DIVISION MEMORANDUM
No. 436 , s. 2019

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DATE: 01-03-19
BY: 2·03

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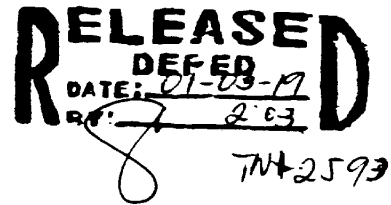
To: **Asst. Schools Division Superintendent**
        Chief Education Program Supervisors
        Education Program Supervisors
        Public Schools District Supervisors
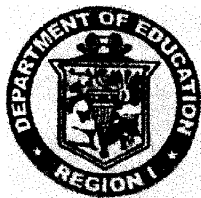   **SDO Personnel**

From: **Office of the Schools Division Superintendent**

Date: **January 3, 2019**

Subject: **SCHEDULE OF PREVENTIVE MAINTENANCE INSPECTION FOR DEPED ISSUED COMPUTER EQUIPMENT IN THE DIVISION OFFICE**

1. The ICT Unit will be conducting a preventive maintenance check-up of all DepEd issued computer equipment in the SDO Dagupan City (Division Office) on January 4-5, 2019.

2. The scope of inspection will include the following:

   - COMPUTERS (LAPTOPS & DESKTOPS)
   - NETWORK EQUIPMENT (ROUTERS, SWITCHES, NETWORK CABLES)
   - GENERAL COMPUTING & ICT EQUIPMENT

3. It is recommended that all employees with assigned computer equipment (laptop & desktop) conduct initial housekeeping by saving personal files and have them backed-up and delete all unofficial files and uninstall applications/software prior to the scheduled preventive maintenance check.

4. Attached is the list of preventive maintenance inspection checklist and schedule along with person/s in-charge.

DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent

PREVENTIVE MAINTENANCE SCHEDULE

Enclosure 1 to Division Memorandum No. _____ s. 2019

DIVISION/UNIT	DATE	TIME	DESIGNATED CMT
CID	JANUARY 4-5	8:00 - 11:00	MR. EDWIN JULIANO & MARION TORALBA
SGOD	JANUARY 4-5	1:00 - 5:00	MR. FERNANDO DE GUZMAN & IVAN MAIQUEZ (OJT'S)
OSDS	JANUARY 4-5	8:00 - 5:00	MR. JORDAN MALLARI & CHADWICK LEBOSADA (OJT'S) MR. EDWIN JULIANO & MARION TORALBA
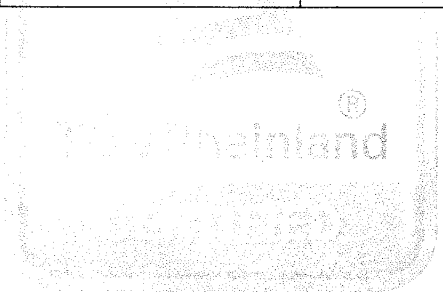
Preventive Maintenance Checklist for Desktop / Laptop

Title:	Desktop / Laptop Maintenance		Frequency: Twice a Year		
PC:		Serial No. :			
User:		Department/Division:			
		Date:			
Item #	Task	Description:	OK	Repair	(N/A) for Replacement
1.	System Boot	Boot system from a cold start. Monitor for errors.			
2.	System Log-in	Monitor for Errors.			
3.	Network Settings (DHCP)	TCP / IP and/or IPX Settings are Correct			
		Security Settings			
		Client Configuration			
		Computer Name			
4.	Computer Hardware Settings	Verify Device Manager settings			
		BIOS up-to-date			
		Hard Disk is functional			
		DVD / CD/RW firmware up-to-date			
		Memory(RAM) is Functional			
		For Laptop: Try if batter still functions			
5.	Browser / Proxy Settings (Must be set to Default)	Verify proper settings, add-ons, and operation			
6.	Software Updates	Check for Windows and Office updates.			
7.	Antivirus	Update Virus definition and security updates			
8.	Backup Files	Check windows backup and stored in Drive: D			
		Check if files are sync on Google drive thru DepED Official Email.			
9.	Mouse	Mouse is functional.			
10.	Keyboard	Keyboard is functional.			
11.	Monitor	Monitor is functional.			

12.	Printer	Check if printer is ready for printing.			
		Check for printer driver update			
		Check ink capacity			
13.	Routers	Check routers if configured and running properly.			
14.	Cables	Check cables for physical damages.			
15.	UPS	Check UPS if still available for power shortage			
16.	OTHER ICT EQUIPMENT				

Remarks: (Other Concerns / User Comment)

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Name & Signature of Technician