



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



03 January 2022

Office Memorandum

2022 Preventive Maintenance for Computers

To **Regional Office Personnel**

1. Preventive computer maintenance is the best way to prolong the lifespan of your computer for years of effective use. A good preventive maintenance program should include a comprehensive backup plan, measures to protect the system from malicious exploits, periodic hardware and software maintenance, and steps to keep the system clean in general.
2. Relative to this, this office will conduct a computer maintenance activity for all DepEd issued computer sets and ICT-related equipment.
3. Attached herewith is the calendar of activities relevant to the computer maintenance schedule.
4. Immediate dissemination of and strict compliance with this memorandum is earnestly desired.


FRANCIS CESAR B. BRINGAS
Regional Director

ictu/rmv

2022 Preventive Maintenance Schedule

"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"



Trunkline: 02-8682-5773/8684-4914/8647-7487

Website: depedcalabarzon.ph

Document Inquiry : <https://r4a-teadoc.com/inquire>

Facebook: DepEd R-4A Calabarzon

No.	Office	Date
1	ORD	July 25-Aug 5
2	OARD	
3	PAU	Sept 26-30
4	Legal	Sept 12-23
5	ICT	Nov 21-25
6	CLMD	Mar 21-Apr 8
7	ESSD	May 23-Jun10
8	QAD	July 4-22
9	FTAD	Oct 24-28
10	HRDD	Mar 1-18
11	PPRD	Oct 3-21
12	Administrative Division	Jun 13-July 1
13	Cash Unit	Oct 31- Nov11
14	Personnel Section	Aug 15-Sept 2
15	Record Section	Sept 5 - 9
16	Asset Management Section	Aug 8-12
17	GSU	Nov 13-18
18	Finance Division and Budget Section	Apr 11-29
19	Accounting Section	May 2-20
20	NEAP	Feb 21-25