



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

**OFFICE MEMORANDUM**

No. 061, s. 2024


To: Division Chiefs  
All Public Schools District Supervisors  
All Public Secondary School Heads  
All Others Concerned

From: The Schools Division Superintendent

Date: January 08, 2024

Subject: **Preventive Maintenance of ICT Equipment in the Schools Division Office**

1. Aligned with DepEd MATATAG Agenda, specifically, **TA**ke steps to accelerate the delivery of basic education services and provision of facilities, the ICT Unit will conduct the annual preventive maintenance to ensure uninterrupted and optimal performance of ICT equipment within the offices of SDO Bulacan.
2. Due to the limited manpower of the OSDS – ICT Unit, all unit heads are requested to provide their most convenient day in order not to disrupt the transactions and activities of their respective office. The deadline for submission is on or before January 31, 2024.
3. It is recommended that all employees with assigned computer equipment (laptops and desktops) conduct initial housekeeping by saving files and having them backed up in OneDrive or NAS. Kindly delete all unnecessary files. Personal files such as videos, MP3s, and other personal documents should be stored in your personally owned digital storage.
4. Attached herewith is the schedule of the ICT unit per month for your reference.
5. Should there be any issues and concerns you may contact Mr. Ronald G. Salvador, ADAS II – Infrastructure Management or you may email us via [ictsbulacan@deped.gov.ph](mailto:ictsbulacan@deped.gov.ph).
6. Maximum involvement and cooperation of all concerned is enjoined.
7. For information, guidance, and compliance.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent 



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**ICT MAINTENANCE AND MONITORING PLAN 2024**

OFFICE/UNIT	No. of Unit	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
OSDS	4												
OASDS(Elem)	2												
OASDS(Sec)	2												
Accounting	12												
Budget	4												
Supply	3												
Records	6												
HRMO(Personnel)	12												
Admin. Office	2												
Cashier	6												
Legal	2												
ICTS	5												
CID	2												
LRMDS	3												
SGOD	7												
SHNU	1												
COA	10												

Prepared by:

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