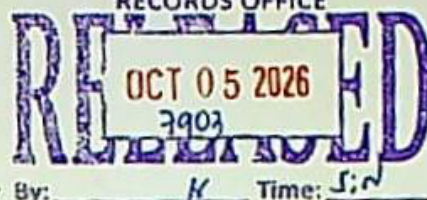




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

June 29, 2026

DIVISION MEMORANDUM

No. 568, s. 2026

**REITERATION ON THE 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

1. The ICT Unit will be conducting a preventive maintenance to all issued ICT equipment in the SDO Dagupan City – Division Office.
2. 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	January/August / November	3:00 – 5:00 PM	Reynante B. Infante Richard E. Junio, Jr.
SGOD	February/September / December	3:00 – 5:00 PM	Reynante B. Infante Edwin Juliano
OSDS & COA	March/ July / October	3:00 – 5:00 PM	Reynante B. Infante Richard E. Junio, Jr. & Edwin Juliano

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

MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent