



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

July 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 OIC - PENR Officer

SUBJECT : **INFORMATION AND COMMUNICATIONS
TECHNOLOGY (ICT) EQUIPMENT PREVENTIVE
MAINTENANCE REPORT FOR THE SECOND
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 Second 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.


IMELDA M. DIAZ



SUMMARY REPORT ON ICT EQUIPMENT PREVENTIVE MAINTENANCE
For the 2nd 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 TAKEN
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1	Pantoja, Randy R.	Forest Technician I	Conservation and Development Section	Desktop Computer	04/04/2022	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. <u>Removed unnecessary start-up programs</u>	04/04/2022	Operational and in good condition	No necessary and further actions to be taken
2	Minay, Oliver R.	Forest Technician II	Conservation and Development Section	Laptop Computer	04/04/2022	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. <u>Removed unnecessary start-up programs</u>	04/04/2022	Operational but needs repair	Working but old model
3	Watiwat, Carlo M.	Forest Technician II	Conservation and Development Section	Desktop Computer	04/04/2022	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. <u>Removed unnecessary start-up programs</u>	04/04/2022	Operational and in good condition	No necessary and further actions to be taken
4	Ricafrente, Luciana M.	Special Investigator I	Regulation and Permitting Section	Laptop Computer	04/04/2022	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. <u>Removed unnecessary start-up programs</u>	04/04/2022	Operational but needs repair	For maintenance
5	Fandialan, Florante Jr. G.	Forest Ranger	Monitoring and Enforcement Section	Desktop Computer	04/04/2022	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. <u>Removed unnecessary start-up programs</u>	04/04/2022	Operational and in good condition	No necessary and further actions to be taken
6	Paez, Wilson R.	Forest Technician I	Conservation and Development Section	Desktop Computer	04/04/2022	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. <u>Removed unnecessary start-up programs</u>	04/04/2022	Operational and in good condition	For cleaning and maintenance
7	Paez, Wilson R.	Forest Technician I	Conservation and Development Section	Printer	04/04/2022	Conducted physical checkup	04/04/2022	Operational and in good condition	Working but old model
8	Telan, Jonathan L.	Forest Ranger	Monitoring and Enforcement Section	Desktop Computer	04/04/2022	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. <u>Removed unnecessary start-up programs</u>	04/04/2022	Operational and in good condition	No necessary and further actions to be taken
9	Telan, Jonathan L.	Forest Ranger	Monitoring and Enforcement Section	Printer	04/04/2022	Conducted physical checkup	04/04/2022	Operational and in good condition	Working but old model
10	Mijares, Paul Brian D.	Forester I	Regulation and Permitting Section	Desktop Computer	04/04/2022	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. <u>Removed unnecessary start-up programs</u>	04/04/2022	Operational and in good condition	No necessary and further actions to be taken
11	Mercado, Don Gibson D.	Forester I	Monitoring and Enforcement Section	Laptop Computer	04/04/2022	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. <u>Removed unnecessary start-up programs</u>	04/04/2022	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)
12	Recto, Emeterio M.	Senior ECOMS/ PASu, MWS	Protected Area Management Office	Laptop Computer	04/04/2022	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	04/04/2022	Operational and in good condition	No necessary and further actions to be taken
13	Pantoja, Randy R.	Forest Technician I	Conservation and Development Section	Laptop Computer	04/04/2022	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	04/04/2022	Operational and in good condition	No necessary and further actions to be taken
14	Medenilla, Jhonna Liza SJ.	Planning Officer II	Planning Section	Desktop Computer	04/05/2022	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	04/05/2022	Operational and in good condition	CPU thermal paste for replacement
15	Medenilla, Jhonna Liza SJ.	Planning Officer II	Planning Section	Printer	04/05/2022	Conducted physical checkup	04/05/2022	Operational and in good condition	No necessary and further actions to be taken
16	Oyong, Heidy L.	Planning Officer I	Planning Section	Laptop Computer	04/05/2022	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	04/05/2022	Operational and in good condition	No necessary and further actions to be taken
17	Medenilla, Jhonna Liza SJ.	Planning Officer II	Planning Section	Laptop Computer	04/05/2022	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	04/05/2022	Operational and in good condition	No necessary and further actions to be taken
18	Oyong, Heidy L.	Planning Officer I	Planning Section	Desktop Computer	04/05/2022	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	04/05/2022	Operational and in good condition	For cleaning
19	Oyong, Heidy L.	Planning Officer I	Planning Section	Printer	04/05/2022	Conducted physical checkup	04/05/2022	Operational and in good condition	No necessary and further actions to be taken
20	Lastra, Maria Lourdes P.	Land Management Officer II	Regulation and Permitting Section	Laptop Computer	04/06/2022	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	04/06/2022	Operational and in good condition	No necessary and further actions to be taken
21	Maranan, Michael Joseph A.	Forest Ranger	Monitoring and Enforcement Section	Laptop Computer	04/07/2022	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	04/07/2022	Operational and in good condition	1. For thermal paste replacement 2. Touchpad not working
22	Saet, Lorelyn P.	Accountant III	Finance Section	Laptop Computer	04/08/2022	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	04/08/2022	Operational and in good condition	No necessary and further actions to be taken
23	Delos Reyes, Gemma P.	In-Charge, Management Services Division	Management Services Division	Laptop Computer	04/08/2022	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	04/08/2022	Operational and in good condition	No necessary and further actions to be taken
24	Delos Reyes, Gemma P.	In-Charge, Management Services Division	Management Services Division	Desktop Computer	04/08/2022	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	04/08/2022	Operational and in good condition	No necessary and further actions to be taken


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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)
25	Delos Reyes, Gemma P.	In-Charge, Management Services Division	Management Services Division	Printer	04/08/2022	Conducted physical checkup	04/08/2022	Operational and in good condition	No necessary and further actions to be taken
26	Pastoral, Jocelyn P.	Administrative Assistant I	Office of the PENRO	Desktop Computer	04/08/2022	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	04/08/2022	Operational and in good condition	No necessary and further actions to be taken
TOTAL	26								

Prepared by:


MARK RYAN S. LOZADA
Information Systems Analyst II

Reviewed by:


JHONNA LIZA S. 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 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Office of the PENRO				1 st to 2 nd week of November
Office of the Chief, Technical Services Division				1 st to 2 nd 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	3 rd week of March 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			1 st week of September to 1 st week of October	

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**

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
TOTAL	63	29	37	42	6	25	64	2	25	3

Note: Based on the Book of Accounts



Republic of the Philippines
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PENRO Marinduque

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)

Capitol Compound, Barangay Bangbangalon, Boac, Marinduque
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Website: <https://penromarinduque.gov.ph/>
Email: penromarinduque@denr.gov.ph



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

CY 2022 ICT EQUIPMENT PREVENTIVE MAINTENANCE SCHEDULE

OFFICE	1 ST QUARTER	2 ND QUARTER	3 RD QUARTER	4 TH QUARTER
Office of the PENRO				1 st to 2 nd week of November
Office of the Chief, Technical Services Division				1 st to 2 nd 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	3 rd week of March 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			1 st week of September to 1 st 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 GX-281
Name of User: RANDY R. PANTOJA
Office/Division/Section: PENRO/TSD/CDS

Date/Time Started: 4/4/22
Date/Time Ended: _____
Date Acquired: 7/27/2019

IT Equipment	Model	Serial Number	Remarks
1. System Unit	<u>GX 281</u>	<u>PENRO MRD - 01-44</u>	<u>working</u>
2. Monitor	<u>acer 15.5"</u>		<u>11</u>
3. UPS	<u>APC 6004</u>		<u>11</u>
4. Keyboard	<u>acer</u>		<u>11</u>
5. Mouse	<u>acer</u>		<u>11</u>
Software installed		Brand	Licensed (Y/N)
Operating System	<u>Windows 10</u>		<u>Y</u>
Anti-virus			
GIS	<u>ARCIS</u>		<u>Y</u>

- ACTIVITIES PLEASE PUT (✓) REMARKS
1. Computer Physical Checkup
- a. Clean internal and external parts of computer ☒ all good
- 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 ☒ other windows apps & games
- e. Delete temporary Internet and Windows files ☒ history & web cookies
- f. Remove unnecessary start-up programs ☒ other windows services

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

JAN JOSEPH MARIANO
Attending ICT Personnel

End-user confirmation
RANDY R. PANTOJA
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: ALFR P209-M6
Name of User: Oliver L. Murray
Office/Division/Section: _____

Date/Time Started: 4/4/2021
Date/Time Ended: _____
Date Acquired: _____

IT Equipment	Model	Serial Number	Remarks
1. System Unit	TRAVELMATE	2017-30-90-7874-02	WORKING
2. Monitor	BUILT IN		WORKING
3. UPS			
4. Keyboard	BUILT-IN		WORKING
5. Mouse	BUILT-IN		WORKING
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	windows 10	Y	GOOD ORIGINAL
Anti-virus			
GIS			

- ACTIVITIES** PLEASE PUT (✓) **REMARKS**
1. **Computer Physical Checkup**
- a. Clean internal and external parts of computer ☒ TO clean & maintain
 - b. Check all computer peripherals are properly functioning and connected ☒ all good BUT old model
2. **Computer Software Checkup**
- a. Update Windows Operating System ☐
 - b. Update Anti-virus ☐
 - c. Run virus scan ☐
 - d. Remove unauthorized and counterfeit software ☒ other windows apps
 - e. Delete temporary Internet and Windows files ☒ HISTORY & WEB CACHE
 - f. Remove unnecessary start-up programs ☒ other windows services

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

JAN JOSEPH MENDOZA
Attending ICT Personnel

End-user confirmation:

OLIVER L. MURRAY
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: _____ Date/Time Started: _____
Office/Division/Section: _____ Date/Time Ended: _____
Date Acquired: _____

IT Equipment	Model	Serial Number	Remarks
1. System Unit	<u>GX-281</u>	<u>PENRO-MRB-01-04</u>	<u>WORKING</u>
2. Monitor	<u>ACER</u>		<u> </u>
3. UPS	<u>APC 6024</u>		<u> </u>
4. Keyboard	<u>ACER</u>		<u> </u>
5. Mouse	<u>ACER</u>		<u> </u>
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	<u>WIN10</u>	<u>H</u>	<u>CRACKED</u>
Anti-virus			
GIS	<u>GIS</u>	<u>H</u>	<u>10.1 CRACKED</u>

- ACTIVITIES** PLEASE PUT (✓) **REMARKS**
1. **Computer Physical Checkup**
- a. Clean internal and external parts of computer ☒ START & HISTORY
- b. Check all computer peripherals are properly functioning and connected ☒ all working
2. **Computer Software Checkup**
- a. Update Windows Operating System ☐
- b. Update Anti-virus ☐
- c. Run virus scan ☐
- d. Remove unauthorized and counterfeit software ☒ OTHER APPS
- e. Delete temporary Internet and Windows files ☒ HISTORY & UNO CACHED
- f. Remove unnecessary start-up programs ☒ OTHER WINDOWS SERVICES

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

JAN JOSEPH MICHAEL
Attending ICT Personnel

End-user confirmation:
CARLO M. WATWAT
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: ALFA TRAVELMATE
Name of User: Luciana M. Picalante
Office/Division/Section: RPS

Date/Time Started: 4/4/22
Date/Time Ended: _____
Date Acquired: 12/29/2014

IT Equipment	Model	Serial Number	Remarks
1. System Unit	<u>P244-S</u>	<u>PENRO-MRA-04-00</u>	<u>WORKING</u>
2. Monitor	<u>BUILT-IN</u>		<u>WORKING</u>
3. UPS			
4. Keyboard	<u>BUILT-IN</u>		<u>WORKING</u>
5. Mouse	<u>BUILT-IN</u>		<u>HARD TOUCH</u>
Software installed		Licensed (Y/N)	Remarks
Operating System	<u>Windows 7</u>	<u>M</u>	<u>CRASHED</u>
Anti-virus			
GIS			

- | ACTIVITIES | PLEASE PUT (✓) | REMARKS |
|--|-------------------------------------|----------------------------------|
| 1. Computer Physical Checkup | | |
| a. Clean internal and external parts of computer | <input checked="" type="checkbox"/> | <u>for maintenance</u> |
| b. Check all computer peripherals are properly functioning and connected | <input checked="" type="checkbox"/> | <u>all working</u> |
| 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"/> | <u>OTHER apps</u> |
| e. Delete temporary Internet and Windows files | <input checked="" type="checkbox"/> | <u>HISTORY & WEB cookies</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		
2. Scanner		

San Joseph Mariano
Attending ICT Personnel

End-user confirmation:

Marina Picalante
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-866
Name of User: FLORANTE G. FANDIALAN JR.
Office/Division/Section: MES
Date/Time Started: 4/4/22
Date/Time Ended: _____
Date Acquired: 04/23/2020

IT Equipment	Model	Serial Number	Remarks
1. System Unit	TC-866	PENRO-MAR-01-004	WORKING
2. Monitor	ACER K22 HRL		
3. UPS	AND 6004		
4. Keyboard	ACER		
5. Mouse	ACER		
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 ☒ all new
 - b. Check all computer peripherals are properly functioning and connected ☒ all goods
2. **Computer Software Checkup**
- a. Update Windows Operating System ☐
 - b. Update Anti-virus ☐
 - c. Run virus scan ☐
 - d. Remove unauthorized and counterfeit software ☒ other windows apps
 - e. Delete temporary Internet and Windows files ☒ 115004 & web cached
 - f. Remove unnecessary start-up programs ☒ other windows services

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

Jan Joseph Miciano
Attending ICT Personnel

End-user confirmation:
FLORANTE G. FANDIALAN JR.
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 MT
Name of User: Wilson R. Paez
Office/Division/Section: CDS

Date/Time Started: 4/4/2022
Date/Time Ended: 08/21/2017
Date Acquired: 08/21/2017

IT Equipment	Model	Serial Number	Remarks
1. System Unit	280 G2-MT		working
2. Monitor	HP V223		"
3. UPS	APC 650A		"
4. Keyboard	ACER		"
5. Mouse	A4TECH		"
Software installed		Brand	Licensed (Y/N)
Operating System	win10		Y
Anti-virus			
GIS	ARC GIS	M	10.8 cracked

- ACTIVITIES PLEASE PUT (✓) REMARKS**
- Computer Physical Checkup**
 - Clean internal and external parts of computer ☒ TO clean & maintain
 - Check all computer peripherals are properly functioning and connected ☒ all good but - old model
 - Computer Software Checkup**
 - Update Windows Operating System ☐
 - Update Anti-virus ☐
 - Run virus scan ☐
 - Remove unauthorized and counterfeit software ☒ OTHER apps & games
 - Delete temporary Internet and Windows files ☒ HISTORY & web cookies
 - Remove unnecessary start-up programs ☒ OTHER windows services

Other devices	Details/Serial Number	Findings/Remarks
1. Printer	EPSON L360 ICS# -2017-0320	WORKING BUT OLD MODEL PRINTER
2. Scanner		

Jan Joseph Minao
Attending ICT Personnel

End-user confirmation:

Wilson R. Paez
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-F44
Name of User: Jonathan Telan
Office/Division/Section: RES-FSD

Date/Time Started: 4/4/22
Date/Time Ended: _____
Date Acquired: 04/23/2020

IT Equipment	Model	Serial Number	Remarks
1. System Unit	TC-F44	PENRO-MAR-01-057	WORKING
2. Monitor	ACER K222 HAL		"
3. UPS	AND 6504		"
4. Keyboard	ACER		"
5. Mouse	ACER		"
Software installed		Brand	Licensed (Y/N)
Operating System	Windows 10		Y
Anti-virus			
GIS			

- ACTIVITIES** PLEASE PUT (✓) **REMARKS**
- Computer Physical Checkup**
 - Clean internal and external parts of computer ☒ all new
 - Check all computer peripherals are properly functioning and connected ☒ all ports
 - Computer Software Checkup**
 - Update Windows Operating System ☐
 - Update Anti-virus ☐
 - Run virus scan ☐
 - Remove unauthorized and counterfeit software ☒ OTHER windows apps
 - Delete temporary Internet and Windows files ☒ HISTORY & WEB cache
 - Remove unnecessary start-up programs ☒ OTHER windows SERVICES

Other devices	Details/Serial Number	Findings/Remarks
1. Printer	EPSON L260 IC# 2017-0325	WORKS BUT OLD model
2. Scanner		

JAN JOSEPH MICIANO
Attending ICT Personnel

End-user confirmation:
JONATHAN L. TELAN
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 MT
Name of User: PAUL B. MARIANO
Office/Division/Section: TSD - APS

Date/Time Started: 4/4/22
Date/Time Ended: _____
Date Acquired: 5/20/2019

IT Equipment	Model	Serial Number	Remarks
1. System Unit	280 G2 MT	DENR-AM-1220-16A	working
2. Monitor	HP V223		11
3. UPS			
4. Keyboard	HP		11
5. Mouse	A4TECH		11
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	Windows 10	N	CRACKED
Anti-virus			
GIS			

- | ACTIVITIES | PLEASE PUT (✓) | REMARKS |
|--|-------------------------------------|------------------------|
| 1. Computer Physical Checkup | | |
| 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"/> | |
| 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 windows apps |
| 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 Mariano
Attending ICT Personnel

End-user confirmation:

Paul 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: LEUCVO Ideapad - G
Name of User: Don Gibson D. Mercado
Office/Division/Section: MAS

Date/Time Started: 4/4/2021
Date/Time Ended: _____
Date Acquired: March - 1 - 2021

IT Equipment	Model	Serial Number	Remarks
1. System Unit	<u>P2 E4</u>	<u>PERM00104-058</u>	<u>WORKING</u>
2. Monitor	<u>BUILT-IN</u>		<u>h</u>
3. UPS			
4. Keyboard	<u>BUILT-IN</u>		<u>h</u>
5. Mouse	<u>BUILT-IN</u>		<u>h</u>
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	<u>Windows</u>	<u>Y</u>	<u>original</u>
Anti-virus			
GIS	<u>ARCIS</u>	<u>Y</u>	<u>10.8 original</u>

ACTIVITIES	PLEASE PUT (✓)	REMARKS
1. Computer Physical Checkup		
a. Clean internal and external parts of computer	<input checked="" type="checkbox"/>	<u>all new</u>
b. Check all computer peripherals are properly functioning and connected	<input checked="" type="checkbox"/>	<u>all good</u>
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"/>	<u>OTHER APPS & games</u>
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	<u>history & web cookies</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		
2. Scanner		

Don Joseph Miciano
Attending ICT Personnel

End-user confirmation:

Don Gibson D. Mercado
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 H1100 5
Name of User: Emeterio M. Rector
Office/Division/Section: PAMO

Date/Time Started: 4/4/2021
Date/Time Ended: 4/4/2021
Date Acquired: 06/23/20

IT Equipment	Model	Serial Number	Remarks
1. System Unit	M-ANS15-43	PENRO-MRK-04-050	WORKING
2. Monitor	BUILT-IN		11
3. UPS			11
4. Keyboard	BUILT-IN		11
5. Mouse	BUILT-IN		11
Software installed	Brand	Licensed (Y/N)	NOT WORKING
Operating System	Windows 10	Y	ORIGINAL
Anti-virus			
GIS			

- ACTIVITIES** PLEASE PUT (✓) **REMARKS**
- Computer Physical Checkup**
 - Clean internal and external parts of computer ☒ all good
 - Check all computer peripherals are properly functioning and connected ☒ all good
 - Computer Software Checkup**
 - Update Windows Operating System ☐
 - Update Anti-virus ☐
 - Run virus scan ☐
 - Remove unauthorized and counterfeit software ☒ other windows apps
 - Delete temporary Internet and Windows files ☒ HISODAY & WEB CACHED
 - Remove unnecessary start-up programs ☒ OTHER window services

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

JAN JOSEPH MICIANO
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



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

PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT

IT equipment model: LENOVO Ideapad - G
Name of User: RANDY R. PANTONIA
Office/Division/Section: PENRO/ISD/CDS
Date/Time Started: 4/4/2021
Date/Time Ended:
Date Acquired: march -1/2021

IT Equipment	Model	Serial Number	Remarks
1. System Unit	82 EY	PENRO MRA-04-054	WORKING
2. Monitor	BUILT-IN		11
3. UPS			
4. Keyboard	BUILT-IN		11
5. Mouse	BUILT-IN		11
Software installed		Brand	Licensed (Y/N)
Operating System	Windows 11		Y
Anti-virus			
GIS	ARC GIS	Y	10.8 ORIGINAL

- ACTIVITIES** PLEASE PUT (✓) **REMARKS**
- Computer Physical Checkup**
 - Clean internal and external parts of computer ☒ all new
 - Check all computer peripherals are properly functioning and connected ☒ wh good
 - Computer Software Checkup**
 - Update Windows Operating System ☐
 - Update Anti-virus ☐
 - Run virus scan ☐
 - Remove unauthorized and counterfeit software ☒ OTHER windows apps
 - Delete temporary Internet and Windows files ☒ HISTORY & WEB cached
 - Remove unnecessary start-up programs ☒ OTHER windows SERVICES

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

Jan Joseph Mariano
Attending ICT Personnel

End-user confirmation:
RANDY R. PANTONIA
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 VERITON X4110G
Name of User: JHONNA MEDENILLA
Office/Division/Section: ISA II - Planning
Date/Time Started: 4/5/2022
Date/Time Ended: _____
Date Acquired: 9/8/2016

IT Equipment	Model	Serial Number	Remarks
1. System Unit	X4110G	DDR RAM-8GB-8	WORKING
2. Monitor	ACER V22GHQL		
3. UPS	APW 650V		
4. Keyboard	ACER		
5. Mouse	ACER		h
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	WINDOWS 10	Y	ORIGINAL
Anti-virus			
GIS			

- ACTIVITIES** PLEASE PUT (✓) **REMARKS**
- Computer Physical Checkup**
 - Clean internal and external parts of computer ☒ FOR CPU THERMAL PASTE REPLACEMENT
 - Check all computer peripherals are properly functioning and connected ☒ all good
 - Computer Software Checkup**
 - Update Windows Operating System ☐
 - Update Anti-virus ☐
 - Run virus scan ☐
 - Remove unauthorized and counterfeit software ☒ OTHER APPS & SOFTWARE
 - Delete temporary Internet and Windows files ☒ HISTORY & WEB CACHE
 - Remove unnecessary start-up programs ☒ OTHER WINDOWS SERVICES & TASK SCHEDULE

Other devices	Details/Serial Number	Findings/Remarks
1. Printer	EPSON L3150 ICS # 2021-077	all good
2. Scanner		

JHONNA MEDENILLA
Attending ICT Personnel

End-user confirmation:

JHONNA MEDENILLA
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 NITRO 5 - LAPTOP
Name of User: HELDY L. OYONG
Office/Division/Section: DENR/MSD/PLANNING

Date/Time Started: 4/5/2022
Date/Time Ended: _____
Date Acquired: 04/23/2020

IT Equipment	Model	Serial Number	Remarks
1. System Unit	AM515-43	PENRO-MEA-04-045	WORKING
2. Monitor	BUILT-IN		11
3. UPS			
4. Keyboard	BUILT-IN		11
5. Mouse	BUILT-IN		11
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	Windows 10	Y	ORIGINAL
Anti-virus			
GIS	ARC GIS	Y	10.8 original

- ACTIVITIES** PLEASE PUT (✓) **REMARKS**
- Computer Physical Checkup**
 - Clean internal and external parts of computer ☒ a/l good
 - Check all computer peripherals are properly functioning and connected ☒ a/l good
 - Computer Software Checkup**
 - Update Windows Operating System ☐
 - Update Anti-virus ☐
 - Run virus scan ☐
 - Remove unauthorized and counterfeit software ☒ OTHER APPS & SOFTWARE
 - Delete temporary Internet and Windows files ☒ HISTORY, REGISTRY & WEB CACHE
 - Remove unnecessary start-up programs ☒ OTHER SERVICES & TASK SCHEDULER

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

Jan Joseph M. Lora
Attending ICT Personnel

End-user confirmation:
HELDY L. OYONG
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 H1705 - LAPTOP
Name of User: JHONNA MEDENILLA
Office/Division/Section: INSO - Planning

Date/Time Started: 4/5/2021
Date/Time Ended: _____
Date Acquired: 06/23/2020

IT Equipment	Model	Serial Number	Remarks
1. System Unit	AH 515-43	020-0-70-0724-01	WORKING
2. Monitor	BULBY-IN		"
3. UPS			"
4. Keyboard	BULBY-IN		"
5. Mouse	BULBY-IN		"
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	Windows 10	Y	original
Anti-virus			
GIS			

- ACTIVITIES** PLEASE PUT (✓) **REMARKS**
- Computer Physical Checkup**
 - Clean internal and external parts of computer ☒ all good
 - Check all computer peripherals are properly functioning and connected ☒ all good
 - Computer Software Checkup**
 - Update Windows Operating System ☐
 - Update Anti-virus ☐
 - Run virus scan ☐
 - Remove unauthorized and counterfeit software ☒ other apps & software
 - Delete temporary Internet and Windows files ☒ history, registry & web cache
 - Remove unnecessary start-up programs ☒ other services & task scheduler

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

JAN JOSEPH MEDENILLA
Attending ICT Personnel

End-user confirmation:
JHONNA MEDENILLA
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 VERITON X4110G
Name of User: HELDY L. OYONG
Office/Division/Section: DENR/MSD/PLANNING

Date/Time Started: 4/5/2022

Date/Time Ended:

Date Acquired: 9/8/2016

IT Equipment	Model	Serial Number	Remarks
1. System Unit	X4110G	DENR-RAM-KPM-F	WORKING
2. Monitor	ACER V226HQL		
3. UPS	EPSON 6504		
4. Keyboard	GEHILUS		
5. Mouse	A4TECH		
Software installed		Brand	Licensed (Y/N)
Operating System	Windows 10		Y
Anti-virus			
GIS			
			Remarks: <u>original</u>

- ACTIVITIES** PLEASE PUT (✓) **REMARKS**
- Computer Physical Checkup**
 - Clean internal and external parts of computer ☒ FOR cleaning
 - Check all computer peripherals are properly functioning and connected ☒ all goods
 - Computer Software Checkup**
 - Update Windows Operating System ☐
 - Update Anti-virus ☐
 - Run virus scan ☐
 - Remove unauthorized and counterfeit software ☒ other windows apps & software
 - Delete temporary Internet and Windows files ☒ history & web cached
 - Remove unnecessary start-up programs ☒ other windows services & task scheduler

Other devices	Details/Serial Number	Findings/Remarks
1. Printer	EPSON LS110 / ICS # 2021-002	all good
2. Scanner		

JAN JOSEPH MUCIAMO
Attending ICT Personnel

End-user confirmation:

HELDY L. OYONG
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-Laptop
Name of User: _____
Office/Division/Section: _____

Date/Time Started: 4/15/2021
Date/Time Ended: _____
Date Acquired: 11/14/2019

IT Equipment	Model	Serial Number	Remarks
1. System Unit	14-CB0047TX	2019-50-90-2LX4-02	WORKING
2. Monitor	BUILT-IN		11
3. UPS			
4. Keyboard	BUILT-IN		11
5. Mouse	BUILT-IN		11
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	Windows 10	Y	ORIGINAL
Anti-virus			
GIS	ARC GIS	10.4	10.2.1

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
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 ☒

other windows apps & software
history & web cache
other windows services & task

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

Jan Joseph Mlacano
Attending ICT Personnel

End-user confirmation:

Marina Lourdes P. Aspa
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 IDEAPAD
Name of User: MICHAEL MARAHAN
Office/Division/Section: TSD/MES

Date/Time Started: 4/7/2022
Date/Time Ended: _____
Date Acquired: 9/20/2017

IT Equipment	Model	Serial Number	Remarks
1. System Unit	110-14ISK	PENRO-MRQ-04-020	WORKING
2. Monitor	BUILT-IN		11
3. UPS			
4. Keyboard	BUILT-IN		11
5. Mouse	BUILT-IN		HOT WORKING
Software installed		Brand	Licensed (Y/N)
Operating System	WINDOWS 10	M	Remarks
Anti-virus			CRACKED
GIS			

- ACTIVITIES** PLEASE PUT (✓) **REMARKS**
- Computer Physical Checkup**
 - Clean internal and external parts of computer ☒ FOR THERMAL PASTE REPLACEMENT
 - Check all computer peripherals are properly functioning and connected ☒ THE TOUCHPAD NOT WORKING
 - Computer Software Checkup**
 - Update Windows Operating System ☐
 - Update Anti-virus ☐
 - Run virus scan ☐
 - Remove unauthorized and counterfeit software ☒ OTHER WINDOWS APPS
 - Delete temporary Internet and Windows files ☒ HISTORY, REGISTRY & WERE CHECKED
 - Remove unnecessary start-up programs ☒ OTHER SERVICES

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

Jan Joseph M. Marahan
Attending ICT Personnel

End-user confirmation:

MICHAEL JOSEPH A. MARAHAN
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 - Laptop
Name of User: LORETA S. SAKET Date/Time Started: 4/8/2021
Office/Division/Section: ASST. PLANNING Date/Time Ended: _____
Date Acquired: 11/14/2019

IT Equipment	Model	Serial Number	Remarks
1. System Unit	14-CE0647TX	2019-50-86-6266-9	working
2. Monitor	BUILT-IN		
3. UPS			
4. Keyboard	BUILT-IN		
5. Mouse	BUILT-IN		
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 type="checkbox"/> | |
| b. Check all computer peripherals are properly functioning and connected | <input checked="" type="checkbox"/> | all good |
| 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 windows apps & SOFTWARE |
| e. Delete temporary Internet and Windows files | <input checked="" type="checkbox"/> | HISTORY, REGISTRY ERROR & USED CACHED |
| f. Remove unnecessary start-up programs | <input checked="" type="checkbox"/> | OTHER windows SERVICES & TASK |

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

JAN JOSEPH MICIANO
Attending ICT Personnel

End-user confirmation:

LORETA S. SAKET
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 - LAPTOP
Name of User: GEMMA DELOS REYES
Office/Division/Section: MSD

Date/Time Started: 4/8/2022
Date/Time Ended: _____
Date Acquired: 11/14/2019

IT Equipment	Model	Serial Number	Remarks
1. System Unit	14-C60U 47 TX	2019-50-90-4866-01	WORKING
2. Monitor	BUILT-IN		
3. UPS			
4. Keyboard	BUILT-IN		
5. Mouse	BUILT-IN		
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System			
Anti-virus			
GIS			

- | ACTIVITIES | PLEASE PUT (✓) | REMARKS |
|--|-------------------------------------|---|
| 1. Computer Physical Checkup | | |
| 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> |
| 2. Computer Software Checkup | | |
| a. Update Windows Operating System | <input checked="" type="checkbox"/> | <u>apply windows update</u> |
| 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 WINDOW APPS & SOFTWARE</u> |
| e. Delete temporary Internet and Windows files | <input checked="" type="checkbox"/> | <u>HISTORY, REGISTRY ERROR & WEB CACHED</u> |
| f. Remove unnecessary start-up programs | <input checked="" type="checkbox"/> | <u>OTHER WINDOW SERVICES & TASK</u> |

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

JAN JOSEPH M. LOZADA
Attending ICT Personnel

End-user confirmation:
GEMMA P. DELOS REYES
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 - DESKTOP
Name of User: GEMMA DELOS REYES
Office/Division/Section: M/O

Date/Time Started: 4/8/2021
Date/Time Ended: _____
Date Acquired: MARCH 1/2021

IT Equipment	Model	Serial Number	Remarks
1. System Unit	HP T801-6	2021-50-104N7W-01	WORKING
2. Monitor	HP 24M		
3. UPS	AND 650V		
4. Keyboard	A4TECH		
5. Mouse	HP		
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 type="checkbox"/> | |
| b. Check all computer peripherals are properly functioning and connected | <input checked="" type="checkbox"/> | all good |
| 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 windows apps |
| e. Delete temporary Internet and Windows files | <input checked="" type="checkbox"/> | HISTORY, REGISTRY ERROR & auto cached |
| f. Remove unnecessary start-up programs | <input checked="" type="checkbox"/> | OTHER windows SERVICES |

Other devices	Details/Serial Number	Findings/Remarks
1. Printer	EPSON L3110 ICS # 2021-001	WORKING
2. Scanner		

San Joseph Mariano
Attending ICT Personnel

End-user confirmation:
GEMMA P. DELOS REYES
Signature: _____
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 - DESKTOP
Name of User: Socelyn P. Pastoral
Office/Division/Section: Adm.

Date/Time Started: 4/8/2022
Date/Time Ended: _____
Date Acquired: 12/21/2021

IT Equipment	Model	Serial Number	Remarks
1. System Unit	ASUS - n1 SERIES	2015-J0-90-2004-01	WORKING
2. Monitor	ACER		
3. UPS			
4. Keyboard	LOGITECH		
5. Mouse	A4TECH		
Software installed	Brand	Licensed (Y/N)	Remarks
Operating System	WINDOWS 7	N	CRACKED
Anti-virus			
GIS			

ACTIVITIES	PLEASE PUT (✓)	REMARKS
1. Computer Physical Checkup		
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
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 windows apps & software
e. Delete temporary Internet and Windows files	<input checked="" type="checkbox"/>	HISTORY, REGISTRY & 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 Miciano
Attending ICT Personnel

End-user confirmation:
Socelyn P. Pastoral
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