05/18/2020

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