



Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

MEMORANDUM

30426160

TO : Assistant Schools Division Superintendent
Section Chiefs and Unit Heads
All Division Personnel
All Others Concerned

FROM : **NYMPHA D. GUENO**
Schools Division Superintendent

SUBJECT : **1ST QUARTERLY PREVENTIVE MAINTENANCE ACTIVITY**

DATE : March 04, 2026

In line with the ICT Unit's commitment for efficient and reliable services as well as ensuring optimal performance and longevity of IT equipment, the unit will conduct the **1st Quarterly Preventive Maintenance Activity** on **March 23 to 28, 2026** for the offices, sections, and units of the Schools Division Office of Ligao City.

The activity aims to:

1. Inspect, clean, and troubleshoot the deployed or issued IT assets such as desktops, laptops, printers, network devices, and other peripherals.
2. Check and ensure proper functionality of hardware components.
3. Perform system updates, anti-virus updates, and security checks.
4. Assess network connectivity and internet performance.
5. Identify and document defective or underperforming units for appropriate actions.

All concerned offices are requested to ensure that all ICT equipment is accessible during the scheduled maintenance. In addition, please report any existing technical issues prior to the scheduled activity.

Below is the detailed schedule of preventive maintenance per office.

OFFICE	SCHEDULE
Records, Cash, Admin, & Procurement	March 23, 2026
Personnel, Accounting, & Budget	March 24, 2026
Library, Health Unit, Planning, Supply	March 25, 2026

OFFICE	SCHEDULE
Legal, OSDS, ASDS	March 26, 2026
SGOD, CID	March 27, 2026
ICT Unit	March 28, 2026

Full cooperation in this activity is essential in maintaining the efficiency and reliability of the agency's ICT resources

For information and guidance.