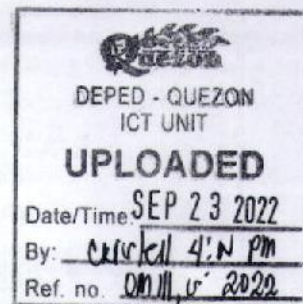




Republic of the Philippines
Department of Education
 REGION IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



21 September 2022

OFFICE MEMORANDUM

OM No. 111, s. 2022

ANNUAL SCHEDULE OF PREVENTIVE MAINTENANCE ON INFORMATION COMMUNICATIONS TECHNOLOGY EQUIPMENT AND NETWORK (ICTEN)

To: Assistant Schools Division Superintendents
 Curriculum Implementation Division Chief
 School Governance and Operations Division Chief
 Section Unit/Heads
 Division Personnel
 All Others Concerned

To ensure the functionality and usability of ICT Equipment and Network in this Office, the ICT Section will perform annual schedule on preventive maintenance and network configuration with updated number of computers per section as follows.

No.	Section/Unit	Date of Schedule	No. of Computers
1	Accounting/Procurement	October 3 - 21, 2022	33
2	Cash	October 24 - 28, 2022	5
3	SDS	November 7 - 11, 2022	3
4	ASDS	November 14 - 25, 2022	6
5	Legal	December 5 - 9, 2022	4
6	Budget	December 19 - 23, 2022	5
7	Personnel	January 9 - 27, 2023	17
8	Admin/Payroll	February 1 - 24, 2023	14
9	SGOD/YFD	March 6 -31, 2023	15
10	CID	April 10 - 28, 2023	24
11	LRMDC/Library Hub	May 2 - 26, 2023	16
12	Planning	June 5 - 9, 2023	5
13	EFS	June 19 - 23, 2023	4
14	Records	July 3 - 28, 2023	8
15	Health	September 4 - 8, 2023	4
16	Supply	September 18 - 22, 2023	6

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No.	Section/Unit	Date of Schedule	No. of Computers
17	COA	October 2 - 6, 2023	1
18	ICT	October 16 - 20, 2023	4
TOTAL			174

In relation to this Memorandum, all are requested to remove/back-up all their personal files in the computer before the scheduled date.

For your information and guidance.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

lctwbp/09/21/2022

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