



Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**



July 7, 2025

**DIVISION MEMORANDUM**

No. **07-2031**, 2025

**SCHEDULE OF DEVICE PREVENTIVE MAINTENANCE AND MONITORING FOR  
DEPED ISSUED ICT EQUIPMENT IN THE SCHOOLS DIVISION OF SIARGAO**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor CID and SGOD  
All Education Program Supervisor  
All Public Schools District Supervisors  
All Units Heads  
All School Heads  
All others Concerned

1. Pursuant to DepEd order No. 95, s. 2010 titled Guidelines on the proper use of Computer and Network Facilities in all DepEd Administrative Offices and Schools, the Information and Communication Technology Unit will conduct Device Preventive Maintenance of all DepEd-issued ICT equipment in the Schools Division of Siargao, Year-round Schedule.
2. The activity aims to:
  - a. diagnoses and troubleshoot major parts of laptops, computer desktops and other devices.
  - b. check all necessary software updates, especially Windows security; and
  - c. Remove or install unauthorized applications software;
3. All employees with issued computer desktops, laptops and other devices are requested to hand over their units during the conduct of the preventive maintenance.
4. 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. Kindly delete all unnecessary files. Personal files such as videos, MP3s, and other personal documents should be stored in your personally own digital storage.



Address: Km. 3, Brgy. Osmena, Dapa, Surigao del Norte  
Contact No.: 09190040217



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DepEd Siargao



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**SCHOOLS DIVISION OF SIARGAO**

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5. Attached herewith is the ICT Maintenance and Monitoring Plan.
6. Expenses for this activity, replacement of parts, and other costs shall be charged against the DepEd Program Support Fund FY 2025.
7. For queries and information, you may contact **John Eric A. Jabines**, ITO-I on 09985447524 or at the ICT Office.

  
**MANUEL O. CABERTE**

Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

Encl. as Stated  
Reference: DepEd Order No. 95, s. 2010

To be indicated in the perpetual index  
under the following subjects:

ICT                      MAINTENANCE                      MONITORING

OSDS/jeaj  
07/07/2025



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DepEd Siargao



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**ICT Maintenance and Monitoring Plan by District**

District	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1 Burgos												
2 Dapa East												
3 Dapa West												
4 Gen Luna												
5 Numancia East												
6 Numancia West												
7 Pilar												
8 San Benito												
9 San Isidro												
10 Sapao												
11 Socorro East												
12 Socorro West												

Prepared by: **JOHN ERIC A. JABINES**  
 Information Technology Officer I

Approved By: **MANUEL O. CABERTE**  
 Assistant Schools Division Superintendent  
 Officer In-Charge  
 Office of the Schools Division Superintendent




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**ICT Maintenance and Monitoring Plan by Office/Unit**

OFFICE/UNIT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1 OSDS												
2 ASDS												
3 Accounting												
4 Budget												
5 Supply												
6 Records												
7 HRMO (Personnel)												
8 Admin. Office												
9 Cashier												
10 Legal												
11 CID												
12 LRMDs												
13 SGOD												
14 SHNU												

Prepared by:   
**JOHN ERIC A. JABINES**  
Information Technology Officer I

Approved By:   
**MANUEL O. CABERTE**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent



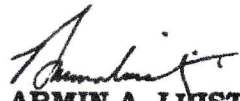
AUG 10 2010

DepEd ORDER  
No. **95**, s. 2010

**GUIDELINES ON THE PROPER USE OF COMPUTER AND NETWORK  
FACILITIES IN ALL DEPED ADMINISTRATIVE  
OFFICES AND SCHOOLS**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. The Department of Education (DepEd) has been involved in various programs and projects aimed at modernizing its operations and improving the teaching and learning process in the schools. Among these are the DepEd Computerization Program (DCP), which facilitates the deployment of computer laboratories to public high schools, the DepEd Internet Connectivity Project (DICP), which provides secondary schools internet connectivity, and development systems, which are used by administrative offices and public schools.
2. With these developments, increase in computer and network/internet activities leading to different concerns is expected due to lack of guidelines. To ensure effective and efficient use of computer and network facilities, the Information Communications and Technology Unit (ICTU) has formulated the guidelines on the proper use of computer and network facilities in all DepEd administrative offices and public schools. See Enclosure No. 1 for these guidelines.
3. Moreover, the Computer Usage Code-of-Conduct Contract must be filled-up and signed by all concerned personnel before using said facilities. Enclosure No. 2 contained sample of this contract.
4. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encls.: As stated

References:

DepEd Order: (No. 105, s. 2009), and 78, s. 2010  
DepEd Memorandum: No. 174, s. 2009

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

INFORMATION TECHNOLOGY  
POLICY  
SCHOOLS

R-SMA, DO Guidelines on the Proper Use of Computer  
July 16/21, 2010

## **GUIDELINES ON THE PROPER USE OF COMPUTER AND NETWORK FACILITIES**

### **Section 1. Purpose**

- 1.1 The Department of Education (DepEd) shall provide to its officials, teaching and non-teaching personnel, staff and students with facilities such as computers, internet connectivity, information systems resources and associated services to support its goals of achieving quality basic education equitably accessible to all and of laying the foundation for life-long learning, and service for the common good through its various modernization programs and projects.
- 1.2 The DepEd encourages the use of said facilities to ensure a more efficient and effective performance of any administrative offices and public schools through valuable sources of on-line information.
- 1.3 All DepEd constituents must remember that electronic media and services provided are property of this government agency, and that their purpose is to facilitate and support its mandate. Thus, they shall be responsible to use these resources in a professional, ethical, and lawful manner.
- 1.4 These guidelines have been formulated to ensure responsibility and accountability on the use of ICT facilities. These are designed to convey the DepEd's philosophy and set forth general principles when using electronic media and services.

### **Section 2. Access to the DepEd Network, Internet and Information Systems**

- 2.1 In order to access the DepEd network, internet and information systems facilities, the DepEd employees and learners must first be recognized as "authorized users".
- 2.2 After being recognized, they are required to log-in to these facilities for security reason. Then, an analysis of the network traffic on which these resources shall be generated. A study may be conducted to improve its system-wide use.
- 2.3 The basis for the internet usage policies using the DepEd facilities shall be the DepEd Order No. 105, s. 2009 entitled, *Guidelines in Managing the Proper Use of Internet Services in All Administrative Offices and Schools*.

### **Section 3. Personal Files or Software, and Equipment and Peripherals**

- 3.1 Personal files or software such documents, pictures, audio, video, etc. must not be placed, copied and installed in the DepEd-owned computers. These files must be stored in external storage devices such as optical disks, external hard disks, USB flash drives owned personally by the user.

- 3.2 Officials, employees, students with DepEd ICT equipment and peripherals such as computers or laptop, mouse, keyboard, storage devices labeled with official DepEd property stickers can avail of technical assistance and/or repair services provided by this Department.
- 3.3 Personal ICT equipment and peripherals such as computers, mouse, keyboard, storage devices, among others may be used in the performance or enhancement of their duties at their own risk. They shall also be properly recorded with the DepEd Security Office.
- 3.4 However, in the event that these personal ICT equipment and peripherals break down, the owner **cannot avail of any technical assistance and/or repair services from DepEd-hired ICT maintenance crew**, since these are not DepEd properties.

#### **Section 4. Security and Virus Infection Prevention**

- 4.1 DepEd employees and students shall assume full responsibility that goes with using their computer, network and e-mail accounts.
- 4.2 Users should not disclose their passwords to unauthorized personnel to avoid tampering with these facilities.
- 4.3 Copying, publishing, storing and transmitting of official data without authorization from the Office of Planning Service shall be prohibited.
- 4.4 Computer users shall be instructed to update their anti-virus software daily to prevent data loss and spread of infection to the network and other computers.
- 4.5 Computers and other storage devices which were used for fieldwork **should be scanned first before using** to avoid possible computer virus infection, since majority of anti-virus software rely on an active internet connection. Technical assistance shall be provided by their respective ICT units, ICT coordinators or computers maintenance crew.

#### **Section 5. Software Installation and Issues**

- 5.1 Only licensed and/or authorized open-source software shall be installed in DepEd-owned computers.
- 5.2 Installation of pirated software in DepEd-owned computers shall be strictly prohibited.
- 5.3 Installation and/or downloading of unauthorized software shall be strictly forbidden.
- 5.4 An office which has application software requirements shall coordinate with its respective ICT unit/ICT coordinators to make the necessary arrangements in procuring the license/s of the required software.
- 5.5 For software which need to be updated periodically (e.g. anti-virus software), an office shall seek the assistance of its respective ICT units, ICT coordinators or computer maintenance crew.

- 5.6 **Watching TV programs**, through "TV Tuners", DVD videos, and **playing of games**, which are not for official use, shall be **strictly prohibited**.

#### **Section 6. ICT Equipment Set-Up**

- 6.1 An office with new ICT equipment, which requires installation and/or connectivity of its different components, shall make arrangements with its respective ICT units, ICT coordinators or computer maintenance crew for proper scheduling.

#### **Section 7. Warranty Issues**

- 7.1 Only an office with ICT equipment and peripherals considered 'out-of-warranty' and enrolled in the current ICT equipment and peripherals shall be diagnosed and repaired by its respective ICT units, ICT coordinators or computer maintenance crew.
- 7.2 An office, with computers, printers and scanners that are still **within the manufacturers warranty period**, can **request only for diagnosis but not for repair** of these facilities by its ICT units, ICT coordinators or computer maintenance crew to avoid the cancellation of their warranty.

#### **Section 8. Sharing of ICT/Computer Resources**

- 8.1 Offices with limited ICT resources shall be required to establish Local Area Network (LAN) so that ICT resources (file, print and internet) can be shared.

[SCHOOL NAME]

**COMPUTER USAGE**  
**CODE-OF-CONDUCT CONTRACT**

I will:

- Talk with my teacher and parents to learn the rules for using the computer and other ICT equipment.
- Use DepEd's ICT facilities in a responsible and ethical manner.
- Never give out information about my username/account name and password to avoid the unauthorized use of DepEd's facilities.
- Never use DepEd's ICT facilities for unofficial purposes.
- Never use or copy files that are not authorized by the owner.
- Never install or copy personal files onto DepEd's computer equipment without the knowledge of the teacher.
- Never install or download any pirated or unauthorized software.
- Never play games especially without the consent of the teacher.
- Ask for the guidance of the teacher for doubtful activities which will need the use of the computer.
- Let my teacher and/or parents know my Username and Password, listed below:

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Name/Signature (student) \_\_\_\_\_ Date \_\_\_\_\_

Parent or guardian \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_