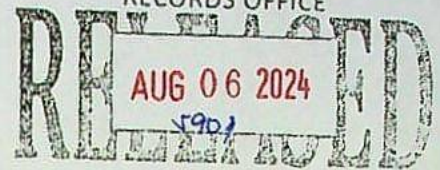




Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

DepEd SDO Dagupan City  
RECORDS OFFICE



Office Memorandum No. 04 s. 2024

01 August 2024

**CONDUCT OF SCHEDULED PREVENTIVE MAINTENANCE OF ICT EQUIPMENT IN THE SDO  
DAGUPAN CITY (DIVISION OFFICE)**

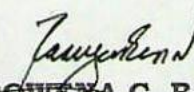
To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Non-Teaching Personnel  
Others Concerned

The ICT Unit will be conducting a preventive maintenance to all issued ICT equipment in the SDO Dagupan City – Division Office.

It is recommended that all division-based personnel with issued ICT equipment perform initial housekeeping to said equipment/devices by saving personal files and have them placed in an external drive/s or in google drive / onedrive and uninstall/remove unauthorized application/s, or software prior to the scheduled maintenance.

Unit	Period	Time	Assigned Computer Maintenance Technician (CMT)
CID	August / November	3:00 – 5:00 PM	Robet Bruce Dela Cruz
SGOD	September / December	3:00 – 5:00 PM	Edwin Juliano
OSDS & COA	July / October	3:00 – 5:00 PM	Robet Bruce Dela Cruz & Edwin Juliano

Immediate and widest dissemination of the contents of this memorandum is desired.

  
**DR. ROWENA C. BANZON, CESO V**  
Schools Division Superintendent *twid?*



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