

April 01, 2022

MEMORANDUM

FOR : The Regional Executive Director

DENR MIMAROPA Region

THRU: The Assistant Regional Director for Management Services

ATTENTION: The Chief, Regional Planning and Management Division

The Chief, Regional ICT Section

FROM: The In-Charge, Office of the PENR Officer

SUBJECT : INFORMATION AND COMMUNICATIONS

TECHNOLOGY (ICT) EQUIPMENT PREVENTIVE MAINTENANCE REPORT FOR THE FIRST QUARTER,

CY 2022 OF DENR-PENRO MARINDUQUE

In line with the quality objective of the Information and Communications Technology (ICT) Unit of the DENR-PENRO Marinduque which is to monitor and maintain the Office-owned ICT equipment according to its functionality and lifespan, the ICT Unit is currently conducting ICT Equipment Preventive Maintenance activities in accordance with the approved ICT Equipment Preventive Maintenance Routine Plan which started on March 23, 2022.

Likewise, in compliance with the above-cited activity, attached are the First Quarter, CY 2022 ICT Equipment Preventive Maintenance Report, approved CY 2022 ICT Preventive Maintenance Routine Plan of the DENR-PENRO Marinduque, and scanned Preventive Maintenance of ICT Equipment forms for your reference.

For information and record.

"For and in the absence of the OIC - PENR Officer"

CYNTHIAU. KOZANO
Chief, Technical Services Division
In-Charge, Office of the PENRO



SUMMARY REPORT ON ICT EQUIPMENT PREVENTIVE MAINTENANCE For the 1st Quarter, CY 2022

Region/Province:

MIMAROPA - MARINDUQUE

	EMPLOYEE'S INFORMATION			ICT EQUIPME	NT PREVENTIVE	MAINTENANCE INFORMATION	RESULTS OF PROCEDURES/ACTIVITIES CONDUCTED			
No.	NAME	POSITION/ DESIGNATION	OFFICE	ICT EQUIPMENT/ SOFTWARE DESCRIPTION	DATE STARTED	PROCEDURES/ACTIVITIES CONDUCTED	DATE ENDED	CONDITION OF THE IT EQUIPMENT AND ITS COMPONENT	REMARKS/ACTIONS TO BE TAKEN TAKEN	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
1	Macunat, Ericka L.	Administrative Aide VI	Finance Section	Desktop Computer	03/23/2022	Checked all computer peripherals are properly functioning and connected Deleted temporary internet and Windows files Removed unnecessary start-up programs	03/23/2022	Operational and in good condition	No necessary and further actions to be taken	
2	Macunat, Ericka L.	Administrative Aide VI	Finance Section	Printer	03/23/2022	Conducted physical checkup	03/23/2022	Operational but needs repair	Printer roller for replacement	
3	Munar, Manoel Christian S.	Administrative Officer I	Administrative Section	Desktop Computer	03/23/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/23/2022	Operational and in good condition	For further cleanup of internal and external parts of computer	
4	Jamola, Loma C.	Utility Worker II	Administrative Section	Laptop Computer	03/23/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/23/2022	Operational but needs repair	Keyboard and battery for replacement. Use of external keyboard is needed	
5	Jamola, Lorna C.	Utility Worker II	Administrative Section	Printer	03/23/2022	Conducted physical checkup	03/23/2022	Operational but needs repair	Colored ink cartridge for replacement	
6	Alcober, Nilo L.	Administrative Officer I	Administrative Section	Desktop Computer	03/23/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/23/2022	Operational and in good condition	For further cleanup of internal and external parts of computer	
7	Alcober, Nilo L.	Administrative Officer I	Administrative Section	Printer	03/23/2022	Conducted physical checkup	03/23/2022	Operational but needs repair	No necessary and further actions to be taken	
8	Sualog, Michael Vencint M.	Forest Technician I	Monitoring and Enforcement Section	Laptop Computer	03/23/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/23/2022	Operational and in good condition	No necessary and further actions to be taken	
9	Sualog, Michael Vencint M.	Forest Technician I	Monitoring and Enforcement Section	Printer	03/23/2022	Conducted physical checkup	03/23/2022	Operational but needs repair	No necessary and further actions to be	
10	Maranan, Michael Joseph A.	Forest Ranger	Monitoring and Enforcement Section	Desktop Computer	03/23/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/23/2022	Operational and in good condition	For further cleanup of internal and external parts of computer	
11	Feliciano, Anidel M.	Administrative Officer IV	Finance Section	Laptop Computer	03/23/2022	Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/23/2022	Operational and in good condition	No necessary and further actions to be taken	
12	Saet, Lorelyn P.	Accountant III	Finance Section	Laptop Computer	03/28/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/28/2022	Operational and in good condition	For further cleanup of internal and external parts of computer	
13	Bronce, Jerahmeel L.	Forest Ranger	Monitoring and Enforcement Section	Desktop Computer	03/29/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/29/2022	Operational and in good condition	For further cleanup of internal and external parts of computer	



No.	NAME:	POSITION DESIGNATION	Office	ICT EQUIPMENT) SOFTWARE DESCRIPTION	DATE STARTED	PROCEDURE ENCITATIVES CONDUCTED	DATE ENDED	CONDITION OF THE IT ROUNT NEWS	REMARKS/ACTIONS TO BE NAMED.
(1)	(2)	(0)	(4)	(5)	(0)	n	(0)	(P)	(10)
14	Pelaez Corazon R.	Forest Technician I	Conservation and Development Section	Desktop Computer	03/30/2022	Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/30/2022	Operational and in good condition	No necessary and further actions to be taken
15	Pelaez Corazon R.	Forest Technician I	Conservation and Development Section	Laptop Computer	03/30/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/30/2022	Operational and in good condition	For further maintenance cleanup of internal and external parts of computer
16	Bundoc, Aleth C.	Community Development Officer II	Conservation and Development Section	Laptop Computer	03/30/2022	Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/30/2022	Operational and in good condition	No necessary and further actions to be taken
17	Estrella, Randy N.	Forest Ranger	Regulation and Permitting Section	Laptop Computer	03/30/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary internet and Windows files Removed unnecessary start-up programs	03/30/2022	Operational and in good condition	For further maintenance cleanup of internal and external parts of computer
18	Diaz, Simeon R.	Land Management Officer III	Regulation and Permitting Section	Laptop Computer	03/30/2022	Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/30/2022	Operational and in good condition	No necessary and further actions to be taken
19	Palacios, Eden P.	Administrative Officer IV	Administrative Section	Laptop Computer	03/30/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/30/2022	Operational and in good condition	No necessary and further actions to be taken
20	Feliciano, Anidel M.	Administrative Officer IV	Finance Section	Desktop Computer	03/30/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/30/2022	Operational and in good condition	For further cleanup of internal and external parts of computer
21	Aldovino, Andrew E.	Administrative Officer I	Administrative Section	Laptop Computer	03/30/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/30/2022	Operational and in good condition	1. For further cleanup of internal and external parts of computer 2. Touchpad not working. Use of external mouse is needed 3. Operating System not licensed
22	Aldovino, Andrew E.	Administrative Officer I	Administrative Section	Printer	03/30/2022	Conducted physical checkup	03/30/2022	Operational and in good condition	No necessary and further actions to be taken
23	Parañaque, Maria Elena M.	Forester I	Conservation and Development Section	Desktop Computer	03/30/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/30/2022	Operational and in good condition	No necessary and further actions to be taken
24	Parañaque, Maria Elena M.	Forester I	Conservation and Development Section	Printer	03/30/2022	Conducted physical checkup	03/30/2022	Beyond economic repair	For replacement and disposal
25	Parañaque, Maria Elena M.	Forester I	Conservation and Development Section	Laptop Computer	03/30/2022	Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/30/2022	Operational and in good condition	No necessary and further actions to be taken
26	Alcober, Nilo L.	Administrative Officer I	Administrative Section	Laptop Computer	03/31/2022	Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	03/31/2022	Operational and in good condition	No necessary and further actions to be taken



HOLD RESIDENCE DESCRIPTION DESIGNATION DE LA CONTRACTION DE	REMARKS/ACTIONS TO BE TAXEN
27 Magculang, John Andrew M. Forest Technician I Conservation and Development Section Desktop Computer 28 O3/31/2022 10 Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly functioning and connected 3. Removed unathorized and counterfeit software 03/31/2022 10 Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly functioning and connected 3. Removed unathorized and counterfeit software 03/31/2022	(10)
27 Magculang, John Andrew M. Forest Technician I Conservation and Development Section Desktop Computer 03/31/2022 28 Checked all computer peripherals are properly functioning and connected 3. Removed unathorized and counterfeit software 03/31/2022 29 Checked all computer peripherals are properly functioning and connected 3. Removed unathorized and counterfeit software 03/31/2022	
5. Removed unnecessary start-up programs	For further cleanup of internal and external parts of computer Operating System not licensed
28 Matining, Ronald M. Mathematician Aide II Conservation and Development Section Desktop Computer 03/31/2022 12. Removed unnetcerated and counterfeit software 3. Deleted temporary internet and Windows files 4. Removed unnecessary start-up programs 03/31/2022 Operational and in good condition	No necessary and further actions to be taken
29 Matining, Ronald M. Mathematician Aide II Conservation and Development Section Printer 03/31/2022 Conducted physical checkup 03/31/2022 Operational and in good condition	No necessary and further actions to be taken
30 Mahayag, Jelomy H. Forester I Regulation and Permitting Section Desktop Computer 03/31/2022 1. Checked all computer peripherals are properly functioning and connected 2. Removed unnerfeit software 3. Deleted temporary Internet and Windows files 4. Removed unnecessary start-up programs	No necessary and further actions to be taken
31 Mahayag, Jelomy H. Forester I Regulation and Permitting Section Printer 03/31/2022 Conducted physical checkup 03/31/2022 Operational and in good condition	No necessary and further actions to be taken
32 Lastra, Maria Lourdes P. Land Management Officer II Regulation and Permitting Section Desktop Computer 03/31/2022 Regulation and Permitting Section Desktop Computer 03/31/2022 1. Checked all computer peripherals are properly functioning and connected 2. Removed unathorized and counterfeit software 3. Deleted temporary Internet and Windows files 4. Removed unnecessary start-up programs	No necessary and further actions to be taken
33 Lastra, Maria Lourdes P. Land Management Officer II Regulation and Permitting Section Printer 03/31/2022 Conducted physical checkup 03/31/2022 Operational and in good condition	No necessary and further actions to be taken
Radovan, Menchita D. Forest Ranger Regulation and Permitting Section Desktop Computer 03/31/2022 1. Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly functioning and connected 3. Removed unathorized and counterfeit software 4. Deleted temporary Internet and Windows files 5. Removed unnecessary start-up programs	For further cleanup of internal and external parts of computer Hard Disk Drive (HDD) bad sector. Replacement of HDD is necessary
35 Radovan, Menchita D. Forest Ranger Regulation and Permitting Section Printer 03/31/2022 Conducted physical checkup 03/31/2022 Operational and in good condition	No necessary and further actions to be taken
Barola, Sofia M. Administrative Aide VI Office of the PENRO Desktop Computer 03/31/2022 1. Checked all computer peripherals are properly functioning and connected 2. Removed unnected 3. Deleted temporary Internet and Windows files 4. Removed unnecessary start-up programs	No necessary and further actions to be taken
37 Barola, Sofia M. Administrative Aide VI Office of the PENRO Printer 03/31/2022 Conducted physical checkup 03/31/2022 Operational and in good condition	No necessary and further actions to be taken
38 Barola, Sofia M. Administrative Aide VI Office of the PENRO Scanner 03/31/2022 Conducted physical checkup 03/31/2022 Operational and in good condition	No necessary and further actions to be taken
Barola, Sofia M. Administrative Aide VI Office of the PENRO Laptop Computer 03/31/2022 1. Checked all computer peripherals are properly functioning and connected 2. Removed unathorized and counterfeit software 3. Deleted temporary Internet and Windows files 4. Removed unnecessary start-up programs	Touchpad not working. Use of external mouse is needed
40 Mahayag, Jelomy H. Forester I Regulation and Permitting Section Laptop Computer 03/31/2022 1. Checked all computer peripherals are properly functioning and connected 2. Removed unathorized and counterfeit software 03/31/2022 2. Removed unathorized and counterfeit software 03/31/2022 0. Deleted temporary Internet and Windows files	No necessary and further actions to be taken
TOTAL 40	

Prepared by:

MARK RYAN S. LOZADA Information Systems Analyst II Deviewed by:

JHONNA LIZAS. MEDENILLA
Planning Officer II/ In-Charge, Planning Section

Noted by:

In-Charge Management Services Division

MAR 16 2022

MEMORANDUM

TO

: All Permanent Officials and Employees

THRU

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The In-Charge, Management Services Division

ATTENTION

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The Chief, ICT Unit

FROM

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The OIC – PENR Officer

SUBJECT

INFORMATION

AND

COMMUNICATIONS

TECHNOLOGY (ICT)

EQUIPMENT

PREVENTIVE

MAINTENANCE SCHEDULE FOR CY 2022

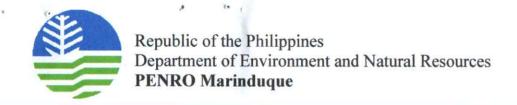
In line with the quality objective of the Information and Communications Technology (ICT) Unit which is to monitor and maintain the Office-owned ICT equipment according to its functionality and lifespan, the ICT Unit will be conducting ICT Equipment Preventive Maintenance on the following schedules in accordance to the approved ICT Equipment Preventive Maintenance Routine Plan.

Office	1st Quarter	REVENTIVE MAIN 2nd Quarter	3 rd Quarter	4th Quarter
Office of the PENRO				1 st to 2 nd week of November
Office of the Chief, Technical Services Division				1st to 2nd week of November
Office of the In-Charge, Management Services Division				1 st to 2 nd week of November
Protected Area Management Office				2 nd to 4 th week of October
Administrative and Finance Section		arch to 3 rd week of April		
Planning Section		4 th week of April to 2 nd week of May		
Conservation and Development Section		3 rd week of May to 4 th week of June		
Regulation and Permitting Section			1 st week of July to 4 th week of August	
Monitoring and Enforcement Section			1st week of Sept	ember to 1 st week ctober

Quarterly Report shall be submitted by the ICT Unit every 5th day of the ensuing quarter in compliance with the said activity.

For information and compliance.

IMELDA M. DIAZ

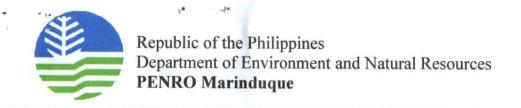


INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) EQUIPMENT PREVENTIVE MAINTENANCE ROUTINE PLAN CY 2022

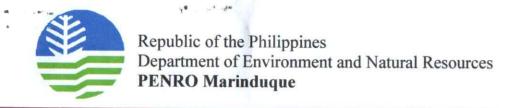
	NUMBER OF EMPLOYEES	TOTAL NUMBER OF HARDWARE (As of February, 2022)				TOTAL NUMBER OF INSTALLED SOFTWAR (As of February, 2022)			WARE	
OFFICE	(Based on PENRO Organizational					OPERATING SYSTEM		ANTI-VIRUS	GIS	
	Structure)	Desktop	Laptop	Printer	Scanner	UPS	Windows 10	Windows 7	ANTI-VIKUS	GIS
Office of the PENRO	2	1	5				6		2	
Office of the Chief, Technical Services Division	1	2	3	1		2	5		1	
Office of the In-Charge, Management Services Division	2	1	1	1		1	2		1	
Protected Area Management Office	7		4	6		1	4			
Administrative and Finance Section	13	5	7	11		7	10	2	5	
Planning Section	3	3	3	3	1	5	6		3	
Conservation and Development Section	13	10	7	5	2	2	17		6	2
Regulation and Permitting Section	13	3	5	14	2	2	8	_	4	
Monitoring and Enforcement Section	9	4	2	1	1	5	6		3	1
TOTAL	63	29	37	42	6	25	64	2	25	3

Note: Based on the Book of Accounts

Website: https://penromarinduque.gov.ph/ Email: penromarinduque@denr.gov.ph



	CY 2022 ICT EQUIPMENT PREVENTIVE MAINTENANCE STANDARD PROCEDURES
PROCEDURE #	PROCEDURES/ACTIVITIES
1	Computer Physical Checkup
1.1	Clean internal and external parts of computer
1.2	Check all computer peripherals are properly functioning and connected
2	Computer Software Checkup
2.1	Update Windows Operating System
2.2	Update Anti-virus
2.3	Run virus scan
2.4	Remove unauthorized and counterfeit software
2.5	Delete temporary Internet and Windows files
2.6	Remove unnecessary start-up programs
2.7	Run disk cleanup
2.8	Back-up database files (for server only)



	CY 2022 ICT EQUIPM	MENT PREVENTIVE MAINT	TENANCE SCHEDULE	
OFFICE	1 ST QUARTER	2 ND QUARTER	3 RD QUARTER	4 TH QUARTER
Office of the PENRO				1st to 2nd week of November
Office of the Chief, Technical Services Division				1st to 2nd week of November
Office of the In-Charge, Management Services Division				1st to 2nd week of November
Protected Area Management Office				2 nd to 4 th week of October
Administrative and Finance Section	3 rd week of March	n to 3 rd week of April		
Planning Section		4 th week of April to 2 nd week of May		
Conservation and Development Section		3 rd week of May to 4 th week of June		
Regulation and Permitting Section			1st week of July to 4th week of August	
Monitoring and Enforcement Section			1st week of September	to 1st week of October

Prepared by:

MARK RYAN S. LOZADA Information Systems Analyst II Reviewed by:

JHONNA LIZA S. MEDENILLA
Planning Officer II/In-Charge, Planning Section

Recommending Approval:

GEMMA P. DELOS REYES
In-Charge Management Services Division

Approved:

IMELDA M.DIAZ
OIC – PENR Officer

PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT

IT equipment model: AC	OR TC-844	Date/Time	Started: 3/27/2022	
	UA L. MACHA		Started: 3/2// 2021	-
Office/Division/Section:	BINGO /F		1101100	_
	FINANCE	Date Acqu	ired: 6/26/2022	_
IT Equipment	Model	Serial Number	Paraula.	_
1. System Unit	SCER	Serial Fullipe	Remarks	-
2. Monitor	LUR KUHAL	9010434144	2 WORKING	-
3. UPS	AND GOOKA	1 1 1 1 1 1 1 1 1	WORKIN	_
4. Keyboard	ALER		WORKMIS	-
5. Mouse	ACTR		watny	\dashv
Software installed	Brand	Licensed (Y/N) Remarks	\dashv
Operating System	WINDOWS 10	V)	PROPESSENA -	44 BIT CRACKED
Anti-virus			1 1 1 100,000	144011 COTORON
GIS				-
parts of co b. Check all of peripherals functioning 2. Computer Softwa a. Update Win Operating b. Update And c. Run virus sed. Remove up and counter	mal and external mputer computer are properly g and connected re Checkup ndows System ti-virus scan nauthorized rfeit software porary Internet ws files nnecessary	o den	HISTORY CAPTE	-
Other devices	Details/Seri	al Number	Findings/Demayles	
1. Printer		210	Findings/Remarks	6/02
	CPSC1) L	-210		
			to applacemen	()
2. Scanner				
Jun Joseph Mk Attending ICT Pers	onnel		d-user confirmation: Machine Machine	
MARK RYAN S. LO ISA II/ Chief ICT I			ONNA LIZA S. MEDENILLA II/ In-Charge, Planning Section	

PREVENTIVE M	AINTENANCE OF I	NFORMATION TECH	INOLOGY EQUIPMENT	
IT equipment model:		_	, ,	
	MADAMOLA	Date I iii Dtai		
Office/Division/Section:	ADMIN	Date/Time End		
The state of the s	7.117	Date Acquired:	4/2//2013	-
IT Equipment	Model	Serial Number	Remarks	7
1. System Unit	LAPTOP AV5-4215		FOR WORKING	+
2. Monitor	*	2000	111111111111111111111111111111111111111	-
3. UPS	1	1		1
 Keyboard 	INTERNA	7/9	FOR REplacement	
5. Mouse			7.000 110 17	1
Software installed	Brand	Licensed (Y/N)	Remarks	1
Operating System	windows o	Y	PROF - W	PAT
Anti-virus] ' '
GIS				
ACTIV	TTIEC DIE	TELEVISION (C)		
1. Computer Physic		SE PUT (✔)	REMARKS	
	ernal and external	KEY OOMPO	NOT MARRIAS (ARR	BATTER
parts of c		110/00	NOT WOORING FOR	- // // //
b. Check all		I INTERM	KAYBOURD 8	BATTER
	ls are properly			-
	ng and connected			
2. Computer Softw				
 a. Update W 		O		
Operating				
b. Update A		<u> </u>		-
c. Run virus			00000	-
d. Remove		D OTHER.	FOFTWARE	:
	erfeit software	- emale	HISTORY & count	5
e. Delete ter		a remark	AND TO PERMIT	
f. Remove i		on one	EOTTMAR 5	
start-up p		011100	2010	
start-up p	lograms			
Other devices	Details/Seri	al Number	Findings/Remarks	
1. Printer				
Scanner				
/.1		F., J.,		
(4-		Eng-use	er confirmation:	
JAN JOSEAN MK	uno		yaman	
Attending ICT Per	rsonnel	Sign	athre over Printed Name	
7	· Some	O Ign	ature over 11 mice i vanie	
Verified by:		Noted b	by:	
			01/	
TV			(Why	
	0.7.1.7.			
MARK RYAN S. L			NA LIZA S. MEDENILLA	
ISA II/ Chief ICT	Unit	PO II/ I	n-Charge, Planning Section	

PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT

T equipment model:	POTFICEJET 7	[2] Date/Time	Started: 3/29/2012
Name of User: LORIAN Office/Division/Section:		Date/Time Date Acqui	
IT Equipment	Model	Serial Number	Remarks
1. System Unit	HP 7612	2017-50-10-806	H-10 WORKITS
2. Monitor			
3. UPS			_
4. Keyboard			
5. Mouse			
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System			
Anti-virus			
ACTIV		CASE PUT (✓)	REMARKS
1. Computer Physi	ernal and external		
parts of c			
b. Check all	The state of the s	& Coloper	NOT WORKINS
periphera	als are properly ng and connected	2 3/01/	
2. Computer Softw			
Operating			
b. Update A			
c. Run virus			
d. Remove			
Andrew Street Street	terfeit software	_	
e. Delete te	mporary Internet		
	dows files		
f. Remove start-up p			
Other devices	Details/So	erial Number	Findings/Remarks
1. Printer			
2. Scanner			
4-		End	l-user confirmation:
Jan Joseph	mound		rearran
Attending ICT Pe	rsonnel		Signature over Printed Name
erified by:		Not	red by:
MARK RYAN S. L	OZADA	107	ONNA LIZA S, MEDENILLA
ISA II/ Chief ICT			II/ In-Charge, Planning Section

	AINTENANCE OF		MATION TEC	/	1	
IT equipment model:	action give 28	FI_	Date/Time Sta	arted: 3/2	3/2012	
Name of User:	NILO L. ALCOBE	R	Date/Time En	ded: 3/	V5/200	
Office/Division/Section:	AJMIN	•	Date Acquired		12019	
IT Equipment	Model	Sa	rial Number	7 7		
System Unit	ACER	36	riai Number		emarks	
2. Monitor	ACER	ar	WILL IN	work	(11)	
3. UPS	APE 450	100	504884742	(A)000K	105	
4. Keyboard		104	10-2017-02	10 wor		
	ACER	_		wor		
5. Mouse	ACER			we	RKINS	
Software installed	Brand	Lie	censed (Y/N)		emarks	
Operating System	windows 10		У	prof	4401T	
Anti-virus			/			
GIS						
parts of c b. Check all periphera	cal Checkup ernal and external omputer	EASE PUT		REMARI Cleanu akny		
2. Computer Softw	are Checkun					
a. Update V						
Operating		_				
b. Update A						
c. Run virus						
d. Remove						
	terfeit software					
	mporary Internet	10/	PILES	MISTERY	1 & cache	
and Wind				1		
f. Remove		Ø	OTHE PO	MCRAM	seauces	
start-up p		44	01100	00000	100-41007	
start-up p	iogranis					
Other devices	Details/Se	erial Num	ber	Findings	Remarks	
 Printer 	EPSUN	L210				
	Penre ma		-014	WIRK	115	
2. Scanner						
2. Scarnier						
$\overline{}$					2.0	
(No			End-u	ser confirmation	20	
Jan Joseph m.	MICIANU			NILOLA	LORER	
1 1/	Mano		-		LCGDEN,	
Attending ICT Per	rsonnel		Sig	nature over P	rinted Name	
				1		
Verified by:			Noted	by:		
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400					July 1	
MARK RYAN S. L	OZADA		THOS	INATIZACE	1	
ISA II/ Chief ICT				INA LIZA S. I		

PREVENTIVE MA	AINTENANCE OF	INFORMATION	TECHNOLOGY EQUIPMENT	
T equipment model:	100 HI8CS	Data/Tim	ne Started: 3/25/2012	
	Michael Veneunt	Date/Tim		
Office/Division/Sedfor	TOU- MES	Date Acq	quired: 9/2 6/ 2020	
IT Equipment	Model	Serial Numb		
System Unit	N1863	2020-50-20	1-7400 WORKING	
2. Monitor				
3. UPS				
4. Keyboard				
5. Mouse Software installed	D 1	1		
Operating System	WINDOWS 10	Licensed (Y/	Sing E Home - ORISHA	./
Anti-virus	0011110100 10		SINGLE HOME - ORISING	1
GIS	sal mor		10.1	
GIS	sine roll		1071	
b. Check all peripheral	cal Checkup ernal and external emputer	ASE PUT (✔) ☑ ☑ ☑ ☑	all good	
2. Computer Software Checkup a. Update Windows		CAN	BR SOFTHARE VOY & DRIWSER CACHER BR WINGOUS SERVICES	1
Other devices		erial Number	Findings/Remarks	
1. Printer	EOSUN	L3110	nc//	
	1CS #	2026 -608	ηεω	
2. Scanner				
Attending ICT Per	mcuno rsonnel	-	Signature over Printed Name Noted by:	
MARK RYAN S. L ISA II/ Chief ICT			JHONNA LIZA S. MEDENILLA PO II/ In-Charge, Planning Section	

PREVENTIVE M	AINTENANCE OI	INFORM	MATION TECH	NOLOGY EQUIP	MENT
IT equipment model:				11	
Name of User: MICHA	TI LOCOPIA A MA		Date/Time Star		903
Office/Division/Section:	to 10 learn	AYCANAN	Date/Time End		.77
Division Section.	130/6163		Date Acquired:	n/ 9	
IT Equipment	Model	Car	rial Normal	1 /2	
System Unit	HP		rial Number	Remarks	<u> </u>
2. Monitor	HI	QUK,	21300	waring	
3. UPS	KATON	VS	# 00 175	110	
4. Keyboard	HP	100	# 200-178	1/	
5. Mouse	ALTECH	_			
Software installed	Brand	T to	one and OV (NI)	1/	
Operating System	WINDOWS 10	LIC	ensed (Y/N)	Remarks	
Anti-virus		_	7	6431T-	OPISINA
GIS		_		1/ 1/	11 - 1
010				10.16	4-1317
ACTIV	ITIES DIE	ASE PUT		DEMARKS	
1. Computer Physic		ASETUI	(*)	REMARKS	
a. Clean inte	ernal and external	D	201	clean in	
parts of co		42	7	119	
b. Check all			6/1	arted 6	
	s are properly	-	- 1/1	1000	
	ig and connected			O	
	0				
2. Computer Softwa	are Checkup				
a. Update W					
Operating		_			
b. Update A					
c. Run virus					
d. Remove u			OTHER	SOFTWA	PE
and count	erfeit software	,	1.500	1 1 00	11 = 5
e. Delete ten	nporary Internet	₩.	1415800	y & OK	owson Each
and Wind	ows files	/	The		COL
f. Remove u	nnecessary		011160	windows	18K11675
start-up pi	rograms	•	10		
Other devices	Details/Se	rial Numl	ber	Findings/Rema	rks
1. Printer					
2. Scanner					
1	/				
//					
/4/				0 1	
9.			End-use	confirmation:	
1111 -1850h	midgad			Challe	
7 7 0 7			MICHA	A MAGGETTA	MARAWAN
Attending ICT/Per	sonnel		Signa	ture over Printed	Name
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Verified by:			Noted by	7:	,
()				/	
470				J.W	
Miny					
MARK RYAN S. LO				A LIZA S. MEDE	
ISA II/ Chief ICT	Unit		PO II/ In	-Charge, Planning S	Section

JHONNA LIZA S. MEDENILLA PO II/ In-Charge, Planning Section

PREVENTIVE M.	AINTENANCE OF I	INFORMATION T	ECHNOL	OGY EQUIPN	MENT
T equipment model: AC	ER HITWT			3/23/2	128
Name of User: ANIDEL	FET MANG	Date/Time			623
Office/Division/Section:	FINANCE		Date/Time Ended: 3/13/2623		
office/Division/Section.	Firefold	Date Acqu	iired:	1/10/20	19
IT Equipment	Model	Serial Number	yp.	Remarks	
System Unit	MITWT	2019-50-90		WER	In c
2. Monitor	7 7 7	2011 00 .0	- 1800	700 4 11	7 69
3. UPS					
4. Keyboard					
5. Mouse					
Software installed	Brand	Licensed (Y/N	D	Remarks	
Operating System	WIDOWS 10	y Y	'	a4011 -	(RISINA)
Anti-virus				alon	0.00
GIS					
parts of control by the control of t	cal Checkup ernal and external computer computer ls are properly ng and connected are Checkup Vindows g System inti-virus a scan unauthorized erfeit software inporary Internet lows files unnecessary	SE PUT (*)	9/1 ex s	Souds of Tware	* eachr
0.1 1 1	D . 11 15				
Other devices 1. Printer	Details/Sei	rial Number	F	indings/Remar	rks
2. Scanner					
2. Scanner					
Jah Justi Attending ICT/Per	h mician u	Er	nd-user con Signature	firmation:	Name
MARK RYAN S. L. ISA II/ Chief ICT		11		IZA S. VIEDE arge, Planning S	

PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT IT equipment model: ASUS Date/Time Started: Name of User: LOKETIN P SMET Date/Time Ended: / Office/Division/Section: MSP Date Acquired: IT Equipment Model Serial Number Remarks System Unit PENDO-MRQ-04-000 WORKIN S Monitor **UPS** 3. 4. Keyboard Mouse Software installed Brand Licensed (Y/N) Remarks Operating System windows ORKINA Anti-virus GIS **ACTIVITIES** PLEASE PUT (✓) REMARKS 1. Computer Physical Checkup a. Clean internal and external parts of computer not working b. Check all computer peripherals are properly functioning and connected 2. Computer Software Checkup a. Update Windows Operating System b. Update Anti-virus c. Run virus scan d. Remove unauthorized and counterfeit software e. Delete temporary Internet and Windows files f. Remove unnecessary start-up programs

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		
Attending ICT Person	ICIGNO unel	End-user confirmation Signature over Printed Name
erified by:		Noted by:
MARK RYAN S. LOZ ISA II/ Chief ICT Un		JHONNA LIZA S. MEDENILLA PO II/ In-Charge, Planning Section

PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT GX 25/ IT equipment model: Date/Time Started: Name of User: JERAHMEEL DRINCE Date/Time Ended: Office/Division/Section: TEChINCO Date Acquired: IT Equipment Model Serial Number Remarks System Unit 9CER GX 21 Monitor UPS 3. 4. Keyboard DUR Mouse Software installed Brand Licensed (Y/N) Remarks WINDOWS 10 Operating System Anti-virus ARC GIS GIS **ACTIVITIES** PLEASE PUT (✓) REMARKS 1. Computer Physical Checkup a. Clean internal and external parts of computer b. Check all computer peripherals are properly functioning and connected 2. Computer Software Checkup a. Update Windows Operating System b. Update Anti-virus c. Run virus scan d. Remove unauthorized and counterfeit software e. Delete temporary Internet and Windows files f. Remove unnecessary start-up programs Other devices **Details/Serial Number** Findings/Remarks Printer Scanner End-user confirmation: Attending ICT/Personnel Signature over Printed Name Verified by: Noted by: MARK RYAN S. LOZADA

ISA II/ Chief ICT Unit

JHONNA LIZA S. MEDENILLA

PO II/ In-Charge, Planning Section

PREVENTIVE N	IAINTENANCE OF I	NFORMATION 7	TECHNOLOG	Y EQUIPMENT
T equipment model:	LER TZ-\$66	Data/Tim	e Started: 3/	20/2011
Name of User: COLAZ	ON A. DETATEZ	Date/Tim		12/1/2020
Office/Division/Section:	RD- COS	Date Acq		2.6 2000
		But rieq		24 0000
IT Equipment	Model	Serial Numb	er	Remarks
1. System Unit	acta neste	2020-50-90-30		WORKING
2. Monitor	K222 Hall	1/4		working
3. UPS	aungody	/M/A		PKINY
 Keyboard 	AUR	1/2		WOODER!
5. Mouse	à EBR	1/4/6	1	vorkein
Software installed	Brand	Licensed (Y/		Remarks /
Operating System	WINDOWS 10	M		CRACKED
Anti-virus				
GIS				
b. Check a peripher	ternal and external computer	□	n//gach	<i>5</i>
a. Update V Operation b. Update v c. Run viru	Windows ng System Anti-virus		1	~ .7
d. Remove	unauthorized nterfeit software	07	100 700	o Vynapet
e. Delete to	emporary Internet dows files	MISVO	ws 10 50	chencon
f. Remove	unnecessary programs	WINA	WS10 YE	ayict)
Other devices	Details/Ser	ial Number	Findi	ings/Remarks
1. Printer	2000			
2. Scanner	1			
Jan Jose	h muran	E	nd-user confirm	n. AELAYEZ
Attending ICT Po	ersonnel		Signature over	er Printed Name
erified by:	107404	_	oted by:	J.W
MARK RYAN S. I ISA II/ Chief IC				S MEDENILLA , Planning Section

PREVENTIVE M	AINTENANCE OF I	NFORMATION TECH	NOLOGY EQUIPMENT	
	110 1		2/201/200	
1 1	1,	Date/Time Start	ed	
Name of User:	14 0	Date/Time Ende	ed: 3/3/1/2027	
Office/Division/Section:	750 - CDS	Date Acquired:	11/09/2017	
IT Equipment	Model	Contal N		1
System Unit	SCER LADVOR	Serial Number	Remarks	
2. Monitor	2/9	10 1000 -1100 to to to to	working	
3. UPS	/4/0			
4. Keyboard	bulle in		LAPP CINA	
5. Mouse	BUYL V-In		working	
Software installed	Brand	Licensed (Y/N)		
Operating System	WINDMING 10	Licensed (1714)	Remarks/	
Anti-virus	01.10.00		UNGSINOVI	
GIS				
ACTIV	ITIES PLEA	SE PUT (✓)	REMARKS	
1. Computer Physi		SET CT (*)	REMARKS	lanin
	ernal and external	DO4 DO0-	main That	(car i y)
parts of c			main or have of	V
 b. Check all 			11 5000	
periphera	ls are properly			
functionii	ng and connected			
2. Computer Softw				
a. Update W				
Operating		_		
b. Update A				
c. Run virus		not be	SAFTHARE	
d. Remove		U U U U	JUP MARKE	, /
	terfeit software	- WEDWY	8 WEB COCK	BEVICES
and Wind	mporary Internet	Mury	7 000 000	
f. Remove		o This	Windlows S.	REVICES
start-up p	and the same and t	0 1100	1000	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
star up p	rograms			
Other devices	Details/Seri	ial Number	Findings/Remarks	
1. Printer	Details/Self	ad I tumber	r munigo/remarks	_
1				
2. Scanner				
Δ				
9.	,	End-use	r confirmation:	
JAM JOSEPH	miagno		2 m	
	1 10,100	/	AZON IL. PEUTE Z	
Attending ICT Per	rsonnel	/ Sign	ature over Printed Name	
I				
Verified by:		NT-4-11		
verified by:		Noted b	y:	
HW				
			(Y'	
MARK RYAN S. L	OZADA	THON	NA LIZA S. MEDENILLA	
ISA II/ Chief ICT			n-Charge, Planning Section	
		10101		

PREVENTIVE M.	AINTENANCE OF I	NFORMATION T	ECHNOLOGY EQUIF	PMENT
equipment model:	COR NITWIT	Date/Time	Started 3/3//	um
ame of User:ALET	THE BUNDANCE		Startoa.	477
ffice/Division/Section:				14
ince/Division/Section.	IDIVION / ISD 10	Date Acqu	ired: 1/10/20	L1
IT Equipment	Model	Serial Number	er Remark	s
1. System Unit	acer LAPTUP	2019-50-81-24		
2. Monitor	V/9	U		
3. UPS	1/1/5	/		
4. Keyboard	30147-10	1/4	Wakn	1
5. Mouse	BUILT-IN	10/9	machin	1
Software installed	Brand	Licensed (Y/I	N) Remark	s 1
Operating System	window 10	7	0215100	2/
Anti-virus		/	0	
GIS				
parts of c b. Check all	cal Checkup ernal and external omputer	SE PUT (✔) □ □ □	REMARKS	
a. Update W Operating b. Update A c. Run virus d. Remove and count	Vindows g System unti-virus s scan unauthorized terfeit software mporary Internet dows files unnecessary	U CThe Dines	y & wes co	politica po nahed seevice
Other devices	Details/Ser	ial Number	Findings/Rem	arks
1. Printer				
2. Scanner				
JAM JOSEPH Attending ICT Per	MUGH	E1	ALETH C. B Signature over Printer	ON DOC I Name
MARK RYAN S. L ISA II/ Chief ICT		11	HONNA LIZA S MEDIO II/ In-Charge, Planning	
y			1	

PREVENTIVE MA	AINTENANCE OF I	NFORMATION TECHN	NOLOGY EQUIPMENT
IT equipment model: AC	FD 111602	D - 1 /T' C1 1	d: 3/31/30-22
Name of User: PANO	J N ESTRELL	Date/Time Starte	
Office/Division/Section:	9 M. E. IRELI		11 06/2012
Office/Division/Section.		Date Acquired: _	11/04/2017
IT Equipment	Model	Serial Number	Remarks
	DUBL LAPTOR	PENPU-MRQ-04-09	WORKINS
2. Monitor	1/9	10110 11400-1947	0.0212111
3. UPS	7/		
4. Keyboard			
5. Mouse			
Software installed	Brand ,	Licensed (Y/N)	Remarks
Operating System	windows to	Electriscy (17/1)	ORISINA
Anti-virus	101 101 10		O PO MARIA
GIS			
1			
ACTIVI		SE PUT (✓)	remarks rigin TEXANCE & Clean UP
1. Computer Physic		- WA	Main TOTALE A CLEANUP
	rnal and external	V	MINITERIAL P
parts of co		W WARK	ha
b. Check all		# work	7
	s are properly		
Tunctionin	g and connected		*
2. Computer Softwa	re Charlen		
a. Update W			
Operating			
b. Update Ar			
c. Run virus			
d. Remove u		CT/1800	SOFT WARE
Control to the Control of the Contro	erfeit software		
	nporary Internet	MISTON	& Caronos
and Windo		1	1 1 1 2
f. Remove u		of Chite a	indows beaques
start-up pr	•		
Other devices	Details/Ser	rial Number	Findings/Remarks
1. Printer			
2. Scanner			
2. Scanner			
1			
(%)		End-user	confirmation:
1011 18/20	mile		I Hall
SAIN JOSEVI	n muan		PANIDH/M. ESTRELLA
Attending ICT Fer	sonnel	Signa	ture over Printed Name
Verified by:		Noted by	<i>T</i> :
LX			
,			C dW2
MARK BY STATE	27.17.1		
MARK RYAN S. LO			A LIZA S. MEDENILLA
ISA II/ Chief ICT	Unit	PO II/ In	-Charge Planning Section

	AINTENANCE OF I		ECHNOLOGY EQU	IPMENT
IT equipment model:	sec Sime 12.	Date/Time		2170
Office/Division/Section	3111-12.	Date/Time		2016
Office/Division/Section.		Date Acqu	11/17/2	-01-1
IT Equipment	Model	Serial Number	er Rema	ulsa
System Unit	HP LAPTUP	PENEJ MER -	04-042 WORK	
2. Monitor	76	1011111111	79.094 00000	117)
3. UPS	1/2			
4. Keyboard	BUX-In		umb	1/20
5. Mouse	DUILY -IN		under /	
Software installed		T. L. CV.	ואוווווו	/~/
	Brand WIND(W3 [//	Licensed (Y/N	Rema	rks
Operating System	CONTROL OF THE	y	Owig	11/12
Anti-virus				
GIS				
	ral Checkup rmal and external	SE PUT (✔)	REMARKS	
parts of co		_	all carle	
b. Check all		Z	allgords	
	s are properly		V	
functionin	g and connected			
	CI. I			
2. Computer Softwa		_		
a. Update W				
Operating		_		
b. Update Ar		<u> </u>		
c. Run virus			"A CANTO A	
d. Remove u		₽ CTF	ten soptiman	-c
	erfeit software	1 1150	may & we	a cacher
	nporary Internet	M 41500	7 4 000	so cacheo Souvers
and Windo		1 other	D WALL	CAULA
	nnecessary	Ø	e winders) cocvats
start-up pi	rograms			
Other devices	Details/Ser	ial Number	Findings/Re	marks
1. Printer				
2. Scanner				
1				
les!		E	nd-user confirmation:	
144	ha la	2.	Ozene	
Jan Joseph	mular		Simen is 16	rus
Attending ICT/Per			Signature over Prin	ted Name
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Verified by:		N	oted by:	
		.,		
US .			ah.	
~~)
MARK RYAN S. LO	OZADA	JI	HONNA LIZA S ME	DENILLA
ISA II/ Chief ICT			O II/ In-Charge, Flanni	
V			5-, 1	

Name of User: Eden 9. Palauro Date/Time Started: 3/30/202	PREVENTIVE M	AINTENANCE OF I	NFORMATIO	N TECHN	OLOGY EO	UIPMENT
Office/Division/Section: Oddminicheme Ledwide Logical Number Remarks 1. System Unit Dell Law 1979 2019 3019 3019 3019 3019 3019 3019 3019 3	IT equipment model: Q	ELL 34001.	Date/	Time Starte	d: 3/30	/20m
It Equipment	Office/Division/Section:	administrature	Lechon Date	Acquired:	1//18	2010
1. System Unit 2. Monitor 2. Monitor 3. UPS 4. Keyboard 60/11 - 10					Pom	aulto
2. Monitor 3. UPS 4. Keyboard 4. Keyboard 5. Mouse 8. GILT - In Software installed Brand Operating System Anti-virus GIS ACTIVITIES PLEASE PUT (*) REMARKS 1. Computer Physical Checkup a Clean internal and external parts of computer b. Check all computer b. Check all computer peripherals are properly functioning and connected 2. Computer Software Checkup a. Update Windows Operating System b. Update Anti-virus c. Run virus scan d. Remove unauthorized and counterfeit software e. Delete temporary Internet and Windows files f. Remove unauthorized and counterfeit software 1. Printer Other devices Details/Serial Number End-user confirmation: End-user confirma						
3. UPS 4. Keyboard 6/ I - n		NO	211 35 20	vaa o	ocorer.	7
4. Keyboard		Ha				
Software installed Brand Licensed (Y/N) Remarks Operating System Anti-virus GIS ACTIVITIES PLEASE PUT (*) 1. Computer Physical Checkup a. Clean internal and external parts of computer b. Check all computer peripherals are properly functioning and connected 2. Computer Software Checkup a. Update Windows Operating System b. Update Anti-virus c. Rum virus scan d. Remove unauthorized and counterfeit software e. Delete temporary Internet and Windows files f. Remove unnecessary start-up programs Other devices Other devices Details/Serial Number End-user_confirmation: End-user_confirmation. End-user_confirmation. End-user_confirmation. End-user_confirmation. End-user_confirmation. End-user_confirmation. End-user_confirmation. End-user_confirmation. End-user_confirmation.		00117 - 'n			WERKIL	25
Software installed		BUILT - In			WORKIN	13
Anti-virus GIS ACTIVITIES PLEASE PUT (*) 1. Computer Physical Checkup a. Clean internal and external parts of computer b. Check all computer peripherals are properly functioning and connected 2. Computer Software Checkup a. Update Windows Operating System b. Update Anti-virus c. Run virus scan d. Remove unauthorized and counterfeit software e. Delete temporary Internet and Windows files f. Remove unnecessary start-up programs Other devices 1. Printer Details/Serial Number End-user.cog/igmagion: EDEN P. PALACUS Signature over Printed Name Noted by: MARK RYAN S. LOZADA JHONNA LIZA S MEDENILLA	Software installed	Brand	Licensed	(Y/N)	Rem	arks /
ACTIVITIES PLEASE PUT (*) 1. Computer Physical Checkup a. Clean internal and external parts of computer b. Check all computer peripherals are properly functioning and connected 2. Computer Software Checkup a. Update Windows Operating System b. Update Anti-virus c. Run virus scan d. Remove unauthorized and counterfeit software e. Delete temporary Internet and Windows files f. Remove unnecessary start-up programs Other devices Details/Serial Number End-user_confirmation: End-user_confirmation: End-user_confirmation: End-user_confirmation: End-user_confirmation: End-user_confirmation: End-user_confirmation: End-user_confirmation: Findings/Remarks Verified by: MARK RYAN S. LOZADA JHONNA LIZA S MEDENILLA	Operating System	windows to	V	(-/-)	001	
ACTIVITIES PLEASE PUT (*) 1. Computer Physical Checkup a. Clean internal and external parts of computer b. Check all computer peripherals are properly functioning and connected 2. Computer Software Checkup a. Update Windows Operating System b. Update Anti-virus c. Run virus scan d. Remove unauthorized and counterfeit software e. Delete temporary Internet and Windows files f. Remove unnecessary start-up programs Other devices Details/Serial Number End-user_confirmation: Findings/Remarks Noted by: MARK RYAN S. LOZADA JHONNA LIZA S_MEDENILLA			/		0.16),-0
1. Computer Physical Checkup a. Clean internal and external parts of computer b. Check all computer peripherals are properly functioning and connected 2. Computer Software Checkup a. Update Windows Operating System b. Update Anti-virus c. Run virus scan d. Remove unauthorized and counterfeit software e. Delete temporary Internet and Windows files f. Remove unnecessary start-up programs Other devices Details/Serial Number End-user.cog/funation: EDEN P. PALACUS Signature over Printed Name Verified by: MARK RYANS. LOZADA JHONNA LIZA S MEDENILLA	GIS					
a. Update Windows Operating System b. Update Anti-virus c. Run virus scan d. Remove unauthorized and counterfeit software e. Delete temporary Internet and Windows files f. Remove unnecessary start-up programs Other devices Details/Serial Number End-user configmation: End-user configmation: End-user configmation: End-user configmation: End-user configmation: End-user configmation: Signature over Printed Name Verified by: MARK RYAN S. LOZADA JHONNA LIZA S MEDENILLA	a. Clean int parts of c b. Check all periphera functioning	cal Checkup ernal and external omputer computer ls are properly ng and connected	SE PUT (✔) 12 12 12 13	all	REMARKS Sood	5
Operating System b. Update Anti-virus c. Run virus scan d. Remove unauthorized and counterfeit software e. Delete temporary Internet and Windows files f. Remove unnecessary start-up programs Other devices 1. Printer Details/Serial Number End-user.confamation: EDEN P. PALACUS Signature over Printed Name Verified by: MARK RYAN S. LOZADA JHONNA LIZA S MEDENILLA			_			
b. Update Anti-virus c. Run virus scan d. Remove unauthorized and counterfeit software e. Delete temporary Internet and Windows files f. Remove unnecessary start-up programs Other devices Details/Serial Number End-user configmation: Findings/Remarks In the property of the property						
c. Run virus scan d. Remove unauthorized and counterfeit software e. Delete temporary Internet and Windows files f. Remove unnecessary start-up programs Other devices Details/Serial Number Findings/Remarks 1. Printer 2. Scanner End-user configmation: End-user configmation: End-user configmation: End-user configmation: End-user configmation: Signature over Printed Name Verified by: MARK RYAN S. LOZADA JHONNA LIZA S MEDENILLA						
d. Remove unauthorized and counterfeit software e. Delete temporary Internet and Windows files f. Remove unnecessary start-up programs Other devices Details/Serial Number End-user_confirmation: End-user_						
and counterfeit software e. Delete temporary Internet and Windows files f. Remove unnecessary start-up programs Other devices Details/Serial Number Findings/Remarks				ath	X 50%	Model -
e. Delete temporary Internet and Windows files f. Remove unnecessary start-up programs Other devices 1. Printer 2. Scanner End-user confirmation: Findings/Remarks Noted by: Werified by: MARK RYAN S. LOZADA JHONNA LIZA S MEDENILLA				07.10	201	10000
and Windows files f. Remove unnecessary start-up programs Other devices Details/Serial Number Findings/Remarks 1. Printer 2. Scanner End-user confirmation: EDEN P. PALACUS Signature over Printed Name Verified by: Noted by: MARK RYAN S. LOZADA JHONNA LIZA S MEDENILLA			D MI	STUDY	1 8 W	66 caopo
Start-up programs Other devices Details/Serial Number Findings/Remarks				,	0	
Other devices Details/Serial Number Findings/Remarks 1. Printer 2. Scanner End-user configmation: EDEN P. PACACUS Signature over Printed Name Verified by: MARK RYAN S. LOZADA JHONNA LIZA S MEDENILLA			D CV	1882 W	Maous	SORVICO
2. Scanner End-user configuration: End-user configuration: EDEN P. PALACIOS Signature over Printed Name Verified by: MARK RYAN S. LOZADA JHONNA LIZA S MEDENILLA			<i>-</i>			
2. Scanner End-user configuration: End-user configuration: EDEN P. PALACIOS Signature over Printed Name Verified by: MARK RYAN S. LOZADA JHONNA LIZA S MEDENILLA						
2. Scanner End-user configmation: EDEN P. PALACIOS Signature over Printed Name Noted by: MARK RYAN S. LOZADA JHONNA LIZA S MEDENILLA		Details/Ser	ial Number		Findings/R	emarks
Attending ICT Personnel Verified by: MARK RYAN S. LOZADA Noted by: JHONNA LIZA S MEDENILLA					<u> </u>	
Attending ICT Personnel Verified by: MARK RYAN S. LOZADA Noted by: JHONNA LIZA S MEDENILLA		1				
MARK RYAN S. LOZADA JHONNA LIZA S MEDENILLA		/		ED	EN P. PA	
	Verified by:			Noted by	: A	/
	MADE DUANCT	07404		HIONEY	ATTO	- CONTRACTOR

PREVENTIVE M	AINTENANCE OF I	NFORMATION T	ECHNOLOGY EQU	IPMENT
	1P- DESKTOP		1/0-	lon.
Name of User:	EL M. FELICI.	Date/Time		2020
Office/Division/Section:	T WI. FELICIA	Date/Time		VVV
onico Division Section.		Date Acqu	ired	20//
IT Equipment	Model .	Serial Number	er Rema	elzo
System Unit	HP280 62	2017-50-30-		
2. Monitor	MP V223	17 00 20 1	11	
3. UPS	EAVEN 6304		11	
4. Keyboard	HO		11	
5. Mouse	И		11	
Software installed	Brand,	Licensed (Y/N	Rema	rks 1
Operating System	windows 0	4	ORLSIN	9/
Anti-virus			0	
GIS				
ACTIV	ITIES PLEA	SE PUT (✓)	REMARKS	
1. Computer Physic		/	m = 1 -	Ω
a. Clean into	ernal and external	OZ/	fre degue	A Company
parts of c	omputer	/	præ degy	
 b. Check all 	computer		All grows	
	ls are properly		U	
functionii	ng and connected			
	20 1			
2. Computer Softw		_		
a. Update W				3
Operating				
b. Update A				
c. Run virus		other	a soptwar	F
d. Remove				
	terfeit software	DY history	my \$ we	B Canon
and Wind	mporary Internet	//	ny \$ we	
f. Remove		N CVIO	= SONWARC	SEXULES
start-up p		0 770	,	
start-up p	riograms			
Other devices	Details/Ser	ial Number	Findings/Re	marks
1. Printer	D CHILD, COLL	THE THE PERSON NAMED IN	T MIGHT GOT THE	
2. Scanner				
	//		•	
	₿.	Er	nd-user confirmation:	
Jan JOGER	howase		Lugelier	aw
0 00/		_	ANIDEL IN. FEL	ICIANO
Attending ICT Pe	rsonnel		Signature over Prin	ted Name
V: C-11			7 11	
Verified by:		No	oted by:	
()				. /
120				W
MARK RYAN S. L	OZADA	77	HONNA LIZA S. ME	DENILLA
ISA II/ Chief ICT			O II/ In-Charge, Planni	
ISA II/ CILEI ICI	Cilit	PC	Jul III-Charge, Pipinn	ng section

PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT 8000 LENOVO IT equipment model: Date/Time Started: Name of User: Astronom Duroruto Date/Time Ended: Office/Division/Section: Admin -Date Acquired: IT Equipment Model Serial Number Remarks System Unit APFOO WORKIM 2017-50-10-1507-0 Monitor **UPS** 3. BRKM Keyboard 4. -In WORM Mouse Software installed Licensed (Y/N) Remarks Operating System Anti-virus GIS PLEASE PUT (✓) **ACTIVITIES** REMARKS 1. Computer Physical Checkup a. Clean internal and external parts of computer b. Check all computer peripherals are properly functioning and connected 2. Computer Software Checkup a. Update Windows Operating System b. Update Anti-virus c. Run virus scan 011602 d. Remove unauthorized and counterfeit software e. Delete temporary Internet and Windows files f. Remove unnecessary start-up programs Other devices Details/Serial Number Findings/Remarks 1. Printer EPSON JAMR ERSOL 3110 Scanner End-user confirmation, HOREW Attending ICT Personnel Signature over Printed Name Verified by: Noted by:

PO II/ In-Charge, Planning Section

MARK RYAN S. LOZADA

ISA II/ Chief ICT Unit

JHONNA LIZA S. MEDENILLA

PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT DESKTOP IT equipment model: Date/Time Started: Name of User: MAKIA EVENT M. PARATROLLE Date/Time Ended: Office/Division/Section: Office PENR Date Acquired: Serial Number 2017 - 50-16-3F9Q-0 IT Equipment Model Remarks 290-62 WORKIN System Unit P 1223 WORKIN Monitor WERKIN **UPS** Keyboard 176 WORK RIST Mouse Software installed Brand Licensed (Y/N) Remarks 412 NOWS 10 Operating System orising Anti-virus GIS ACTIVITIES PLEASE PUT (✓) 1. Computer Physical Checkup a. Clean internal and external parts of computer b. Check all computer peripherals are properly functioning and connected 2. Computer Software Checkup a. Update Windows Operating System b. Update Anti-virus c. Run virus scan d. Remove unauthorized and counterfeit software e. Delete temporary Internet and Windows files V f. Remove unnecessary start-up programs Other devices **Details/Serial Number** Findings/Remarks Printer EDSUN 1220 PENRO MRQ-02 Scanner End-user confirmation MARLIA ELENA Attending IC Personnel Signature over Pri Verified by: Noted by:

JHONNA LIZA S. MEDENILLA

PO II/ In-Charge, Planning Section

MARK RYAN S. LOZADA

PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT

equipment model:	LER MITWY	Date/Time	Started: 3 /31 /2022
ame of User: MAY2 ffice/Division/Section	IA EWILA M. PARAM	Date/Time	
			1 1
IT Equipment	Model	Serial Number	
System Unit	ACER LAPTOP	2019-50-30-846	
2. Monitor	BUILT-In		WARKING
3. UPS	hell = 1h		6.45
4. Keyboard	BUILT-IN		norkins
5. Mouse	1361LT-10		working
Software installed	Brand	Licensed (Y/N	
Operating System	annews w	7	craythal
Anti-virus			
GIS			
a. Clean i parts of b. Check periphe		ASE PUT (✔) □	9/1 good
b. Updatec. Run vii	Windows ng System Anti-virus		there software
	interfeit software	/ HISTOR	y & was cach
	temporary Internet	V 111) V 0 V	y y over color
	ndows files	WIND	UNS SERVICES
	e unnecessary programs	Ø WINA	7003 701041003
Other devices	Details/Ser	rial Number	Findings/Remarks
1. Printer			
2. Scanner			
	1		
JAM JOS Attending ICT I		2 <u>6</u>	nd-user confirmation: NAMA FLORA PRINTED Signature over Printed Name
erified by:		No	oted by:

JHONNA LIZA S. MEDENILLA

PO II/ In-Charge, Planning Section

MARK RYAN S. LOZADA

PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT IT equipment model: ACER MIPC3 Date/Time Started: Name of User: Date/Time Ended: Office/Division/Section: Date Acquired: 04 IT Equipment Model Serial Number Remarks System Unit ACTR LASTINGS PEMPY - MRQ - 04-04 WORKIN Monitor BUILT-In working 3. **UPS** Keyboard BUILT-IN 4. 1361LT-17 Mouse MONTH Software installed Brand Licensed (Y/N) Remark unpows 10 Operating System Anti-virus GIS ACTIVITIES PLEASE PUT (✓) REMARKS 1. Computer Physical Checkup a. Clean internal and external parts of computer b. Check all computer peripherals are properly functioning and connected 2. Computer Software Checkup a. Update Windows Operating System b. Update Anti-virus c. Run virus scan d. Remove unauthorized and counterfeit software e. Delete temporary Internet and Windows files f. Remove unnecessary start-up programs Other devices Findings/Remarks **Details/Serial Number** Printer 2. Scanner End-user confirmation JAN Attending ICT Signature over Printed Name Verified by: Noted by:

JHONNA LIZA S.

PO II/ In-Charge, Planning Section

MARK RYAN S. LOZADA

PREVE	NTIVE M	AINTENANCE OF	INFORMATIO	N TECH	NOLOGY EQUIPMENT
IT equipment	model: U	PRESKTOP	D . m		2/11/20
Name of User	J <i>O</i>	In Angeza ma	Date/I	ime Starte	ed: 3 3 2021
Office/Divisio		in Angrew may	Date/1	ime Ende	ed: 3/13/ 420VV
011100/2017/15/0	il occion.		Date A	cquired:	10/36/2017
IT Equip	oment	Model	Serial Nu		, , ,
	em Unit	HP 280 62 MT			Remarks
2. Mon		HP V223	2017-00-30	-221-4	
3. UPS	1101	APC GOOD			11
4. Keyb	oord	LIP GOOG			11
5. Mous		AUGCH	-		[1
Software in		A4PECH	-		11
		Brand	Licensed (Y/N)	Remarks /
Operating		ainhous [1	Н		CANKOO
Anti-v					
GIS			_		
a.	Clean inte	cal Checkup ernal and external omputer	SE PUT (🗸)	to	REMARKS A CHEGALP
Ь.	Check all		Ø	9	11 working
	periphera	ls are properly	•		
	functioning	ng and connected			
		are Checkup			
a.	Update W				
	Operating		·		
b.	Update A	nti-virus			
c.	Run virus	scan			
d.	Remove u	inauthorized		other	APG-PAM
	and count	erfeit software		-	10,
e.		nporary Internet	n 140	STRONG	18 4 EB CAPHU
	and Wind			1	7,10
f.	Remove u	innecessary	D 011	VOR	MORRAM SHRVICE
	start-up pi		_		00000
		0.1			
Other d	evices	Details/Seri	ial Number		Findings/Remarks
1. Printe	r				Thidligs/Remarks
2. Scann					
2. Scann	er				
	3.			End-user	confirmation:
JAN JAS	GANT h	nulano			P
	V /		/	HAOL	AHONO MACRULANO
Attendin	g ICT Per	sonnel		Signat	ture over Printed Name
7					
erified by:	1			Noted by:	
	100				
	-				
MARK R				JHONNA	LIZA S. MEDENILLA
ISA II/	Chief ICT	Unit			Charge, Planning Section
	V				3-,

PREVENTIVE MA	AINTENANCE OF I	NFORMATION TEC	CHNOLOGY EQUIPMENT
T equipment model: 🔑	CER DESKTUP	Date/Time St	10 total 3/31/2021
Name of User: Khall	a, m. nation		
Office/Division/Section:	as pap	Date Acquire	
	1	1	
IT Equipment	Model	Serial Number	Remarks
1. System Unit	16-866	2000-00-102196-	
2. Monitor	ACER KAZHOL		working
3. UPS	AUD GOV		Medul
4. Keyboard	MP		WORKIN)
5. Mouse	acer		norking
Software installed	Brand	Licensed (Y/N)	Remarks 1
Operating System	WINDWY (4	OPISINAI
Anti-virus		/	
GIS			_
parts of co b. Check all a peripherals functioning 2. Computer Softwa a. Update Wi Operating b. Update An c. Run virus d. Remove us and counter	al Checkup rmal and external imputer computer s are properly g and connected are Checkup indows System atti-virus scan mauthorized arfeit software aporary Internet ows files annecessary	SEPUT (V) O O O O O O O O O O O O O	REMARKS [1 GOOD START UP START UP
Other devices	Details/Seri	al Number	Findings/Remarks
1. Printer	EPSON	L340	WORKIN, BUT
2. Scanner			
JAN SUSEPH TO		(gnature over Printed Name
erified by:		Noted	l
			CH/
MARK RYAN S. LO ISA II/ Chief ICT I			NNA LIZA S. MEDENILLA / In-Charge, Planning Section



PREVENTIVE N	MAINTENANCE OF I				T
IT equipment model:	HP DESIGN	P. Date/Tim	e Started	3/31/2022	/
Name of User: The	my H. KMANANY M	Date/Tim	e Ended:	3/3//2022	
Office/Division/Section:			uired:	11 11 10000	
		Butcheq	uirea		
IT Equipment	Model	Serial Numb	er	Remarks	
1. System Unit	HPTPOI-0XX	penes man o	1-06	WORKING	-
2. Monitor	HY24M	1		WORKE	
3. UPS	NWD GOV			MARKING	
4. Keyboard	HP			Mark	
5. Mouse	UP				
Software installed	Puond	T' 1 OU	• 5	WORLM	
Operating System	Brand, WIN KUW SLO	Licensed (Y/	N)	Remarks	
Anti-virus	00111100-0-110				
GIS	 				
a. Clean in parts of b. Check a peripher function 2. Computer Softs a. Update of Operating b. Update of C. Run virus d. Remove and course. Delete the and Win f. Remove start-up in the course of the	ternal and external computer all computer als are properly ing and connected ware Checkup Windows ag System Anti-virus as scan unauthorized atterfeit software emporary Internet dows files	SE PUT (*) Unne Unne	all o	MARKS WORKING SOFTWAR SUPER UPB	cache
Other devices	Details/Seri	al Number	Fi	ndings/Remarks	
1. Printer	EPSON 31	10	10	ORKINS	
		• -	100	nkulin)	
2 Canada					
Scanner					
Attending ICT Pe		_	Signature of the details of the deta	Thon	m/h
MARK RYAN S. L ISA II/ Chief ICT				LA S. MEDENILI ge, Planning Section	

			N TECHN	OLOGY EQUIPMENT
IT equipment model:	HP PAVILION TRO HARLA LOURDES	1-6x44 D.	T' C	d: 3/31/2021
-Name of User:	DADIA IGUERE	Date/	Time Starte	
Office/Division/Section:	HIVIT WULLES		Time Ended	
office, Division, Section.		Date	Acquired: _	1/24/2021
IT Faui-		T		
IT Equipment	Model	Serial Nu	mber	Remarks
1. System Unit	HP			noaking
2. Monitor	4P24M			Making
3. UPS	AND GTOY			noary
4. Keyboard	MP			NORMA
5. Mouse	HP			WORKING
Software installed	Brand,	Linguage	OV /NIX	
Operating System	Nistans/0	Licensed	(X/IN)	Remarks /
Anti-virus	11.11(0.00) 10	1		SPELS INV
	10/10/	1		
GIS	ARCMAR	9		16.7 VERSION
parts of co b. Check all peripheral	cal Checkup ernal and external emputer	ASE PUT (✔) □	all	Soo d
2. Computer Softwa	are Checkup			
 Update W 				
Operating	System			
 b. Update Ar 	nti-virus			
c. Run virus				
d. Remove u		a de	60/118	IND OF CLARE II DOUG OLAN
	erfeit software	0-6	TOYE	Ulling Brakery prevoum
		/	155 ma 1	& woon beachery
	nporary Internet	Z /7	17001	T WEY CALLIER
and Windo			77	
f. Remove u	nnecessary	a cpv	111/25	SVAPT-VP
start-up pr	ograms			
				•
Other devices	Details/Ser	ial Number		Findings/Remarks
1. Printer				
	EPSUN	L3110		booking
Scanner				
	h			
JAH JOH	The micion		End-user co	onfirmation: Lande P. Aha A WURDET P. MOTHA
Attending ICT Pers	onnel	/	Signatu	re over Printed Name
erified by:			202 DES	
			Noted by:	/
400				C AW
MADIZBY				
MARK RYAN S. LO	ZADA		JHONNA 1	LIZA S. MEDENILLA
ISA II/ Chief ICT U	Jnit			harge, Planning Section

Name of User: Minc Office/Division/Section:	mila kaavoor		
	+	Date Acquired:	3/20/2011
IT Equipment	Model	Serial Number	Remarks
System Unit	MP 280	2017-50-20-1846-1	
2. Monitor	10 X 22 3	2017 00 10 1199	ucaring
3. UPS	1/6		we promise
4. Keyboard	MP		wahm
5. Mouse	Genus		horking
Software installed	Brand /	Licensed (Y/N)	
Operating System	underes lo	M	Remarks /
Anti-virus	100000	M	Create 1
GIS			
parts of c b. Check all periphera functionin 2. Computer Softw a. Update W Operating b. Update A c. Run virus d. Remove u	ernal and external computer computer ls are properly are Checkup rindows s System nti-virus s scan	HOP I	
e. Delete ter and Wind f. Remove u start-up p	innecessary	Ø OVTEX	program growne
Other devices	Details/Se	rial Number	Findings/Remarks
1. Printer	Eoson	3110	WORKING
2. Scanner			
JAM Joseph Attending ICT Per	MIGG MY		er confirmation: ARAdor Inchita Radouc nature over Printed Name
/erified by:		Noted b	oy:

PREVENTIVE MA	INTENANCE OF I	NFORMATION	TECHNOLOG	GY EOUIPMENT	
IT equipment model: DE	1 - DESKTOP			1.1.	
Name of User:			ne Started: 3	3 2021	
			ne Ended: 3	13/ 12000	
Office/Division/Section:	of the pen	Date Acq	juired:		
IT Equipment	Model	6			
		Serial Numb	NAME OF TAXABLE PARTY O	Remarks	
	DE []	2019-00-30-1	401-01 40	rring	
3. UPS	AWDUGUY			11 0	
4. Keyboard	Dell			1/	
5. Mouse	0+11			11	
Software installed	Brand	I i and I out	> 10	11	
	winpows to	Licensed (Y/		Remarks	
Anti-virus	0011110000 10	У		grisina	
GIS					
GIS					ĺ
ACTIVIT	CIEC DIEA	CE DUTE (/)			
1. Computer Physica		SE PUT (✔)	REM	ARKS	
a. Clean inter	nal and external				
parts of cor		" / ——	4.		
b. Check all c	omputer		9/1/5	ande	
	are properly	<u></u>	011		
	and connected				
	, wild connected				
2. Computer Softwar	e Checkun				
a. Update Wir					
Operating S					
b. Update Ant					
c. Run virus s					
d. Remove un		7	Thea o	2005	
	feit software		111000	.///	, /
e. Delete temp		MISFO	121 8	WED Call	bod
and Window			1	7	,
f. Remove uni	necessary	w who	nows +	TRELIAM &	500247
start-up pro					, ,,
				•	
Other devices 1. Printer	Details/Seri	al Number	Findi	ings/Remarks	
1. Filmer	EPSON/ L.	221)	WORK	Ins BUT	
	/		01	D model	
2. Scanner	200000	/	U	" none	_
2. Scame	Panasonic/	KN-51 1066	1,00%	th -	
		1 - 4 1 L to the	work	75	
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/ 1/		Г	1 0	. /	
9;		En	id-user confirm	ation:	
JAM JOSEPH MI	uano		Met 1	Mary 1	
Attending CT Perso			Signature	Printed	
5 - 2 - 0100			Signature ove	er Printed Name	
-L			1		
erified by:		No	oted by:		
		110	ned by.	_ /	
400				2W	

JHONNA LIZA S. MEDENILLA PO II/ In-Charge, Planning Section

MARK RYAN S. LOZADA ISA II/ Chief ICT Unit

PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT IT equipment model: LENGUO 8000 - LAPTOP Date/Time Started: SOPIA M. BARBLA Name of User: Date/Time Ended: Office/Division/Section: of the Penks Date Acquired: IT Equipment Model Serial Number Remarks 8000 System Unit 2017-30-30-RWMS-0 WORKING Monitor BULT-7 1/ **UPS** BUILT-n Keyboard BUILT-11 Mouse WORKING Software installed **Brand** Licensed (Y/N) Remarks Operating System windows 10 orisina Anti-virus GIS **ACTIVITIES** PLEASE PUT (✓) REMARKS 1. Computer Physical Checkup a. Clean internal and external parts of computer b. Check all computer peripherals are properly functioning and connected 2. Computer Software Checkup a. Update Windows Operating System b. Update Anti-virus c. Run virus scan d. Remove unauthorized and counterfeit software e. Delete temporary Internet and Windows files f. Remove unnecessary start-up programs Other devices Details/Serial Number Findings/Remarks 1. Printer Scanner End-user confirmation: JAN JOSEPH MICIANO BUROLA Attending ICT Personnel Signature over Printed Name Verified by: Noted by:

Capitol Compound, Barangay Bangbangalon, Boac, Marinduque Telephone Nos. (042) 332-1490/(042) 332-0727/(042) 332-0927/(042) 332-1913 Website: https://penromarinduque.gov.ph/ Email: penromarinduque@denr.gov.ph

JHONNA LIZA SIMEDENILLA

PO II/ In-Charge, Planning Section

MARK RYAN S. LOZADA

PREVENTIVE M	AINTENANCE OF I	NFORMATION TE	CHNOLOGY, EQUIPMENT	
IT againment 1.1. A/	ED PULL		3/21/2422	
IT equipment model: AC Name of User: TW	ER HITWT	Date/Time S		
Office/Division/Section:	M A MAYAYD	Date/Time E		
Office/Division/Section.		Date Acquir	ed: 1/21/2019	
IT Equipment	Model	Serial Number	Power-les	
System Unit	ACER LAGIOR	2019-50-20-0960	Remarks	
2. Monitor	BUILT-In	20 -0 10	hopking	
3. UPS	100121-1-1		- cop-relity	
4. Keyboard	BUILT -11		WARKIN	
5. Mouse	00117-In		h-104	
Software installed	Brand	Licensed (Y/N)	Remarks /	
Operating System	4/2dows 10	V/	OPISIKO	
Anti-virus	1 00000	 	or Direct	
GIS		 		
315				
ACTIV	TTIES PLEA	SE PUT (✓)	REMARKS	
1. Computer Physi		SETUT (*)	REWARKS	
	ernal and external			
parts of c			1.	
 b. Check all 			7/1 Som Ac	
periphera	ls are properly		()00)	
functionii	ng and connected		V	
2. Computer Softw	are Checkup			
a. Update W	Vindows			
Operating				
 b. Update A 	nti-virus			
c. Run virus	scan			
d. Remove i		Unhe	SARRY GOLTWARK	LIKE TORRA
	terfeit software	Justo	1 1	iched
	nporary Internet	D MISTOR	y and ues ce	anos (
and Wind		1 007100	- COM /	
f. Remove i		D ON IM	12E 2001 - UP	
start-up p	rograms	V	0	
04 1 . 1				
Other devices	Details/Ser	ial Number	Findings/Remarks	
1. Printer				
2. Scanner				
2. Scanner				
A				
6/		-	1	
. 9.1	#8000 Vr. Wal	End-	user confirmation:	
Jan Joseph	micienz		The own is whater	
Attending IC/P Per		/ -	Towny A. History	
Attending 197 Fer	sonner	Si	gnature over Printed Name	
*				
Verified by:		Note	11	
1		Note	a by.	
>>			(HW	
400				
MARK RYAN S. LO	OZADA	THO	NNA LIZA S. MEDENILLA	
ISA II/ Chief ICT		PO II	/ In-Charge, Planning Section	
		101	m charge, Framing Section	