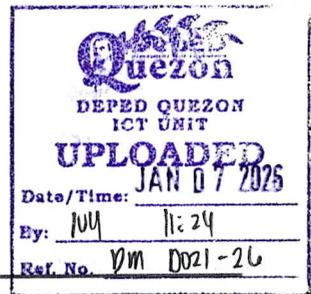




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



5 January 2026

**DIVISION MEMORANDUM**  
 DM No. 0021, s. 2026

**2026 ANNUAL SCHEDULE OF PREVENTIVE MAINTENANCE ON  
 INFORMATION COMMUNICATIONS TECHNOLOGY  
 EQUIPMENT AND NETWORK (ICTE)**

**To:** Assistant Schools Division Superintendents  
 Curriculum Implementation Division Chief  
 School Governance and Operations Division Chief  
 Section Unit/Heads  
 Gumaca Sub-Office  
 Catanauan Sub-Office  
 Real Sub-Office  
 Division Personnel  
 All Others Concerned

1. In line with the Schools Division Office's commitment to maintain the functionality and usability of ICT Equipment and Network, this Office through the ICT Section will perform annual preventive maintenance and network configuration with updated number of computers per section following the schedule below:

No.	Section/Unit	Date of Schedule	No. of Computers
1	LRMDC/Library Hub	January 6 – 17	9
2	Records Section	January 20 – 31	10
3	Planning Section	February 3 – 14	9
4	Supply Section	February 17-28	5
5	COA Section	March 3 -14	6
6	Health Section	March 17 – 28	9
7	ICT Section	April 1 - 11	9
8	ASDS Section	April 14 – 30	6
9	SDS Section	May 5 -16	4
10	Cash Section	May 19 – 30	6
11	Accounting/Procurement	June 2 – 30	51
12	Personnel/Payroll Section	July 1 – 31	24

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14	Legal Section	August 18 -29	5
15	Admin Section	September 1 – 15	11
16	Gumaca Sub-Office	September 16 – 30	8
17	Catanauan Sub-Office	October 1 – 10	4
18	Real Sub-Office	October 14 – 31	7
19	CID	November 3 – 15	20
20	PSDS	November 16 – 30	56
20	Education Facilities Section	December 2 – 6	5
21	SGOD	December 8 – 20	20
<b>TOTAL</b>			<b>289</b>

- All are requested to maintain a back-up copy of their office files before the scheduled date of the preventive maintenance and network configuration in their respective sections. However, PSDS may bring their laptop in ICT section.
- Immediate dissemination and compliance with this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
 Schools Division Superintendent

Ictwbp01/06/2026

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