



Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY

2024-2195

DepEd DIVISION OF TANGUB CITY
 CITY OF TANGUB
RELEASED
 DATE: 7 APR 2025
 10.46 am

March 31, 2025

OFFICE MEMORANDUM
 No. _____ 001, s. 2025

ICT EQUIPMENT PREVENTIVE MAINTENANCE

To: Office of the Schools Division Superintendent
 Curriculum Implementation Division
 Schools Governance and Operations Division
 All Others Concerned
 This Division

1. As part of the Quality Management System (QMS) initiative to maintain the infrastructure necessary for the operation of its processes specifically in the ICT equipment, the ICT section shall establish a Preventive Maintenance Program to all ICT equipment in the office. This is to ensure that the ICT equipment is well-maintained for optimum performance.
2. Relative to this, a preventive maintenance will be conducted by the ICT Section to all ICT equipment in this Office.
3. Enclosed is the schedule by section.
4. Each personnel are requested to have their laptop/desktop ready during their schedule to speed up the process.
5. For information and guidance.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
 Schools Division Superintendent

To be indicated in the Perpetual Index
 under the following subjects:
 ICT DCP

SAU/AMA – ICT Equipment Preventive Maintenance
 March 31, 2025



Address: Anecito Siete St. Mantic, Tangub City
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2025 PREVENTIVE MAINTENANCE PLAN

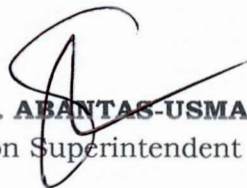
Desktops, Laptops, Printers

OFFICE	START	END	April					May				June	
			1st Week	2nd Week	3rd Week	4th Week	5th Week	1st Week	2nd Week	3rd Week	4th Week	1st Week	
Schools Governance and Operations Division (SGOD)	4/21/2025	4/25/2025											
Accounting Section	4/28/2025	4/30/2025											
Cashier Section	5/2/2025	5/2/2025											
Supply Section	5/5/2025	5/5/2025											
Records Section	5/6/2025	5/6/2025											
Admin Section	5/7/2025	5/7/2025											
COA Section	5/8/2025	5/8/2025											
Budget Section	5/9/2025	5/9/2025											
Personnel Section	5/12/2025	5/16/2025											
BAC/Library Hub	5/19/2025	5/20/2021											
ASDS Office	5/21/2025	5/21/2021											
SDS Office	5/22/2025	5/22/2025											
IT Section	5/26/2025	5/30/2025											
Curriculum Implementation Division (CID)	6/2/2025	6/6/2025											

Prepared by:


ALDEN M. ANTONIO
 Information Technology Officer I

Approved by:


SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
 Schools Division Superintendent



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