



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



7 January 2026

DIVISION MEMORANDUM
 DM No. 0025, s. 2026

**BATCH 2023 -2025 QUARTERLY PREVENTIVE MAINTENANCE
 REPORT OF DEPED COMPUTERIZATION PROGRAM**

To: Assistant Schools Division Superintendents
 Division Chiefs
 Public Schools and District Supervisors
 Elementary & Secondary Schools Heads
 Schools ICT Coordinators
 School Property Custodian
 All Others Concerned

1. In line with the DepEd Computerization Program, all recipient schools of DCP Package/s from Batch 2023 to 2025 must download the DCP Preventive Maintenance template and upload the quarterly report through this link:

<https://tinyurl.com/SDOPreventiveMaintenance2026>

2. All DCP units are covered by a three-year warranty for main components and a one-year warranty for accessories. Below are the details of the DCP end-sales support for defective units under warranty.

| Batch | Supplier | Mobile No. | Email Address |
|----------|------------|----------------|----------------------------|
| DCP 2023 | JONECOTECH | (02) 8634-8500 | technical@jonetech.com.ph |
| DCP 2024 | JONECOTECH | (02) 8634-7522 | technical1@jonetech.com.ph |
| DCP 2025 | JONECOTECH | +639177043850 | rma@jonetech.com.ph |

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



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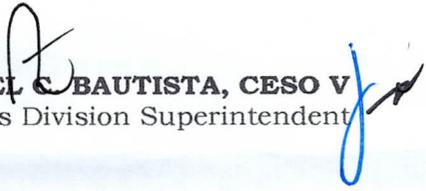
How to Report:

- | | |
|-----------------------------|------------------------------|
| 1. School ID: | 5. Item: (e.g. monitor) |
| 2. School Name: | 6. Serial No.: |
| 3. Name of ICT Coordinator: | 7. Status: (e.g. No display) |
| 4. Mobile No. | 8. Captured Image |

4. For non-warranty DCP it will be based on the result of the Preventive Maintenance Checklist. The file format is **SchoolIDSchoolName** (eg. 108503Alabat CES).
5. Deadline of Submission are the following:

| QUARTER | DEADLINE |
|-------------|---------------|
| 1st Quarter | April 6, 2026 |
| 2nd Quarter | July 6, 2026 |
| 3rd Quarter | Oct 6, 2026 |
| 4th Quarter | Dec. 26, 2026 |

6. Immediate dissemination and compliance to this Memorandum is desired


ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

ICTwbp/1/07/2026

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