



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

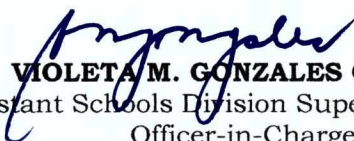
FEB 04 2026

MEMORANDUM

**CONDUCT OF ICT PREVENTIVE MAINTENANCE UNDER PROJECT
M.A.I.N.T.A.I.N. FOR SDO OFFICES for 1st Semester**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
All Others Concerned

1. In line with the Division's commitment to modernize and have a reliable ICT support, this Office announces the implementation of PROJECT M.A.I.N.T.A.I.N. (Monitoring and ICT Network/Device Preventive Action for Institutional Needs).
2. This project is established in recognition of the fact that reliable ICT devices and network systems are essential to support the administrative functions, teaching, and learning environments within SDO Muntinlupa. By implementing a systematic preventive maintenance program for all ICT equipment and networks, PROJECT M.A.I.N.T.A.I.N. seeks to ensure optimal performance, prolong equipment lifespan, and minimize technical downtime. Through proactive monitoring and servicing, this initiative strengthens the operational capacity of the Division and ensures uninterrupted access to essential digital resources, aligning with DepEd's commitment to providing effective and reliable ICT support for educational services.
3. The activity specifically aims to inspect and check desktops, laptops, printers, and other ICT equipment procured from the MOOE and SEF to keep them up to date on applications and determine if there is a need for hardware upgrades.
4. All concerned personnel are hereby advised that the Preventive Maintenance Checklist and Schedule are attached for reference. To avoid any loss of data during the maintenance activities, all personnel must ensure that they back up their files prior to their scheduled maintenance dates.
5. Immediate, wide dissemination and compliance with this memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

To be indicated in the Perpetual of Index
under the following subjects:

PERSONNEL MAINTENANCE

CONDUCT OF ICT PREVENTIVE MAINTENANCE UNDER PROJECT M.A.I.N.T.A.I.N. FOR SDO OFFICES
_____/ February 03, 2026

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1st Semester Schedule of Preventive Maintenance

Date	Offices	ICT Personnel In-Charge
February 9, 2026	Budget	Irvin Ezekiel Bacuno and Other ICT Staff
February 10 – 13, 2026	Personnel	
February 16 / 18, 2026	Accounting	
February 19, 2026	ASDS Office	
February 20, 2026	SDS Office	
February 23, 2026	Admin	
February 24, 2026	Cash	
February 26, 2026	Property and Supply	
February 27, 2026	Records / Legal	
March 4, 2026	Office of the CID Chief	
March 5, 2026	LRMS	
March 6/9, 2026	PSDS Office	
March 10-11, 2026	EPS Office	
April 13, 2026	Office of the SGOD Chief	
April 14, 2026	Planning and Research	
April 15, 2026	SMME	
April 21, 2026	SMN	
April 22, 2026	HRTD	
April 23 – 24, 2026	Health	
April 30, 2026	COA	

ICT PREVENTIVE MAINTENANCE FORM

SDO MUNTINLUPA
ICT / COMMAND CENTER



DETAILS

NAME OF EMPLOYEE

Date :

_____|_____|_____|_____|_____|_____|_____|_____|
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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 Other Computer Peripherals

Version of OS and MS Office

Recommendation /
Agreement

Name of ICT Staff and
Signature

Date

Signature Of Employee

MAY L. BORJAL
ITO I

THANK YOU



ICT UNIT