



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley

**MEMORANDUM**

To: All Division Office Proper Personnel  
All others concerned

From: **MADELYN L. MACALLING, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-charge  
Office of the Schools Division Superintendent

Date: November 24, 2020

Subject: **CONDUCT OF ICT PREVENTIVE MAINTENANCE ACTIVITIES FOR THE MONTH OF DECEMBER**

1. This Office, through the Information and Communication Technology Unit, shall conduct a preventive maintenance activity on all ICT equipment on December 16 - 18, 2020.
2. Below is the schedule of the visit of the ICT Unit Staff to your offices:

DATE and TIME	OFFICE
December 16 AM	SDS, ASDSs
December 16 PM	Accounting, Budget
December 17 AM	Cash, ICT, Supply, Admin
December 17 PM	Records, Personnel, Legal
December 18 AM	CID, CID-LRM
December 18 PM	SGOD

3. All Division Office Proper personnel are advised to make their ICT equipment available on the said schedules. Failure to present the equipment is subject to filing an appointment for re-scheduling.
4. In cases when an employee's ICT equipment failed to undergo a preventive maintenance activity even in the re-scheduled date, that equipment will be denied of any technical assistance until the next preventive maintenance schedule.
5. For information and strict compliance.

ICTU/otrjr



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Doc Code:	<b>FM-ORD-003</b>	Rev:	<b>00</b>
As of:	<b>July 2, 2018</b>	Page:	<b>1</b>