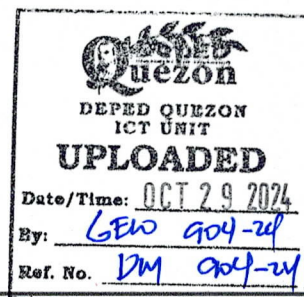




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



28 October 2024

DIVISION MEMORANDUM

DM No. 904, s. 2024

QUARTERLY PREVENTIVE MAINTENANCE REPORT OF DEPED COMPUTERIZATION PROGRAM AS BASIS FOR REPAIR AND MAINTENANCE

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

1. To ensure the successful implementation of the DepEd Computerization Program, all recipient schools of DCP Package/s from Batch 2020 to recent must download the DCP Preventive Maintenance template through this link:

https://www.depedquezon.com.ph/link/SDOQuezon_TemplateDCPPM2024

2. The quarterly report must upload through this link:

https://www.depedquezon.com.ph/link/SDOQuezon_PreventiveMaintenance2024

3. All DCP is 3 years warranty on main components and 1 year for the accessories. Here's the details of the DCP end sales support for defective units that is under warranty.

Batch	Supplier	Mobile No.	E-mail Address
DCP 2021	DELL	1-800-160-10061	technical_support@help.dell.com
DCP 2022	COBY	+639283980298	warrantyservice@coby.solutions.com
DCP 2023	JONECO	+639338534349	technical@jonecotech.com.ph
DCP 2024	JONECO	+639338534349	technical1@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



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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.108503AlabatCES). **Bear in mind the “No submission, No repair” policy.**
5. Immediate dissemination and compliance to this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

ICTwbp/10/28/2024

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