



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"*

  
**CYNTHIA U. LOZANO**  
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**

No.	EMPLOYEE'S INFORMATION			ICT EQUIPMENT PREVENTIVE MAINTENANCE INFORMATION			RESULTS OF PROCEDURES/ACTIVITIES CONDUCTED		
	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
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1	Macunat, Ericka L.	Administrative Aide VI	Finance Section	Desktop Computer	03/23/2022	1. Checked all computer peripherals are properly functioning and connected 2. Deleted temporary Internet and Windows files 3. 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	1. Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly functioning and connected 3. Removed unauthorized and counterfeit software 4. Deleted temporary Internet and Windows files 5. 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, Lorna C.	Utility Worker II	Administrative Section	Laptop Computer	03/23/2022	1. Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly functioning and connected 3. Removed unauthorized and counterfeit software 4. Deleted temporary Internet and Windows files 5. 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	1. Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly functioning and connected 3. Deleted temporary Internet and Windows files 4. 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	1. Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly functioning and connected 3. Removed unauthorized and counterfeit software 4. Deleted temporary Internet and Windows files 5. 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 taken
10	Maranan, Michael Joseph A.	Forest Ranger	Monitoring and Enforcement Section	Desktop Computer	03/23/2022	1. Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly functioning and connected 3. Removed unauthorized and counterfeit software 4. Deleted temporary Internet and Windows files 5. 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	1. Checked all computer peripherals are properly functioning and connected 2. Removed unauthorized and counterfeit software 3. Deleted temporary Internet and Windows files 4. 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	1. Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly functioning and connected 3. Removed unauthorized and counterfeit software 4. Deleted temporary Internet and Windows files 5. 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	1. Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly functioning and connected 3. Removed unauthorized and counterfeit software 4. Deleted temporary Internet and Windows files 5. 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	PROCEDURES/ACTIVITIES CONDUCTED	DATE ENDED	CONDITION OF THE IT EQUIPMENT AND ITS COMPONENT	REMARKS/ACTIONS TO BE TAKEN
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
14	Pelaez Corazon R.	Forest Technician I	Conservation and Development Section	Desktop Computer	03/30/2022	1. Checked all computer peripherals are properly functioning and connected 2. Removed unauthorized and counterfeit software 3. Deleted temporary Internet and Windows files 4. 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	1. Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly functioning and connected 3. Removed unauthorized and counterfeit software 4. Deleted temporary Internet and Windows files 5. 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	1. Checked all computer peripherals are properly functioning and connected 2. Removed unauthorized and counterfeit software 3. Deleted temporary Internet and Windows files 4. 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	1. Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly functioning and connected 3. Removed unauthorized and counterfeit software 4. Deleted temporary Internet and Windows files 5. 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	1. Checked all computer peripherals are properly functioning and connected 2. Removed unauthorized and counterfeit software 3. Deleted temporary Internet and Windows files 4. 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	1. Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly functioning and connected 3. Removed unauthorized and counterfeit software 4. Deleted temporary Internet and Windows files 5. 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	1. Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly functioning and connected 3. Removed unauthorized and counterfeit software 4. Deleted temporary Internet and Windows files 5. 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	1. Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly functioning and connected 3. Removed unauthorized and counterfeit software 4. Deleted temporary Internet and Windows files 5. 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	1. Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly functioning and connected 3. Removed unauthorized and counterfeit software 4. Deleted temporary Internet and Windows files 5. 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	1. Checked all computer peripherals are properly functioning and connected 2. Removed unauthorized and counterfeit software 3. Deleted temporary Internet and Windows files 4. 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	1. Checked all computer peripherals are properly functioning and connected 2. Removed unauthorized 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

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
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
27	Magculang, John Andrew M.	Forest Technician I	Conservation and Development 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 unauthorized and counterfeit software 4. Deleted temporary Internet and Windows files 5. Removed unnecessary start-up programs	03/31/2022	Operational and in good condition	1. For further cleanup of internal and external parts of computer 2. Operating System not licensed
28	Matining, Ronald M.	Mathematician Aide II	Conservation and Development Section	Desktop Computer	03/31/2022	1. Checked all computer peripherals are properly functioning and connected 2. Removed unauthorized 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 unauthorized 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
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	1. Checked all computer peripherals are properly functioning and connected 2. Removed unauthorized 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
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
34	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 unauthorized and counterfeit software 4. Deleted temporary Internet and Windows files 5. Removed unnecessary start-up programs	03/31/2022	Operational and in good condition	1. For further cleanup of internal and external parts of computer 2. 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
36	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 unauthorized 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
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
39	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 unauthorized and counterfeit software 3. Deleted temporary Internet and Windows files 4. Removed unnecessary start-up programs	03/31/2022	Operational and in good condition	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 unauthorized 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
<b>TOTAL</b>	<b>40</b>								

Prepared by:

**MARK RYAN S. LOZADA**  
Information Systems Analyst II

Reviewed by:

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

Noted by:

**GEMMA P. DELOS REYES**  
In-Charge, Management Services Division





Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

MAR 16 2022

**MEMORANDUM**

**TO :** All Permanent Officials and Employees

**THRU :** The In-Charge, Management Services Division

**ATTENTION :** The Chief, ICT Unit

**FROM :** 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**.

CY 2022 ICT EQUIPMENT PREVENTIVE MAINTENANCE SCHEDULE				
Office	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Office of the PENRO				1 <sup>st</sup> to 2 <sup>nd</sup> week of November
Office of the Chief, Technical Services Division				1 <sup>st</sup> to 2 <sup>nd</sup> week of November
Office of the In-Charge, Management Services Division				1 <sup>st</sup> to 2 <sup>nd</sup> week of November
Protected Area Management Office				2 <sup>nd</sup> to 4 <sup>th</sup> week of October
Administrative and Finance Section	3 <sup>rd</sup> week of March to 3 <sup>rd</sup> week of April			
Planning Section		4 <sup>th</sup> week of April to 2 <sup>nd</sup> week of May		
Conservation and Development Section		3 <sup>rd</sup> week of May to 4 <sup>th</sup> week of June		
Regulation and Permitting Section			1 <sup>st</sup> week of July to 4 <sup>th</sup> week of August	
Monitoring and Enforcement Section			1 <sup>st</sup> week of September to 1 <sup>st</sup> week of October	

Quarterly Report shall be submitted by the ICT Unit every 5<sup>th</sup> 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**

OFFICE	NUMBER OF EMPLOYEES (Based on PENRO Organizational Structure)	TOTAL NUMBER OF HARDWARE (As of February, 2022)					TOTAL NUMBER OF INSTALLED SOFTWARE (As of February, 2022)			
							OPERATING SYSTEM		ANTI-VIRUS	GIS
		Desktop	Laptop	Printer	Scanner	UPS	Windows 10	Windows 7		
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
<b>TOTAL</b>	<b>63</b>	<b>29</b>	<b>37</b>	<b>42</b>	<b>6</b>	<b>25</b>	<b>64</b>	<b>2</b>	<b>25</b>	<b>3</b>

*Note: Based on the Book of Accounts*






<b>CY 2022 ICT EQUIPMENT PREVENTIVE MAINTENANCE STANDARD PROCEDURES</b>	
<b>PROCEDURE #</b>	<b>PROCEDURES/ACTIVITIES</b>
<b>1</b>	<b>Computer Physical Checkup</b>
1.1	Clean internal and external parts of computer
1.2	Check all computer peripherals are properly functioning and connected
<b>2</b>	<b>Computer Software Checkup</b>
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)

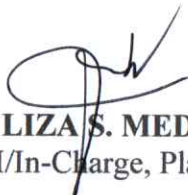


<b>CY 2022 ICT EQUIPMENT PREVENTIVE MAINTENANCE SCHEDULE</b>				
<b>OFFICE</b>	<b>1<sup>ST</sup> QUARTER</b>	<b>2<sup>ND</sup> QUARTER</b>	<b>3<sup>RD</sup> QUARTER</b>	<b>4<sup>TH</sup> QUARTER</b>
Office of the PENRO				1 <sup>st</sup> to 2 <sup>nd</sup> week of November
Office of the Chief, Technical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

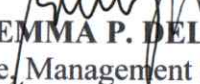
Prepared by:

  
**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 – PENRO Officer





Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: ACER TC-844  
Name of User: ERICA L. MACUNAT  
Office/Division/Section: FINANCE

Date/Time Started: 3/23/2022  
Date/Time Ended: 3/27/2022  
Date Acquired: 6/26/2022

IT Equipment	Model	Serial Number	Remarks
1. System Unit	ACER		WORKING
2. Monitor	ACER K22HQL	9F104341442	WORKING
3. UPS	AMP 600VA		WORKING
4. Keyboard	ACER		WORKING
5. Mouse	ACER		WORKING
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	WINDOWS 10	Y	PROFESSOR - G4 BIT CRACKED
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
<b>1. Computer Physical Checkup</b>		
a. Clean internal and external parts of computer	<input type="checkbox"/>	
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	
<b>2. Computer Software Checkup</b>		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input type="checkbox"/>	
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	clean history cache
f. Remove unnecessary start-up programs	<input checked="" type="checkbox"/>	OTHER SOFTWARE

Other devices	Details/Serial Number	Findings/Remarks
1. Printer	EPSON L210	PRINTER ROLLER PROBLEM FOR REPLACEMENT
2. Scanner		

Jan Joseph Macunat  
Attending ICT Personnel

End-user confirmation:

ERICA L. MACUNAT  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: ACER - AV5-431S  
Name of User: LORNA JAMGLA  
Office/Division/Section: Admin

Date/Time Started: 3/23/2022  
Date/Time Ended: 3/23/2022  
Date Acquired: 6/27/2013

IT Equipment	Model	Serial Number	Remarks
1. System Unit	LAPTOP AV5-431S	MX77LS0012018A	FOR WORKING
2. Monitor		2000	
3. UPS			
4. Keyboard	INTERNAL	7/7	FOR REPLACEMENT
5. Mouse			
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	Windows 8	Y	NO FEE - CC BYT
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
<b>1. Computer Physical Checkup</b>		
a. Clean internal and external parts of computer	<input checked="" type="checkbox"/>	KEYBOARD NOT WORKING (FOR REPLACEMENT)
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	INTERNAL KEYBOARD & BATTERY
<b>2. Computer Software Checkup</b>		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input checked="" type="checkbox"/>	OTHER SOFTWARE
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	REMOVE HISTORY & cache
f. Remove unnecessary start-up programs	<input checked="" type="checkbox"/>	OTHER SOFTWARE

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

JAN JOSEPH M. MORALES  
Attending ICT Personnel

End-user confirmation:

LORNA JAMGLA  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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





Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: HP OFFICEJET 7612  
Name of User: LORNA JAMOLA  
Office/Division/Section: ADMIN

Date/Time Started: 3/29/2022  
Date/Time Ended: 3/29/2022  
Date Acquired: 12/22/2017

IT Equipment	Model	Serial Number	Remarks
1. System Unit	HP 7612	2017-60-10-R04H-101	working
2. Monitor			
3. UPS			
4. Keyboard			
5. Mouse			
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System			
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
<b>1. Computer Physical Checkup</b>		
a. Clean internal and external parts of computer	<input type="checkbox"/>	
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	colored not working
<b>2. Computer Software Checkup</b>		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input type="checkbox"/>	
e. Delete temporary Internet and Windows files	<input type="checkbox"/>	
f. Remove unnecessary start-up programs	<input type="checkbox"/>	

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

Jan Joseph Micaene  
Attending ICT Personnel

End-user confirmation:

Jan  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

Jhonna Liza S. Medenilla  
PO II/ In-Charge, Planning Section



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: ACER GX 281  
Name of User: NILO L. ALCOBER  
Office/Division/Section: ADMIN

Date/Time Started: 3/23/2012  
Date/Time Ended: 3/23/2012  
Date Acquired: 9/18/2019

IT Equipment	Model	Serial Number	Remarks
1. System Unit	ACER		WORKING
2. Monitor	ACER	9080V884742	WORKING
3. UPS	APC 650	1C540-217-0270	WORKING
4. Keyboard	ACER		WORKING
5. Mouse	ACER		WORKING
Software installed		Brand	Licensed (Y/N)
Operating System	WINDOWS 10		Y
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
1. Computer Physical Checkup		
a. Clean internal and external parts of computer	<input checked="" type="checkbox"/>	FOR cleanup
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	working
2. Computer Software Checkup		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input type="checkbox"/>	
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	FILES HISTORY & cache
f. Remove unnecessary start-up programs	<input checked="" type="checkbox"/>	OTHER PROGRAM SERVICES

Other devices	Details/Serial Number	Findings/Remarks
1. Printer	EPSON L210 PENRO MRQ -02-014	WORKING
2. Scanner		

Jan Joseph M. Micanu  
Attending ICT Personnel

End-user confirmation: NILO L. ALCOBER  
Signature over Printed Name

Verified by: MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

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





Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: H100 H18C3 Date/Time Started: 3/20/2022  
Name of User: Michael Venturina Date/Time Ended: 3/27/2022  
Office/Division/Section: IT - MIS Date Acquired: 9/26/2020

IT Equipment	Model	Serial Number	Remarks
1. System Unit	<u>H18C3</u>	<u>2020-50-20-74062</u>	<u>working</u>
2. Monitor			
3. UPS			
4. Keyboard			
5. Mouse			
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	<u>Windows 10</u>	<u>Y</u>	<u>SINGLE HOME</u> - original
Anti-virus			
GIS	<u>ARC MP</u>		<u>10.1</u>

ACTIVITIES	PLEASE PUT (✓)	REMARKS
<b>1. Computer Physical Checkup</b>		
a. Clean internal and external parts of computer	<input checked="" type="checkbox"/>	<u>all good</u>
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	<u>all good</u>
<b>2. Computer Software Checkup</b>		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input checked="" type="checkbox"/>	<u>OTHER SOFTWARE</u>
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	<u>HISTORY &amp; BROWSER CACHED</u>
f. Remove unnecessary start-up programs	<input checked="" type="checkbox"/>	<u>OTHER WINDOWS SERVICES</u>

Other devices	Details/Serial Number	Findings/Remarks
1. Printer	<u>EPSON L3110</u> <u>ICS # 2020-608</u>	<u>new</u>
2. Scanner		

Jan Joseph Micarno  
Attending ICT Personnel

End-user confirmation:

Michael Venturina  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: HP 280 G2 Date/Time Started: 8/29/2017  
Name of User: MICHAEL JOSEPH A. MARANAN Date/Time Ended: 9/29/2017  
Office/Division/Section: ISO/MES Date Acquired: 7/9

IT Equipment	Model	Serial Number	Remarks
1. System Unit	HP	6CR7213K6	working
2. Monitor	HP		11
3. UPS	KATON	K5 # 200-170	11
4. Keyboard	HP		11
5. Mouse	A4TECH		11
Software installed		Brand	Licensed (Y/N)
Operating System	Windows 10		Y
Anti-virus			
GIS			

- | ACTIVITIES   | PLEASE PUT (✓)                      | REMARKS                  |
|--|-------------------------------------|--------------------------|
| <b>1. Computer Physical Checkup</b>                                      |                                     |                          |
| a. Clean internal and external parts of computer                         | <input checked="" type="checkbox"/> | FOR cleaning             |
| b. Check all computer peripherals are properly functioning and connected | <input checked="" type="checkbox"/> | all goods                |
| <b>2. Computer Software Checkup</b>                                      |                                     |                          |
| a. Update Windows Operating System                                       | <input type="checkbox"/>            |                          |
| b. Update Anti-virus   | <input type="checkbox"/>            |                          |
| c. Run virus scan  | <input type="checkbox"/>            |                          |
| d. Remove unauthorized and counterfeit software                          | <input checked="" type="checkbox"/> | OTHER SOFTWARE           |
| e. Delete temporary Internet and Windows files                           | <input checked="" type="checkbox"/> | HISTORY & browser cached |
| f. Remove unnecessary start-up programs                                  | <input checked="" type="checkbox"/> | OTHER windows SERVICES   |

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

5.  
MICHAEL JOSEPH A. MARANAN  
Attending ICT Personnel

End-user confirmation:  
MICHAEL JOSEPH A. MARANAN  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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





Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: ACER N17W7  
✓ Name of User: ANIBEL FELICIANO  
✓ Office/Division/Section: FINANCE

Date/Time Started: 3/23/2023  
Date/Time Ended: 3/23/2023  
Date Acquired: 9/18/2019

IT Equipment	Model	Serial Number	Remarks
1. System Unit	N17W7	2019-56-90-0466-01	WORKING
2. Monitor			
3. UPS			
4. Keyboard			
5. Mouse			
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	WINDOWS 10	Y	ACT - ORIGINAL
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
<b>1. Computer Physical Checkup</b>		
a. Clean internal and external parts of computer	<input type="checkbox"/>	
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	all goods
<b>2. Computer Software Checkup</b>		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input checked="" type="checkbox"/>	OTHER SOFTWARE
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	HISTORY & browser cached
f. Remove unnecessary start-up programs	<input checked="" type="checkbox"/>	other windows services

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

Jan Joseph Micken  
Attending ICT Personnel

End-user confirmation: ✓

Feliciano  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: ASUS X202E  
Date/Time Started: 3/28/2022  
Name of User: LOREN P. S. MET  
Date/Time Ended: 3/28/2022  
Office/Division/Section: ISD/PIN/MT  
Date Acquired: 2/16/13

IT Equipment	Model	Serial Number	Remarks
1. System Unit	ASUS LAPTOP	PENRO-MRQ-04-006	WORKING
2. Monitor			
3. UPS			
4. Keyboard			
5. Mouse			
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	Windows 8	Y	original
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
1. Computer Physical Checkup		
a. Clean internal and external parts of computer	<input checked="" type="checkbox"/>	FOR CLEANING
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	KEYBOARD NOT WORKING
2. Computer Software Checkup		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input checked="" type="checkbox"/>	OTHER SOFTWARE
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	HISTORY & BROWSER CACHED
f. Remove unnecessary start-up programs	<input checked="" type="checkbox"/>	OTHER SOFTWARE SERVICES

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

JAN JOSEPH MICKANO  
Attending ICT Personnel

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

End-user confirmation

[Signature]  
Signature over Printed Name

Noted by:

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





Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: ACER GX 251  
Name of User: JERAMBELO ORINCE  
Office/Division/Section: TECHNICAL

Date/Time Started: 3/29/2022  
Date/Time Ended: 3/29/2022  
Date Acquired: 9/5/2019

IT Equipment	Model	Serial Number	Remarks
1. System Unit	ACER GX 251		
2. Monitor			
3. UPS			
4. Keyboard	A4TECH		
5. Mouse	ACER		
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	WINDOWS 10	Y	PROF - 64 - ORIGINAL
Anti-virus			
GIS	ARC GIS		10.8 - 64 BIT

ACTIVITIES	PLEASE PUT (✓)	REMARKS
<b>1. Computer Physical Checkup</b>		
a. Clean internal and external parts of computer	<input checked="" type="checkbox"/>	FOR CLEAN
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	GOOD
<b>2. Computer Software Checkup</b>		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input checked="" type="checkbox"/>	OTHER SOFTWARE
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	HISTORY & BROWSER CACHE
f. Remove unnecessary start-up programs	<input checked="" type="checkbox"/>	OTHER SOFTWARE SERVICES

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

JAN JOSEPH M. ORINCE  
Attending ICT Personnel

End-user confirmation:

JERAMBELO ORINCE  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: acer TC-566  
Name of User: CORAZON N. PELAEZ  
Office/Division/Section: RD-CDS

Date/Time Started: 3/30/2022  
Date/Time Ended: 3/30/2022  
Date Acquired: 6/26/2020

IT Equipment	Model	Serial Number	Remarks
1. System Unit	acer desktop	2020-50-30-3046-02	working
2. Monitor	K22HQ	n/a	working
3. UPS	audacity	n/a	working
4. Keyboard	acer	n/a	working
5. Mouse	acer	n/a	working
Software installed		Brand	Licensed (Y/N)
Operating System	Windows 10		N
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
<b>1. Computer Physical Checkup</b>		
a. Clean internal and external parts of computer	<input type="checkbox"/>	
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	all good
<b>2. Computer Software Checkup</b>		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input checked="" type="checkbox"/>	other software
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	history & cookies
f. Remove unnecessary start-up programs	<input checked="" type="checkbox"/>	windows 10 services

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

Jan Joseph M. Mucan  
Attending ICT Personnel

End-user confirmation:

CORAZON N. PELAEZ  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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





PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT

IT equipment model: ACER NIGQ2  
Name of User: CORAZON R. PERAZ  
Office/Division/Section: ISO - CDS  
Date/Time Started: 3/30/2022  
Date/Time Ended: 3/30/2022  
Date Acquired: 11/09/2017

IT Equipment	Model	Serial Number	Remarks
1. System Unit	ACER Laptop	PENRO-MAR-04-029	working
2. Monitor	24"		
3. UPS	1/1/1		
4. Keyboard	built-in		working
5. Mouse	built-in		working
Software installed		Brand	Licensed (Y/N)
Operating System		Windows 10	Y
Anti-virus			
GIS			

- | ACTIVITIES   | PLEASE PUT (✓)                      | REMARKS                 |
|--|-------------------------------------|-------------------------|
| <b>1. Computer Physical Checkup</b>                                      |                                     |                         |
| a. Clean internal and external parts of computer                         | <input checked="" type="checkbox"/> | for maintenance cleanup |
| b. Check all computer peripherals are properly functioning and connected | <input checked="" type="checkbox"/> | all good                |
| <b>2. Computer Software Checkup</b>                                      |                                     |                         |
| a. Update Windows Operating System                                       | <input type="checkbox"/>            |                         |
| b. Update Anti-virus   | <input type="checkbox"/>            |                         |
| c. Run virus scan  | <input checked="" type="checkbox"/> | other software          |
| d. Remove unauthorized and counterfeit software                          | <input checked="" type="checkbox"/> | history & web cached    |
| e. Delete temporary Internet and Windows files                           | <input checked="" type="checkbox"/> | other windows services  |
| f. Remove unnecessary start-up programs                                  | <input checked="" type="checkbox"/> |                         |

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

JOSEPH M. MARIANO  
Attending ICT Personnel

End-user confirmation:

CORAZON R. PERAZ  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: ACER N17 W7 Date/Time Started: 3/30/2012  
Name of User: ALETH C. BUNDOC Date/Time Ended: 3/30/2012  
Office/Division/Section: PENRO / TSD / CDS Date Acquired: 9/18/2019

IT Equipment	Model	Serial Number	Remarks
1. System Unit	<u>ACER LAPTOP</u>	<u>2019-50-10-2444-02</u>	<u>WORKING</u>
2. Monitor	<u>N/A</u>		
3. UPS	<u>N/A</u>		
4. Keyboard	<u>BUILT-IN</u>	<u>N/A</u>	<u>WORKING</u>
5. Mouse	<u>BUILT-IN</u>	<u>N/A</u>	<u>WORKING</u>
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	<u>Windows 10</u>	<u>Y</u>	<u>ORIGINAL</u>
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
<b>1. Computer Physical Checkup</b>		
a. Clean internal and external parts of computer	<input type="checkbox"/>	
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	<u>all good</u>
<b>2. Computer Software Checkup</b>		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input checked="" type="checkbox"/>	<u>OTHER APPS &amp; SOFTWARE</u>
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	<u>HISTORY &amp; WEB CACHED</u>
f. Remove unnecessary start-up programs	<input checked="" type="checkbox"/>	<u>OTHER SOFTWARE SERVICES</u>

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

MARK JOSEPH MEDENILLA  
Attending ICT Personnel

End-user confirmation:  
ALETH C. BUNDOC  
Signature over Printed Name

Verified by:  
MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

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





PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT

IT equipment model: ACER N19 Q2  
Name of User: RANDY H. ESTRELLA  
Office/Division/Section: \_\_\_\_\_

Date/Time Started: 3/30/2022  
Date/Time Ended: 3/30/2022  
Date Acquired: 11/09/2017

IT Equipment	Model	Serial Number	Remarks
1. System Unit	ACER Laptop	PENRO-MAR-04-09	working
2. Monitor	29		
3. UPS			
4. Keyboard			
5. Mouse			
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	windows 10	Y	original
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
1. Computer Physical Checkup		
a. Clean internal and external parts of computer	<input checked="" type="checkbox"/>	no maintenance & clean up
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	working
2. Computer Software Checkup		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input checked="" type="checkbox"/>	other software
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	history & cookies
f. Remove unnecessary start-up programs	<input checked="" type="checkbox"/>	other windows features

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

JOSEPH M. LACAN  
Attending ICT Personnel

End-user confirmation:  
RANDY H. ESTRELLA  
Signature over Printed Name

Verified by:  
MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

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



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: HP Pavilion Date/Time Started: 9/30/2022  
Name of User: Joseph Simon R. Diaz Date/Time Ended: 9/30/2022  
Office/Division/Section: \_\_\_\_\_ Date Acquired: 11/14/2019

IT Equipment	Model	Serial Number	Remarks
1. System Unit	HP Laptop	PENRO MAR - 04-042	working
2. Monitor	n/a		
3. UPS	n/a		
4. Keyboard	DAK-1h		working
5. Mouse	DAK-1h		working
Software installed		Licensed (Y/N)	Remarks
Operating System	Windows 10	Y	original
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
<b>1. Computer Physical Checkup</b>		
a. Clean internal and external parts of computer	<input type="checkbox"/>	
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	all goods
<b>2. Computer Software Checkup</b>		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input checked="" type="checkbox"/>	other software
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	history & web cached
f. Remove unnecessary start-up programs	<input checked="" type="checkbox"/>	other windows services

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

San Joseph M. Diaz  
Attending ICT Personnel

End-user confirmation: Joseph Simon R. Diaz  
Signature over Printed Name

Verified by: MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

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





Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: DELL 3400 Date/Time Started: 3/30/2021  
Name of User: Eden P. Palacios Date/Time Ended: 3/31/2021  
Office/Division/Section: Administrative Section Date Acquired: 10/18/2019

IT Equipment	Model	Serial Number	Remarks
1. System Unit	DELL LAPTOP	2019-50-80-844-01	WORKING
2. Monitor	HP		
3. UPS	HP		
4. Keyboard	BUILT-IN		WORKING
5. Mouse	BUILT-IN		WORKING
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	Windows 10	Y	ORIGINAL
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
<b>1. Computer Physical Checkup</b>		
a. Clean internal and external parts of computer	<input checked="" type="checkbox"/>	all goods
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	all goods
<b>2. Computer Software Checkup</b>		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input checked="" type="checkbox"/>	other software - games
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	HISTORY & WEB CACHE
f. Remove unnecessary start-up programs	<input checked="" type="checkbox"/>	other windows SERVICES

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

San Joseph Miron  
Attending ICT Personnel

End-user confirmation:  
Eden P. Palacios  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: HP - DESKTOP Date/Time Started: 3/30/2022  
Name of User: ANIDEL M. FELICIANO Date/Time Ended: 3/30/2022  
Office/Division/Section: \_\_\_\_\_ Date Acquired: 08/22/2017

IT Equipment	Model	Serial Number	Remarks
1. System Unit	HP 250 G2	2017-30-30-304-0	working
2. Monitor	HP V223		
3. UPS	Eaton 6304		
4. Keyboard	HP		
5. Mouse	HP		
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	windows 10	Y	original
Anti-virus			
GIS			

- | ACTIVITIES   | PLEASE PUT (✓)                      | REMARKS                 |
|--|-------------------------------------|-------------------------|
| <b>1. Computer Physical Checkup</b>                                      |                                     |                         |
| a. Clean internal and external parts of computer                         | <input checked="" type="checkbox"/> | pro cleaned             |
| b. Check all computer peripherals are properly functioning and connected | <input checked="" type="checkbox"/> | all good                |
| <b>2. Computer Software Checkup</b>                                      |                                     |                         |
| a. Update Windows Operating System                                       | <input type="checkbox"/>            |                         |
| b. Update Anti-virus   | <input type="checkbox"/>            |                         |
| c. Run virus scan  | <input type="checkbox"/>            |                         |
| d. Remove unauthorized and counterfeit software                          | <input checked="" type="checkbox"/> | other software          |
| e. Delete temporary Internet and Windows files                           | <input checked="" type="checkbox"/> | history & web cached    |
| f. Remove unnecessary start-up programs                                  | <input checked="" type="checkbox"/> | other software services |

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

Jan Joseph Mariano  
Attending ICT Personnel

End-user confirmation:  
ANIDEL M. FELICIANO  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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





Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: LENOVO 80UC Date/Time Started: 3/30/2022  
Name of User: Andrew A. Abarro Date/Time Ended: 3/30/2022  
Office/Division/Section: Admin - Cashiering Date Acquired: 12/22/2017

IT Equipment	Model	Serial Number	Remarks
1. System Unit	Laptop	2017-50-80-RS7J-01	working
2. Monitor	24"		
3. UPS	4/4		
4. Keyboard	BUILT-IN		working
5. Mouse	BUILT-IN		working
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	windows 10	N	CRACKED
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
<b>1. Computer Physical Checkup</b>		
a. Clean internal and external parts of computer	<input checked="" type="checkbox"/>	too clean up
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	touchpad not working
<b>2. Computer Software Checkup</b>		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input checked="" type="checkbox"/>	other software
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	History & web cached
f. Remove unnecessary start-up programs	<input checked="" type="checkbox"/>	other windows services

Other devices	Details/Serial Number	Findings/Remarks
1. Printer EPSON 3110	EPSON 3110	all goods
2. Scanner		

Jan Joseph M. Abarro  
Attending ICT Personnel

End-user confirmation

Andrew A. Abarro  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: HP DESKTOP Date/Time Started: 3/30/2022  
Name of User: MARIA EVELYN M. PARADIGUE Date/Time Ended: 3/30/2022  
Office/Division/Section: OFFICE OF PENR Date Acquired: 10/30/2017

IT Equipment	Model	Serial Number	Remarks
1. System Unit	HP 280-G2	2017-50-76-3F8Q-01	WORKING
2. Monitor	HP V223		WORKING
3. UPS	ENDURO 10V		WORKING
4. Keyboard	HP		WORKING
5. Mouse	RISE		WORKING
Software installed		Brand	Licensed (Y/N)
Operating System		Windows 10	Y
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
<b>1. Computer Physical Checkup</b>		
a. Clean internal and external parts of computer	<input checked="" type="checkbox"/>	all good
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	all good
<b>2. Computer Software Checkup</b>		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input checked="" type="checkbox"/>	APPS & OTHER SOFTWARE
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	HISTORY & WEB CACHED
f. Remove unnecessary start-up programs	<input checked="" type="checkbox"/>	OTHER SOFTWARE SERVICES

Other devices	Details/Serial Number	Findings/Remarks
1. Printer	EPSON L220 / PENRO MRA-02-042	old / for replacement
2. Scanner		

Jan Joseph Micaela  
Attending ICT Personnel

End-user confirmation:  
MARIA EVELYN M. PARADIGUE  
Signature over Printed Name

Verified by:  
MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

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





Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: ACER N17W7 Date/Time Started: 3/31/2022  
Name of User: MARIA ELENA M. PARASABAN Date/Time Ended: 3/31/2022  
Office/Division/Section: OFFICE OF PENR Date Acquired: 9/27/2019

IT Equipment	Model	Serial Number	Remarks
1. System Unit	ACER LAPTOP	2019-5030-8966-01	WORKING
2. Monitor	BUILT-IN		WORKING
3. UPS			
4. Keyboard	BUILT-IN		WORKING
5. Mouse	BUILT-IN		WORKING
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	Windows 10	Y	Original
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
<b>1. Computer Physical Checkup</b>		
a. Clean internal and external parts of computer	<input type="checkbox"/>	
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	all good
<b>2. Computer Software Checkup</b>		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input checked="" type="checkbox"/>	other software
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	History & web cached
f. Remove unnecessary start-up programs	<input checked="" type="checkbox"/>	windows services

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

Jan Joseph Miguero  
Attending ICT Personnel

End-user confirmation:  
Maria Elena M. Parasaban  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: ACER N18C3  
Name of User: WNO DE CONER  
Office/Division/Section: MAN

Date/Time Started: 3/31/2022  
Date/Time Ended: 3/31/2022  
Date Acquired: 04/23/2022

IT Equipment	Model	Serial Number	Remarks
1. System Unit	ACER LAPTOP	PEMRV-MER-04-048	WORKING
2. Monitor	BUILT-IN		WORKING
3. UPS			
4. Keyboard	BUILT-IN		WORKING
5. Mouse	BUILT-IN		WORKING
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	WINDOWS 10	Y	ORIGINAL
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
<b>1. Computer Physical Checkup</b>		
a. Clean internal and external parts of computer	<input type="checkbox"/>	
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	all good
<b>2. Computer Software Checkup</b>		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input checked="" type="checkbox"/>	APPS & SOFTWARE
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	HISTORY & WEB cached
f. Remove unnecessary start-up programs	<input checked="" type="checkbox"/>	other windows services

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

JAN JOSEPH M. MORA  
Attending ICT Personnel

End-user confirmation:  
WNO DE CONER  
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





Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: HP DESKTOP Date/Time Started: 3/31/2022  
Name of User: JOHN ANDREW MAGGULANG Date/Time Ended: 3/31/2022  
Office/Division/Section: \_\_\_\_\_ Date Acquired: 10/30/2017

IT Equipment	Model	Serial Number	Remarks
1. System Unit	HP 280 G2 MT	2017-06-30-3C2T-02	WORKING
2. Monitor	HP V223		"
3. UPS	APC 6004		"
4. Keyboard	HP		"
5. Mouse	A4TECH		"
Software installed		Brand	Licensed (Y/N)
Operating System	Windows 10		H
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
<b>1. Computer Physical Checkup</b>		
a. Clean internal and external parts of computer	<input checked="" type="checkbox"/>	FOR CLEANUP
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	all working
<b>2. Computer Software Checkup</b>		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input type="checkbox"/>	OTHER PROGRAM
e. Delete temporary Internet and Windows files	<input type="checkbox"/>	HISTORY & WEB CACHED
f. Remove unnecessary start-up programs	<input type="checkbox"/>	OTHER PROGRAM SERVICES

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

JOHN JOSEPH MAGGULANG  
Attending ICT Personnel

End-user confirmation:  
JOHN ANDREW MAGGULANG  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: ACER DESKTOP  
Name of User: Khaled M. Matin  
Office/Division/Section: COA/DGP  
Date/Time Started: 3/31/2021  
Date/Time Ended: 3/31/2021  
Date Acquired: 6/26/2021

IT Equipment	Model	Serial Number	Remarks
1. System Unit	TC-866	2010-50-902196-02	WORKING
2. Monitor	ACER K22 HXL		WORKING
3. UPS	AAP 600V		WORKING
4. Keyboard	HP		WORKING
5. Mouse	ACER		WORKING
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	WINDOWS 10	Y	ORIGINAL
Anti-virus			
GIS			

- | ACTIVITIES   | PLEASE PUT (✓)                      | REMARKS              |
|--|-------------------------------------|----------------------|
| <b>1. Computer Physical Checkup</b>                                      |                                     |                      |
| a. Clean internal and external parts of computer                         | <input type="checkbox"/>            |                      |
| b. Check all computer peripherals are properly functioning and connected | <input checked="" type="checkbox"/> | all good             |
| <b>2. Computer Software Checkup</b>                                      |                                     |                      |
| a. Update Windows Operating System                                       | <input type="checkbox"/>            |                      |
| b. Update Anti-virus   | <input type="checkbox"/>            |                      |
| c. Run virus scan  | <input type="checkbox"/>            |                      |
| d. Remove unauthorized and counterfeit software                          | <input checked="" type="checkbox"/> | UNNECESSARY SOFTWARE |
| e. Delete temporary Internet and Windows files                           | <input checked="" type="checkbox"/> | HISTORY & WEB CACHED |
| f. Remove unnecessary start-up programs                                  | <input checked="" type="checkbox"/> | OPTIMIZE STARTUP     |

Other devices	Details/Serial Number	Findings/Remarks
1. Printer	EPSON L360	WORKING BUT OLD
2. Scanner		

JAW JOSEPH M. LACOR  
Attending ICT Personnel

End-user confirmation:

[Signature]  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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





**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: HP DESKTOP  
Name of User: Jenny H. Mariano  
Office/Division/Section: HR

Date/Time Started: 3/31/2022  
Date/Time Ended: 3/31/2022  
Date Acquired: \_\_\_\_\_

IT Equipment	Model	Serial Number	Remarks
1. System Unit	HP TPO1-0VXX	PENRO MAR 01-06	WORKING
2. Monitor	HP 24M		WORKING
3. UPS	APC 650V		WORKING
4. Keyboard	HP		WORKING
5. Mouse	HP		WORKING
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	WIN 10		
Anti-virus			
GIS			

- | ACTIVITIES   | PLEASE PUT (✓)                      | REMARKS                     |
|--|-------------------------------------|-----------------------------|
| <b>1. Computer Physical Checkup</b>                                      |                                     |                             |
| a. Clean internal and external parts of computer                         | <input type="checkbox"/>            |                             |
| b. Check all computer peripherals are properly functioning and connected | <input checked="" type="checkbox"/> | all working                 |
| <b>2. Computer Software Checkup</b>                                      |                                     |                             |
| a. Update Windows Operating System                                       | <input type="checkbox"/>            |                             |
| b. Update Anti-virus   | <input type="checkbox"/>            |                             |
| c. Run virus scan  | <input type="checkbox"/>            |                             |
| d. Remove unauthorized and counterfeit software                          | <input checked="" type="checkbox"/> | unnecessary software & apps |
| e. Delete temporary Internet and Windows files                           | <input checked="" type="checkbox"/> | history & not cached        |
| f. Remove unnecessary start-up programs                                  | <input checked="" type="checkbox"/> | optimize start up           |

Other devices	Details/Serial Number	Findings/Remarks
1. Printer	EPSON 3110	WORKING
2. Scanner		

San Joseph Mariano  
Attending ICT Personnel

End-user confirmation: Jenny H. Mariano  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: HP Pavilion TP01-0xxx Date/Time Started: 3/31/2021  
Name of User: MARIA LOURDES CASTA Date/Time Ended: 3/31/2021  
Office/Division/Section: \_\_\_\_\_ Date Acquired: 1/24/2021

IT Equipment	Model	Serial Number	Remarks
1. System Unit	HP		working
2. Monitor	HP 24M		working
3. UPS	AND 6504		working
4. Keyboard	HP		working
5. Mouse	HP		working
Software installed		Brand	Licensed (Y/N)
Operating System	Windows 10		Y
Anti-virus			
GIS	ARC MAP		Y

- | ACTIVITIES   | PLEASE PUT (✓)                      | REMARKS                           |
|--|-------------------------------------|-----------------------------------|
| <b>1. Computer Physical Checkup</b>                                      |                                     |                                   |
| a. Clean internal and external parts of computer                         | <input type="checkbox"/>            |                                   |
| b. Check all computer peripherals are properly functioning and connected | <input checked="" type="checkbox"/> | <u>all good</u>                   |
| <b>2. Computer Software Checkup</b>                                      |                                     |                                   |
| a. Update Windows Operating System                                       | <input type="checkbox"/>            |                                   |
| b. Update Anti-virus   | <input type="checkbox"/>            |                                   |
| c. Run virus scan  | <input type="checkbox"/>            |                                   |
| d. Remove unauthorized and counterfeit software                          | <input checked="" type="checkbox"/> | <u>REMOVE UNNECESSARY PROGRAM</u> |
| e. Delete temporary Internet and Windows files                           | <input checked="" type="checkbox"/> | <u>115GB &amp; WEB CACHED</u>     |
| f. Remove unnecessary start-up programs                                  | <input checked="" type="checkbox"/> | <u>OPTIMIZE START-UP</u>          |

Other devices	Details/Serial Number	Findings/Remarks
1. Printer	EPSON L3110	working
2. Scanner		

JAN JOSEPH MICIGAN  
Attending ICT Personnel

End-user confirmation:

MARIA LOURDES P. CASTA  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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





Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: HP 280 62 MT  
Name of User: Minchita Radovan  
Office/Division/Section: \_\_\_\_\_

Date/Time Started: 3/31/2022  
Date/Time Ended: 3/31/2022  
Date Acquired: 5/26/2017

IT Equipment	Model	Serial Number	Remarks
1. System Unit	HP 280	2017-50-90-1K66-02	working
2. Monitor	HP X223		working
3. UPS	2/9		
4. Keyboard	HP		working
5. Mouse	GENUS		working
Software installed		Brand	Licensed (Y/N)
Operating System	Windows 10		M
Anti-virus			
GIS			

- | ACTIVITIES   | PLEASE PUT (✓)                      | REMARKS                |
|--|-------------------------------------|------------------------|
| <b>1. Computer Physical Checkup</b>                                      |                                     |                        |
| a. Clean internal and external parts of computer                         | <input checked="" type="checkbox"/> | yes cleanup            |
| b. Check all computer peripherals are properly functioning and connected | <input checked="" type="checkbox"/> | HDD BAD SECTOR         |
| <b>2. Computer Software Checkup</b>                                      |                                     |                        |
| a. Update Windows Operating System                                       | <input type="checkbox"/>            |                        |
| b. Update Anti-virus   | <input type="checkbox"/>            |                        |
| c. Run virus scan  | <input type="checkbox"/>            |                        |
| d. Remove unauthorized and counterfeit software                          | <input checked="" type="checkbox"/> | other program          |
| e. Delete temporary Internet and Windows files                           | <input checked="" type="checkbox"/> | history & web cached   |
| f. Remove unnecessary start-up programs                                  | <input checked="" type="checkbox"/> | other program services |

Other devices	Details/Serial Number	Findings/Remarks
1. Printer	EPSON 3110	working
2. Scanner		

JAM Joseph Mica  
Attending ICT Personnel

End-user confirmation:  
Minchita Radovan  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: DELL - DESKTOP  
Name of User: JOSEFA M. HAROLA  
Office/Division/Section: OPC OF THE PENRO

Date/Time Started: 3/31/2022  
Date/Time Ended: 3/31/2022  
Date Acquired: \_\_\_\_\_

IT Equipment	Model	Serial Number	Remarks
1. System Unit	OPTIPLEX 3040	2019-00-30-1401-01	WORKING
2. Monitor	DELL		
3. UPS	AWD660V		
4. Keyboard	DELL		
5. Mouse	DELL		
Software installed		Brand	Licensed (Y/N)
Operating System	Windows 10		Y
Anti-virus			
GIS			

- | ACTIVITIES   | PLEASE PUT (✓)                      | REMARKS                    |
|--|-------------------------------------|----------------------------|
| <b>1. Computer Physical Checkup</b>                                      |                                     |                            |
| a. Clean internal and external parts of computer                         | <input type="checkbox"/>            |                            |
| b. Check all computer peripherals are properly functioning and connected | <input checked="" type="checkbox"/> | all good                   |
| <b>2. Computer Software Checkup</b>                                      |                                     |                            |
| a. Update Windows Operating System                                       | <input type="checkbox"/>            |                            |
| b. Update Anti-virus   | <input type="checkbox"/>            |                            |
| c. Run virus scan  | <input type="checkbox"/>            |                            |
| d. Remove unauthorized and counterfeit software                          | <input checked="" type="checkbox"/> | other apps                 |
| e. Delete temporary Internet and Windows files                           | <input checked="" type="checkbox"/> | HISTORY & WEB cached       |
| f. Remove unnecessary start-up programs                                  | <input checked="" type="checkbox"/> | Windows program & services |

Other devices	Details/Serial Number	Findings/Remarks
1. Printer	EPSON / L220	WORKING BUT OLD model
2. Scanner	PANASONIC / KV-SL606G	working

JAM JOSEPH MICHANO  
Attending ICT Personnel

End-user confirmation:

JOSEFA M. HAROLA  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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





Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: LENOVO 80UC - LAPTOP Date/Time Started: 3/31/2017  
- Name of User: SOFIA M. BAROLA Date/Time Ended: 3/31/2017  
- Office/Division/Section: OFFICE OF THE PENRO Date Acquired: 12/22/2017

IT Equipment	Model	Serial Number	Remarks
1. System Unit	80UC	2017-30-30-RWAB-0	WORKING
2. Monitor	BUILT-IN		11
3. UPS			
4. Keyboard	BUILT-IN		11
5. Mouse	BUILT-IN		NOT WORKING
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	WINDOWS 10	Y	ORIGINAL
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
<b>1. Computer Physical Checkup</b>		
a. Clean internal and external parts of computer	<input type="checkbox"/>	
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	touchpad not working
<b>2. Computer Software Checkup</b>		
a. Update Windows Operating System	<input type="checkbox"/>	
b. Update Anti-virus	<input type="checkbox"/>	
c. Run virus scan	<input type="checkbox"/>	
d. Remove unauthorized and counterfeit software	<input checked="" type="checkbox"/>	UNNECESSARY SOFTWARE
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	HISTORY & WEB cached
f. Remove unnecessary start-up programs	<input checked="" type="checkbox"/>	OTHER SERVICES

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

JAN JOSEPH M. MICHIANO  
Attending ICT Personnel

End-user confirmation:

SOFIA M. BAROLA  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

**PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT**

IT equipment model: ACER N17W7  
Name of User: JENN M. MAGALIS  
Office/Division/Section: RP

Date/Time Started: 3/31/2022  
Date/Time Ended: 3/31/2022  
Date Acquired: 9/27/2019

IT Equipment	Model	Serial Number	Remarks
1. System Unit	ACER LAPTOP	2019-50-80-0966-02	working
2. Monitor	BUILT-IN		working
3. UPS			
4. Keyboard	BUILT-IN		working
5. Mouse	BUILT-IN		working
Software installed		Brand	Licensed (Y/N)
Operating System	Windows 10		Y
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 ☒

all good

**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 ☒

UNNECESSARY SOFTWARE LIKE TORRENT HISTORY and WEB CACHED  
OPTIMIZE START-UP

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		
2. Scanner		

Jan Joseph M. Magal  
Attending ICT Personnel

End-user confirmation: Tawny H. Magal  
Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA  
ISA II/ Chief ICT Unit

Noted by:

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