



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

DEC 13 2022

MEMORANDUM
No. 287, s. 2022

CONDUCT OF ICT PREVENTIVE MAINTENANCE FOR SDO OFFICES

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. The activity aims to inspect and check the desktop, laptop, printer, and other ICT equipment procured from the MOOE and SEF to keep them up to date on applications and if there is a need to upgrade.
2. Attached is the Preventive Maintenance Checklist and Schedule. Please back up all your files before the scheduled maintenance.
3. Immediate, wide dissemination and compliance to this memorandum is desired.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

To be indicate in the Perpetual Index under the following subjects:

SCHOOLS

MONITORING

MLB/ ICT PREVENTIVE MAINTENANCE
287/DECEMBER 12, 2022

287



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com



Certified No: 18.1519.026

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SCHEDULE OF PREVENTIVE MAINTENANCE

DATE	Office
December 21, 2022 8 – 5 pm	EPS / PSDS
December 22, 2022 8 – 5 pm	Accounting
December 23, 2022 8 – 5 pm	Human Resources
December 26, 2022 8 – 5 pm	Health, SGOD Offices (HRTD, Planning, M and E, SocMob and Health) and Mam Regalele Office
December 27, 2022 8 – 5 pm	Cash Unit, Admin, Budget
December 28, 2022 8 – 5 pm	OSDS, Supply and ASDS



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ICT PREVENTIVE MAINTENANCE FORM

SDO MUNTINLUPA
ICT / COMMAND CENTER



DETAILS

NAME OF EMPLOYEE

Date :

D D M M Y Y Y Y

PREVENTIVE
MAINTENANCE

☐ 1st Qtr

☐ 2nd Qtr

☐ 3rd Qtr

☐ 4th Qtr

☐ Others

Type of ICT Equipment / Devices
and its Serial Number

PREVENTIVE MAINTENANCE CHECKLIST

Remarks

Clean Mouse, Keyboard, Monitor and System Unit

Check HDD Capacity, Run Scan Disk, Check Disk

Delete Temporary Files

Check for Windows Update and other Applications
Updates (Update if needed)

Back up / Restore of Files

Check Printer Status, Run Print Test and Reset if
necessary

Check HDD Capacity

Run Virus Scan and Disk Defrag

Check HDD Capacity

Check Other Computer Peripherals

Recommendation /
Agreement

Name of ICT Staff and
Signature

Date

Signature Of Employee

MAY L. BORJAL
ITO I

THANK YOU



ICT UNIT