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 COM

COMMUNICATIONS

TECHNOLOGY (ICT) EQUIPMENT MAINTENANCE REPORT FOR

PMENT 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

		EMPLOYEE'S INFORMATION		ICT EQUIPME	NT PREVENTIVE	E MAINTENANCE INFORMATION			
						- WHITE EVALUE HAT ON WAT HON	_	RESULTS OF PROCEDU	RES/ACTIVITIES CONDUCTED
No.	NAME	POSITION/ DESIGNATION	OFFICE	ICT EQUIPMENT/ SOFTWARE DESCRIPTION	DATE	PROCEDURES/ACTIVITIES CONDUCTED	DATE ENDED	CONDITION OF THE IT EQUIPMENT AND ITS COMPONENT	REMARKS/ACTIONS TO BE TAKE TAKEN
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(6)	
1	Pantoja, Randy R.	Forest Technician I	Conservation and Development Section	Desktop Computer	04/04/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files	04/04/2022	(9) 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	Removed unnecessary start-up programs Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files	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	Removed unnecessary start-up programs Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files	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	Removed unnecessary start-up programs Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files	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	Removed unnecessary start-up programs Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files	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	Desklop Computer	04/04/2022	Removed unnecessary start-up programs Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files	04/04/2022	Operational and in good condition	For cleaning and maintenance
-	Paez, Wilson R.	Forest Technician I	Conservation and Development Section	Printer	04/04/2022	5. Removed unnecessary start-up programs Conducted physical checkup	0.1/0.1/0000		
8	Telan, Jonathan L.	Forest Ranger	Monitoring and Enforcement Section	Desktop Computer	04/04/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files	04/04/2022	Operational and in good condition Operational and in good condition	Working but old model No necessary and further actions to be taken
9	Telan, Jonathan L.	Forest Ranger	Monitoring and Enforcement Section	Printer	04/04/2022	5. Removed unnecessary start-up programs			
10	Mijares, Paul Brian D.	Forester I	Regulation and Permitting Section	Desktop Computer	04/04/2022	Conducted physical checkup 1. Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly functioning and connected 3. Removed unathorized and counterfeit software 4. Deleted temporary Internet and Windows files	04/04/2022	Operational and in good condition	Working but old model No necessary and further actions to be taken
1	Mercado, Don Gibson D.	Forester I	Monitoring and Enforcement Section	Laptop Computer	04/04/2022	5. Removed unnecessary start-up programs 1. Cleaned internal and external parts of computer 2. Checked all computer peripherals are properly unctioning and connected 3. Removed unathorized and counterfeit software 4. Deleted temporary Internet and Windows files 5. Removed unnecessary start-up programs	04/04/2022		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 EQUIPMEN	REMARKS/ACTIONS TO BE TAKEN
145	(5)							AND ITS COMPONENT	TAKEN
(1)	(2)	(0)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
12	Recto, Emeterio M.	Senior ECOMS/ PASu, MWS	Protected Area Management Office	Laptop Computer	04/04/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files	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	Removed unnecessary start-up programs Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	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	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	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
16	Oyong, Heidy L.	Planning Officer I	Planning Section	Laptop Computer	04/05/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files	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	Removed unnecessary start-up programs Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files	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	Removed unnecessary start-up programs Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Debeted temporary Internet and Windows files	04/05/2022	Operational and in good condition	For cleaning
19	Oyong, Heidy L.	Planning Officer I	Planning Section	Printer	04/05/2022	5. Removed unnecessary start-up programs Conducted physical checkup	04/05/2022	Operational and in good condition	No necessary and further actions to be
20	Lastra, Maria Lourdes P.	Land Management Officer II	Regulation and Permitting Section	Laptop Computer	04/06/2022	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	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	Cleaned internal and external parts of computer Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	04/07/2022	Operational and in good condition	For thermal paste replacement Touchpad not working
22	Saet, Lorelyn P.	Accountant III	Finance Section	Laptop Computer	04/08/2022	Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	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	Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	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	Checked all computer peripherals are properly unctioning and connected? Removed unathorized and counterfeit software Deleted temporary Internet and Windows files Removed unnecessary start-up programs	04/08/2022	Operational and in good condition	No necessary and further actions to be taken

20.	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)	(6)	(6)	(7)	(8)	(A)	
25	Delos Reyes, Gemma P.	In-Charge, Management Services Division	Management Services Division	Printer		Conducted physical checkup	04/08/2022	Operational and in good condition	No necessary and further actions to be
26	Pastoral, Jocelyn P.	Administrative Assistant I	Office of the PENRO	Desktop Computer	04/08/2022	Checked all computer peripherals are properly functioning and connected Removed unathorized and counterfeit software Deleted temporary Internet and Windows files	04/08/2022	Operational and in good condition	No necessary and further actions to be taken
TOTAL	26					Removed unnecessary start-up programs			

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:

y w

In-Charge Man



MAR 16 2022

MEMORANDUM

TO

: All Permanent Officials and Employees

THRU

The In-Charge, Management Services Division

ATTENTION

The Chief, ICT Unit

INFORMATION

FROM

The OIC - PENR Officer

SUBJECT

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AND

COMMUNICATIONS

TECHNOLOGY (ICT)

EQUIPMENT PREVENTIVE

MAINTENANCE SCHEDULE FOR CY 2022

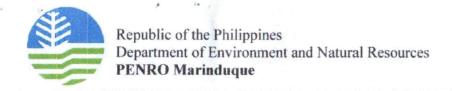
In line with the quality objective of the Information and Communications Technology (ICT) Unit which is to monitor and maintain the Office-owned ICT equipment according to its functionality and lifespan, the ICT Unit will be conducting ICT Equipment Preventive Maintenance on the following schedules in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

CY 2022 ICT I	EQUIPMENT P	REVENTIVE MAIN	TENANCE SCHI	EDULE
Office	1 st Quarter	2 nd Quarter	3 rd Quarter	4th Quarter
Office of the PENRO				1 st to 2 nd week of November
Office of the Chief, Technical Services Division				1st to 2nd week of November
Office of the In-Charge, Management Services Division	and the second s			1st to 2nd week of November
Protected Area Management Office	The second section of the second section and the second section sectio			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		4th week of April to 2nd week of May		
Conservation and Development Section		3 rd week of May to 4 th week of June		
Regulation and Permitting Section			1st week of July to 4th week of August	
Monitoring and Enforcement Section			1st week of September to 1st week of October	

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 MOIAZ



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

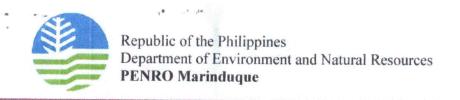
	NUMBER OF EMPLOYEES	тот	TOTAL NUMBER OF HARDWARE					TOTAL NUMBER OF INSTALLED SOFTWAR (As of February, 2022)			
OFFICE	(Based on PENRO	(As of February, 2022)				OPERATING SYSTEM					
	Organizational Structure)	Desktop	Laptop	Printer	Scanner	UPS	Windows 10	Windows 7	ANTI-VIRUS	GIS	
Office of the PENRO	2	1	5				6		2	er en	
Office of the Chief, Technical Services Division		2	3			2	5		1	econo monturale makarita kalendari ya kalend	
Office of the In-Charge, Management Services Division	2		1	1		1	2		ı	in die verlagen von	
Protected Area Management Office	7		4	6		I	4	and the state of t		APPROVING SIMILATIVE PARCHARIANIA AND A	
Administrative and Finance Section	13	5	7	A had did not dissove til med here y attraction of more medium dissolarities austracti		7	10	2	5	MATERIA (Material Andrea) (A 1864) (Material Andrea) (A 1864) (Material Andrea) (A 1864) (Material Andrea) (A	
Planning Section	3	3	3	3	1	5	6		3		
Conservation and Development Section	13	10	7	5	2	2	17		6	2	
Regulation and Permitting Section	13	3	5	14	2	2	8		4		
Monitoring and Enforcement Section	9	4	2	1	1	5	6		3	1	
TOTAL	63	29	37	42	6	25	64	2	25	3	

Note: Based on the Book of Accounts

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



PROCEDURE #	CY 2022 ICT EQUIPMENT PREVENTIVE MAINTENANCE STANDARD PROCEDURES 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)



OFFICE	1 ST QUARTER	MENT PREVENTIVE MAINT 2 ND QUARTER	3 RD QUARTER	4 TH QUARTER
Office of the PENRO		_		1st to 2nd week of November
Office of the Chief, Technical Services Division				1 st to 2 nd week of November
Office of the In-Charge, Management Services Division				1st to 2nd week of November
Protected Area Management Office				2 nd to 4 th week of October
Administrative and Finance Section	3rd week of Mare	ch to 3 rd week of April		
Planning Section		4th week of April to 2nd week of May		
Conservation and Development Section		3 rd week of May to 4 th week of June		
Regulation and Permitting Section			Ist week of July to 4th week of August	
Monitoring and Enforcement Section			1st week of September t	o 1st week of October

Prepared by:

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

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

Recommending Approval:

Approved:

GEMMA P. DELOS REYES
In-Charge, Management Services Division
OIC – PENRO

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

equipment model: <u>M</u> me of User: <u>RAND</u> fice/Division/Section:	COR 6X-281	Date/Tim Date/Tim Date Acq	e Started: 4/	EQUIPMENT 4 / 22 7 /2011
IT Equipment	Model	Serial Numb	or n	
1. System Unit	GX 28	Peneumpa-1	31-44 NOR	emarks
2. Monitor	over aval		71-44	105
3. UPS	MIL GOLY		1	
 Keyboard 	acer			
5. Mouse	acta			
Software installed	Brand	Licensed (Y/I	73	Mark or the special first beginning and the special sp
Operating System	VINdows 10	V		emarks /
Anti-virus		1	UV	18/11/02/
GIS	ARG15	V		9 001000
peripheral functioning 2. Computer Software	s are properly ag and connected	V		
a. Update W	іне Спескир			
Operating	System			error other spales and a service and a service of the service of t
b. Update Ar	ti-virus			
c. Run virus	scan			
d. Remove u	nauthorized	or off	reo winds	The most of an
and counte	erfeit software	1 .	101 11/10	is the same
e. Delete tem	porary Internet	5 H1581	my g u	VEB Carpost
and Windo	ows files	*	hom	/
f. Remove us start-up pr		6 011	nor and	ens seavicts
Other devices	Details/Seri	- I N		
Amei achies	Details/Ser	au Number	Findings/	Remarks
1. Printer		-	5	ixcinal NS
				Actual KS

Other devices	Details/Serial Number	Findings/Remarks
1. Printer		Thirdings/Actival As
in the state of th		
2 6		
2. Scanner		

Attending ICT Personnel

Signature over Printed Name

Verified by:

MARK RYAN S. LOZADA ISA II/ Chief ICT Unit

Noted by:

End-user conf

PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT IT equipment model: ACFR DJUG-MG Date/Time Started: Olimer -Name of User: Date/Time Ended: Office/Division/Section: Date Acquired: IT Equipment Model Serial Number Remarks System Unit 2017-50-90 7876-02 TRAVELMATE WIRKING BUILTIN Monitor NORLIN **UPS** Keyboard BUILT-10 WARKING Mouse MULT-N NORKIN Software installed Brand Wing Licensed (Y/N) Remarks Operating System Anti-virus GIS ACTIVITIES PLEASE PUT (1) 1. Computer Physical Checkup a. Clean internal and external parts of computer b. Check all computer peripherals are properly functioning and connected 2. Computer Software Checkup a. Update Windows Operating System b. Update Anti-virus Run virus scan d. Remove unauthorized and counterfeit software e. Delete temporary Internet Ø and Windows files f. Remove unnecessary start-up programs Other devices Details/Serial Number Findings/Remarks Printer Scanner End-user confirmation Attending ICT Personnel Signature over P nted Name Verified by: Noted by:

JHONNA LIZA S/ MEDENILLA

PO II/ In-Charge, Hanning Section

MARK RYAN S. LOZADA

ISA II/ Chief ICT Unit

PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT

me of User	CER 9X-28	THE PERSON AND A RESTRICT	Started: Ended: ed:
IT Equipment			ou.
System Unit	Model	Serial Number	Remarks
2. Monitor	GX -28	penau_mpa-ul-	UP WERING
3. UPS	ACER		11 /
4. Keyboard	ARC GODY		i ii
5. Mouse	actos		i ii
Software installed	accor		
	Brand,	Licensed (Y/N)	Remarks
Operating System	amrono!	М	CRAINE
Anti-virus	ATA		
GIS	1 413	H	16.1 CRUDE
a. Update W Operating b. Update A c. Run virus d. Remove a and count e. Delete ter and Wind f. Remove a	are Checkup Vindows g System nti-virus s scan mauthorized erfeit software nporary Internet ows files innecessary		net of usermy all apples y of user call a andows ser
Other devices 1. Printer		rial Number	Findings/Remarks
2. Scanner	1		
Attending ICT Per	Myard	MARK PROGRAMMA CANANA	CARLO WATWAT
ied by:	OZADA	Noted	l by:

	CEA TRAVEIM	Date/Time Starte	
IT Equipment	Model	Serial Number	
1. System Unit	P244 -5	PENRO-MRA-04-01	Remarks WARCIOZ
2. Monitor	BUILT-In		WORKING
3. UPS			40001115
Keyboard	130127-10		WORKINI
5. Mouse	BU117-10		HARD VOCCH
oftware installed	Brand	Licensed (Y/N)	
Operating System	wingow7	M (1/N)	Remarks
Anti-virus			CHEMOBE)
GIS			
a. Update W Operating b. Update A c. Run virus d. Remove u and count e. Delete ter and Wind	Vindows g System nti-virus s scan unauthorized erfeit software nporary Internet	o orhya	maindingace working apps \$ web coo
start-up pr	rograms	e onex a	insulary 7eacy
Other devices Printer	Details/Ser	ial Number	Findings/Remarks
2. Scanner An Joroph Attending ICT Pers	MICANO Sonnel	was	onfirmation: Apputed re over Printed Name

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

MARK RYAN S. LOZADA ISA II/ Chief ICT Unit

PREVENTIVE M	AINTENANCE OF	NEODM ATTON			
	AINTENANCE OF	INFURMATION	TECHNOLOG	Y EQUIPMENT	
IT equipment model: A	1FR TC -8/1			1/1/2.	
Name of User: FLORAL	ITE C FAUDUL	Date/Tim	ne Started: 4	19/22	
Office/Division/Section:	MES	Date/Tim	e Ended:	1	
		Date Acq	uired: (u)	23/2020	
IT Equipment	Model		1		
1. System Unit	TC-549	Serial Numb	NO.	Remarks	
2. Monitor	0/00/01/11/11	penal-mag-	11-089 W	10KIM	
3. UPS	and gody			11	
4. Keyboard	www good			11	
5. Mouse	acte			11	
	acer			11	
Software installed	Brand ,	Licensed (Y/I	V)	Remarks	
Operating System	windows 6	4	THE PERSON NAMED AND POST OF THE PERSON NAMED	151nal	
Anti-virus			07	211/4/1	
GIS					
	A CONTRACTOR OF THE PARTY OF TH	A CONTRACT OF THE PARTY OF THE			
ACTIV	TIES PLEA	SE PUT (✓)			
1. Computer Physic	al Checkun	, ,	REMA		
a. Clean inte	ernal and external		all new		
parts of co	mnutar		00/11/000		
b. Check all		T .	allan	1.	
	s are properly		0111 (00	as	
functionin	s are properly				
Tuictionin	g and connected				
2. Computer Softwa					
Lucian Coresis	ire Checkup				
a. Update W					
Operating	System			tic to de conference and activity and activity and activity and activity and activity activity activity activity activity.	
 b. Update Ar 	nti-virus				
c. Run virus					
d. Remove u	nauthorized	OF CIH	OR WIM	I'M GAAS	
and counted	erfeit software	7 - 1/4		1	, 1
e. Delete tem		e HI	15004	9 400 ta	Chort
and Windo			is ay	ors spavi	2.00.
f. Remove un		or othe	ide wind	1145 SURV	11.05
start-up pr		01.70		700041	00-
start-up pro	ogranis				
Other devices	D . 11 . C .				
1. Printer	Details/Seria	al Number	Findin	gs/Remarks	
1. Filmer					
2. Scanner					
(.1		The second secon		1	
(3)		Fn	d-user confirmat	rika 1	1
Jan Joseph	muano	2013	a aser commina	21	
John Bolt In	111001110	E/	DRANTE &	. FANDIA LAN	
Attending ICV Pers	onnel		Signature over		a oic.
			Signature over	Printed Name	
rerified by:			. 11		
		No	ted by:	1	
				DV	
100				Tr	
MARK RYAN S. LO	7404	attractive representati		1	
ICA II/Chi- TOTT	LADA	JH	ONNA LIZA S	. MEDENILLA	
ISA II/ Chief ICT U	unit	PO	II/ In-Charge, P	Planning Section	

			TECHNOLOGY EQUIPMENT	
T equipment model:	HP 280 GZ M		e Started: 4/4/2022	
Name of User:	WILSON R. PACE		e Ended:	
Office/Division/Section	CD5	Date Acq		
IT Equipment	Model	Serial Numb	er Remarks	
1. System Unit	280 G2-MT		WARKING	
2. Monitor	HP 4223		111	
3. UPS	ADC GOOL			
Keyboard	Mek			
5. Mouse	140ECh			
Software installed	Brand	Licensed (Y/	N) Remarks /	
Operating System	winkers 10	7	arising	
Anti-virus			0,0,1,0,1	0
GIS	archis	M	10.8 Cornhand	
b. Check a peripher	als are properly ing and connected	<u> </u>	o dean & mainten	1
a. Update				
	ig System			
b. Update				
c. Run viru				
	unauthorized	074	TR GATS & GAME	
	nterfeit software	7		/
	emporary Internet	A 18	UPT & WID COOK	A
	dows files	1	10 1111	
	unnecessary	o/n	er winders 2201	110
	programs	Profit the land to the second or such that a subject to		
Other devices	Details/Seri	al Number	Findings/Remarks]
1. Printer	SPSUN	L360	workers out	
	110# 261		all moder print	n
	1C5# -201	1-0728	OTI MARIE C ASSIST	1
2. Scanner	1			
	(5/-,	Е	nd-user confirmation:	
Jan Joy	the minary		WILSONATE IMEZ	
Attending ICT P	sonnel	_	Signature over Printed Name	
arified by:				
erified by:		N	loted by:	
MARK RYAN S.	LOZADA	T	HONNA LIZA S. MEDENILLA	
ISA II/ Chief IC			O II/ In-Charge, Planning Section	
	7.77		o in in-charge, Flamming Section	

PREVENTIVE MA	INTENANCE OF I	NFORMATION TE	CHNOLOGY EQUI	PMENT
Name of User: Office/Division/Section:	FR TC-864	Date/Time	Started: 4/4/2 Ended:	2
office/Division/Section: 1	res-tsp	Date Acqui	red: 04/13/2	020
IT Equipment	Model	Serial Number	Remark	· C
1. System Unit	TC-844	PEnor-mek-01-	657 WORKING	
2. Monitor 3. UPS	AND GOOD		11 7	
4. Keyboard	LIER		(1	Minimum management
5. Mouse	ALER		11	Market Control of the
Software installed	Brand	Licensed (Y/N)	Remark	91
Operating System	win/ouslo	Y	colsina	
Anti-virus GIS		•		
				NA SAME SAME SAME SAME SAME SAME SAME SAM
ACTIVIT 1. Computer Physica a. Clean inten		SE PUT (✔)	REMARKS all new	
parts of cor		, 01	1	temperature and the second of the control of controls of the control of the contr
b. Check all c	omputer are properly	P 91	1 jours	
functioning	and connected		V	
e. Delete temp and Window f. Remove un start-up pro	ndows System i-virus can authorized feit software porary Internet ws files necessary	o other a Hisron	nindows a 14 \$ uto R windows	pos cachod rea xices
Other devices	Details/Seria		Findings/Rema	ırks /
1. Printer	KS# 2017-	0325	uorkns B eln mode	et yearle
2. Scanner				J
JAM JAGAA Attending ICT Person	m (CIANO	الا	user confirmation: NATURN TE ignature over Printed	LAN
Verified by:		Note	d by:	

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

MARK RYAN S. LOZADA ISA II/ Chief ICT Unit

ame of User: PAU office/Division/Section:	1 280 G2 M	Date/Time Started	1: 4/4/22
IT Equipment	Model	Serial Number	Remarks
1. System Unit	280 62 MT	Dene -24m-1720-161	Weking
2. Monitor	MP 4213		
3. UPS			and the second s
4. Keyboard	НР		11
5. Mouse	A4VECH		il .
Software installed	Brand	Licensed (Y/N)	Remarks /
Operating System	undrat lo	N	CROCKED
Anti-virus			OT V UTV
GIS			
functioning 2. Computer Softwar	are properly g and connected re Checkup		
a. Update Wi Operating S b. Update An	System		
Operating S b. Update An	System ti-virus		
Operating S b. Update An	System ti-virus scan		andows and
b. Update And c. Run virus s d. Remove un and counter	System ti-virus ccan authorized rfeit software		andows app
b. Update And c. Run virus s d. Remove un and counter e. Delete temp	System ti-virus scan sauthorized rfeit software porary Internet		& noo car
b. Update And c. Run virus s d. Remove un and counter	System ti-virus scan sauthorized rfeit software porary Internet ws files necessary	OTHER	of noo cool
Delete tempand Windo f. Remove un and counter e. Delete tempand Windo f. Remove un start-up pro	System ti-virus scan lauthorized rfeit software porary Internet ws files necessary lagrams	D OTHER HISTORY	& noo carl
b. Update And c. Run virus s d. Remove un and counter e. Delete temp and Windo f. Remove un start-up pro	System ti-virus scan lauthorized rfeit software porary Internet ws files necessary lagrams	DOTHER WINDS	nhows soxy
Delete tempand Windo f. Remove un and counter e. Delete tempand Windo f. Remove un start-up pro	System ti-virus scan lauthorized rfeit software porary Internet ws files necessary lagrams	DOTHER WINDS	nhows soxy
Departing S b. Update Am c. Run virus s d. Remove un and counter e. Delete temp and Windo f. Remove un start-up pro Other devices 1. Printer	System ti-virus scan lauthorized rfeit software porary Internet ws files necessary lagrams	D OTHER D OTHER W	nhows soxy

MARK RYAN S. LOZADA ISA II/ Chief ICT Unit

Noted by:

fice/Division/Section: IT Equipment	Model	Date Acquired	
System Unit	FL EV	Serial Number	Remarks
2. Monitor	130617-17	Para mel 04-05 5	workny
3. UPS	170011-11		h
4. Keyboard	130147-11		
5. Mouse	BUILT-12		
Software installed			
Operating System	WIND WIND	Licensed (Y/N)	Remarks
The second secon	MILLONGIA	Y	coulsinal
Anti-virus GIS	AC613		
UIS	Avenis	Y	10.8 colluna
a. Update W Operating b. Update Ar c. Run virus d. Remove u and counte	sindows System nti-virus scan nauthorized erfeit software nporary Internet ows files	a crick on	pps & semez & wers could andws seaved
start-up pr	rograms		
Other devices	Details/Se	erial Number	Findings/Remarks
1. Printer			
2. Scanner			
1	annico de la companio del companio de la companio del la companio del companio de la companio de la companio de la companio del companio de la companio de la companio del com		
		Enduc	er confirmation:

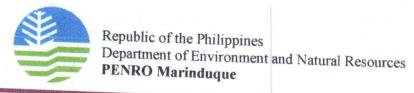
JHONNA LIZA S MEDENILLA PO II/ In-Charge, Planning Section

MARK RYAN'S. LOZADA

ISA II/ Chief ICT Unit

PREVENTIVE M	AINTENANCE OF	INFORMATION	TECHNOLO	CV FOLUBATION
IT aquinment 1 1 M	150 WA		LECTIVOLO	GYEQUIPMENT
IT equipment model:	CEN HITOUR S	Date/Tin	ne Started:	4/4/2021
Name of User: Emet	TO M. KHI!	Date/Tin	ne Ended:	1,1
Office/Division/Section:	TAMO	Date Acc	uired:	1/23/20
IT Feet	7			1-1/20
IT Equipment	Model	Serial Numb	er	Remarks
1. System Unit	M-ANJ15-43	PETRI-MRK-U		BREING
2. Monitor	BUILT- IN			11
3. UPS				
4. Keyboard	BUIL 1-10			TI
5. Mouse	BUILT-IN		1167	4.OFKING
Software installed	Brand .	Licensed (Y/	N)	working
Operating System	nindums to	V/		Remarks
Anti-virus			- 01	Oina
GIS				
parts of co b. Check all peripheral functionin 2. Computer Softwa a. Update W Operating b. Update An c. Run virus d. Remove un and counte e. Delete tem and Windo f. Remove un start-up pro	ral Checkup ral and external computer s are properly g and connected re Checkup indows System titi-virus scan nauthorized refeit software uporary Internet ows files nnecessary	SEPUT (V) D D HISO OTALE	allgorian gar	tems apps uto cared hour services
Other devices	Details/Seria	al Number	Findi	ngs/Remarks
1. Printer			SPEER V	
	Prijitaliana	выдерозана		
2. Scanner				
JAM JOSEPH Attending ICT Pers	MICIAMU	En	d-user confirm	ation:
MARK RYAN S. LO. ISA II/ Chief ICT U		JH	ONNA LIZA II/ In-Charge,	S. MEDENILLA Planning Section

rquipment model: Lone of User: RANDY ce/Division/Section:	ENUVU Ideopo	11-6	Date/Time Started Date/Time Ended: Date Acquired:		2012
IT Equipment	Model	Ser	ial Number	n	
1. System Unit	87 EY	PPORG	MRA-04-054	Remark WORKIN	
2. Monitor	BULLT-D	-		المحالة)
3. UPS				* 1	
4. Keyboard	DUILTHIN				
5. Mouse	PUCTA-IN			11	
oftware installed	Brand	Lice	ensed (Y/N)		,
Operating System	WINDOWS /1	Liter	M (1/14)	Remark OP/SING	
Anti-virus			7	01-0111	1
GIS	4RC613		V	10.8	paismal
The second section and products and the second seco			7	[0.0]	1612 1. 1011
a. Update W Operating b. Update A: c. Run virus d. Remove u and count	rindows System Inti-virus Scan Inauthorized Erfeit software Inporary Internet		OPTOR 1418/204	win fors	apps 80 cach
f. Remove u start-up p			Officer	un dus	Geavic
Other devices	Details/Se	rial Numb	er	Findings/Rem	arks
Printer Scanner					
Jan Jags Attending ICT Per	hh mumo		End-user c	PAN	JTOJA d Name
MARK RYAN S. LA	07ADA		Noted by:	LIZA S. MED	·

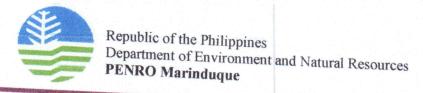


IT equipment model: AGN Name of User: SHOWN Office/Division/Section:	er verinon x4	Date/Time Start Date/Time Ende	NOLOGY EQUIPMENT ed: 4/5/2/22 ed: 7/8/2014	
IT Equipment	Model	Serial Number	BI	
1. System Unit	X41106	DOUR RAM- 1894-8	Remarks WRKIN 3	
2. Monitor	acer vizahor		11	
3. UPS	AWD GJOY		l ii	
4. Keyboard	acex			
5. Mouse	OCER		h	
Software installed	Brand	Licensed (Y/N)	Remarks	
Operating System	windows 10	Y	GRISINA	
Anti-virus			10	
GIS				
parts of corb. Check all coperipherals functioning 2. Computer Softwar a. Update Wir Operating Software b. Update Antoc. Run virus software d. Remove und	omputer are properly and connected re Checkup adows System i-virus can authorized feit software porary Internet ws files necessary	all	remal paste rigida post social post social caches lums services s	Task school
1. Printer		1975	Findings/Remarks	
	100 th 2	100	all sood	
2 6	1Cs # 202	1-017		
2. Scanner				
JAN JUNE 10 1 Attending ICT Perso	nklary	/	confirmation:	

MARK RYAN S. LOZADA ISA II/ Chief ICT Unit

Verified by:

Noted by:



1. System Unit 2. Monitor 3. UPS	Model		
System Unit Monitor		Sanial N	
The same of the sa	AH513-43	Serial Number PECO - MCA - 04 - 04 5	Remarks
3. UPS	BUILT-In	10.0 104 01-041	working
			11
4. Keyboard	BUILT-IN		
5. Mouse	BUILT-IN		1)
Software installed	Brand	Licensed (Y/N)	(1
Operating System	windows 00	V (1/N)	Remarks
Anti-virus	1	1	CRISINA
GIS	Nº 615	4	10.8 CRITICAL
function	als are properly ing and connected	0	W.
function Computer Softw a. Update V Operatin	vare Checkup Windows g System		
functions Computer Softw a. Update V Operatin b. Update A	vare Checkup Windows g System Anti-virus		
functions Computer Softw a. Update V Operatin b. Update A c. Run viru	vare Checkup Windows g System Anti-virus s scan		
functions 2. Computer Softw a. Update V Operatin b. Update A c. Run viru d. Remove	ware Checkup Windows g System Anti-virus s scan unauthorized		app & surmort
a. Update V Operatin b. Update A c. Run viru d. Remove and coun e. Delete te	ware Checkup Windows g System Anti-virus s scan unauthorized tterfeit software mporary Internet		
a. Update V Operatin b. Update A c. Run viru d. Remove and coun e. Delete te	ware Checkup Windows g System Anti-virus s scan unauthorized iterfeit software mporary Internet dows files unnecessary	other	apps & surmort REGISTRY & WEB Cach VICES & Jask school
functions 2. Computer Softw a. Update V Operation b. Update A c. Run viru d. Remove and coun e. Delete te and Wind f. Remove	ware Checkup Windows g System Anti-virus s scan unauthorized terfeit software imporary Internet dows files unnecessary programs	De other son	

Attending IC Personnel

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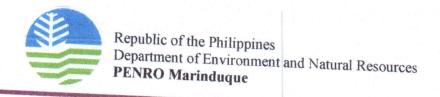
End-user confirmation:

Signature over Printed Name

Verified by:

Noted by:

MARK RYAN S. LOZADA ISA II/ Chief ICT Unit



equipment model: A me of User:	-	APOP	Date/Time Started	4/5/ 2012
ice/Division/Section:		The same of the sa	Date/Time Ended:	1
Section.	thist - Planne	***************************************	Date Acquired:	06/23/2020
IT Equipment	Model			
1. System Unit	AH 513 - 43	202/	erial Number	Remarks
2. Monitor	BULLAN	- w	8-70-0724-01	WERING
3. UPS				1)
4. Keyboard	BULLY-IN			
5. Mouse	DULTIN			11
oftware installed	Brand	7:		11
Operating System	windows 16	Li	censed (Y/N)	Remarks ₁
Anti-virus			7	allina
GIS				
b. Check all periphera functioning	computer ds are properly ng and connected		alls	erad .
 Computer Softw a. Update W 	Vindows			
Operating	System		of considerations of the marketing department on the property or or and describe absence of the market	
b. Update A	nti-virus			
c. Run virus			- principle - makes, which of the service defends to the contract of the contr	1
d. Remove		Q	OTHER APP.	S STATIMARE.
	erfeit software		1416500 1 0	11.5.1
	mporary Internet		HISTORY R	rolling & new
and Wind			other a	PULLS & TACK
f. Remove u start-up p	innecessary		01/106 481	prices & vaik
Other devices 1. Printer	Details/Se	rial Num	ber	Findings/Remarks
1. Times	destronation		violet in the second se	
2. Scanner				
DAM JOSEPH 1	nidaro		End-user co	nfirmation:
Attending ICT Per			ZHONG!	I be come.
8.7.161	ovalle.		/ Signatur	e over Printed Name
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ed by:			Noted by:	
ed by:			Noted by:	W
6	OZADA .		JHONNA I	

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

PREVENTIVE MAINTENANCE OF

equipment model: Ame of User: HEIPY fice/Division/Section:	i mantle	Time Starte	d: 4/5/2022 d: 9/8/2016	
IT Equipment	Model			
1. System Unit	X41106	Serial Number	Remarks	
2. Monitor	ACT P 1/21/16	DEBK-RAM-K89-8	WORKING	
3. UPS	EAGON 6504		11	
4. Keyboard				
5. Mouse	GEHIUS		11	
Software installed	AUTECH		11	
Operating System	Brand	Licensed (Y/N)	Remarks /	
	windows 10	y	orisinal	
Anti-virus				
GIS				
a. Update W Operating b. Update A c. Run virus d. Remove u	are Checkup Vindows g System nti-virus s scan mauthorized erfeit software nporary Internet ows files innecessary	DI MISTORY	windows apps 8 d were cached rdows soxyice	SOFTWAND
Other devices	Details/Saw	ial Number		- SOLLOSON CE
1. Printer	EPSON LSV	10	Findings/Remarks	
	UID II LIV	0	1 good	
	1C5 # 2021	-002	. John.	
2. Scanner				
			1	
AN JOSEPH	MICIAMO		onfithation:	
Attending ICT Pers	sonnel	Signatu	Y / V. 9 YONG re over Printed Name	

MARK RYAN S. LOZADA ISA II/ Chief ICT Unit

Noted by:

IT equipment model:	MAINTENANCE OF	INFORMATION T	ECHNOLOGY EQUIPMEN	T
Name of User:	MI PAVIIION -L		Started: 4/6/2021	
Office/Division/Section		Date/Time	Ended: ///	ennines
- States Bivision/Section		Date Acqu	ired: 11/14/2017	Na consequence
IT Equipment	Model	Serial Numbe		-
1. System Unit	14-CECO 47TX	2019-50-90-26	Remarks	-
2. Monitor	BUILT-IN		11	
3. UPS				
4. Keyboard	BUILT-IN			
5. Mouse	13VILT-IN		TI TI	
Software installed	Brand	Licensed (Y/N	Remarks	
Operating System Anti-virus	WINDOWS 16	У	orisina	
GIS	186613			
VII.	J 24.0414	HZ. Y	16.2.1	Name of the last o
b. Check al peripher functioni 2. Computer Softw a. Update V Operating b. Update A	als are properly ing and connected vare Checkup Windows g System Anti-virus		a [[500d	
c. Run viru d. Remove		O Cope	1.100.11	1 -
	terfeit software	othe	alles chiles	GOFTWAR
e. Delete te	mporary Internet	DE WISTUR	unders apps	od
and Wind	dows files	The.		
f. Remove		B Olus	Whaver spayu	es \$ Tax
start-up p	programs	destination of the state of the		
Other devices	Dataila/C-	ial Number		
1. Printer	Details/Ser	iai Number	Findings/Remarks	
	Production of the Production o			and the second s
2. Scanner	4			
Jan Joseph	mlagno	. (user confirmation: And P- Sutur Anny Lournes P. 4504	
Attending ICT Per	'sonnel	S	ignature over Printed Name	
rerified by:		Note	d by:	
MARK RYAN S. LO	OZADA Unit	JHO PO I	NNA LIZA S. MEDENILLA / In-Charge, Planning Section	

PREVENTIVE N	MAINTENANCE			
/m	TAINTENANCE O	F INFORMATION TEC	HNOLOGY EQUIPMENT	
IT equipment model:	EMOUD IDEAPAL	Date/Time Sta	rted: 4/7/2001	
Name of User: MICHA Office/Division/Section:		Date/Time End	ded:	
office Division/Section:	TSD/MES	Date Acquired		
IT Equipment	Model	The state of the s		
1. System Unit	110 -1415K	Serial Number	Remarks	
2. Monitor	BUILT-IN	10170 11100 -04-02	151	
3. UPS			11	
4. Keyboard	BUILT-IN			
5. Mouse	1301 LT-11		HOT WOKKING	-
Software installed	Brand	Licensed (Y/N)	Remarks /	1
Operating System	windens 10	M	CRACKET	
Anti-virus GIS				
UIS	The second secon			
ACTIV	TTIES DIE			
1. Computer Physi	ical Chackun	ASE PUT (✓)	REMARKS	
a. Clean int	ernal and external	Ø POR	THERMAN 2 - FT P.	al-ma-
parts of c	computer	TOK	THEREMAI PASOT RI	placement,
b. Check all	computer	A WE. I	wichand not a	MM
periphera	als are properly		700	
functioni	ng and connected			
2 Computar Safe				
2. Computer Softw a. Update W	are Checkup			
Operating	VINGOWS			
b. Update A	nti-virue			
c. Run virus				
d. Remove		a other	Windows apps	
	erfeit software		teller (money)	,
e. Delete ter	nporary Internet	D HICTORY	Q 5415 Thy 18	WOOD CONO
and Wind	ows files	1	1 0 7	
f. Remove u	innecessary	o oth ga	SERVICES	
start-up p	rograms	The second secon		
Other devices	D . 1 . 6			
1. Printer	Details/Sei	rial Number	Findings/Remarks	
2. Scanner				Prioritania
	1			
		The second secon		
1 1 7) *	End-user	confirmation:	
Jan J0587/	micran-		Charge	
Attending ICT Per			AEC/SOSOPA A. MAN	or and a
	Source	Signa	ture over Printed Name	
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erified by:		Noted by		
		rioled by		
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MADE DVANG			(of the	
MARK RYAN S. LO ISA II/ Chief ICT I	DLADA	JHONN	A LIZA S. MEDENILLA	
ISA III CIII ICT	Unit	PO II/ In	Charge, Planning Section	

PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY FOURMENT

ne of User:	MASO (A) MA	Date/Time Starte Date/Time Ended	d: 4/8/2020
The State of the S	The state of the s	Date Acquired:	1/14/ 2022 2019
IT Equipment	Model	Serial Number	
1. System Unit	14- CEOG 47 TX	2019-10-10-4246-01	Remarks
2. Monitor	BULLTHA	The state of	
3. UPS			
Keyboard	PULT-IN		
5. Mouse	BUILT-11		The same of the sa
oftware installed	Brand	Licensed (Y/N)	11
Operating System	WINDOWSO	Y Y	Remarks
Anti-virus		1	crisinal
GIS			
parts of 6 b. Check al periphers functions c. Computer Softw a. Update V Operating b. Update A c. Run virus d. Remove and coun e. Delete tes	ternal and external computer I computer als are properly ng and connected vare Checkup Vindows g System unti-virus s scan unauthorized terfeit software mporary Internet lows files	OTHER WIN USPROY OTHER WIN WISPROY OTHER WIN	down apps of sopomera Registry errora of w
start-up p	orograms		700 1700
Other devices	Details/Seri	al Number	Findings/Remarks
1. Printer			
2. Scanner			
IAN SUSEPH P	nicians		onfirmation:
Attending ICT Per	sonnel		re over Printed Name

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

JHONNA LIZA S. MEDENILLA

PO II/ In-Charge, Planning Section

MARK RYAN S. LOZADA

ISA II/ Chief ICT Unit

PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT IT equipment model: HIJ PAYI ION - LAPTIP Date/Time Started: Name of User: Atma news REYEL Office/Division/Section: MID Date/Time Ended: Date Acquired: IT Equipment Model Serial Number Remarks 14 - CEOU 47 TX System Unit 2019-50-90-4866-01 WORKING Monitor BULT-IN 11 3. UPS BUILT-IN Keyboard Mouse 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 b. Check all computer peripherals are properly functioning and connected 2. Computer Software Checkup a. Update Windows Operating System b. Update Anti-virus c. Run virus scan d. Remove unauthorized Ø and counterfeit software e. Delete temporary Internet O and Windows files f. Remove unnecessary start-up programs Other devices **Details/Serial Number** Findings/Remarks 1. Printer Scanner End-user co

Attending ICT Personnel

End-user confirmation:

Guil P. DELOS PERS

Signature, Confirmation:

Signature, Confirmation:

Namerican Printed Namerican Printed

Verified by:

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

IT equipment model: H Name of User: Gemble Office/Division/Section:	P PAVILIUM - DE	SCTOP Date/Tin	re Started: 4 /8 / 202, ne Ended: nuired: march / 1/2	202
IT Equipment	Model			
1. System Unit	HPTPOI-6	Serial Numb 2021 - 50-10 4		- Market Andrews Control of the Cont
2. Monitor	HP 24M	2021-00 10 4	47W-01 WORKING	
3. UPS	AND GOUN			
4. Keyboard	AUTECH			
5. Mouse	HP			
Software installed	Brand			
Operating System	aindows 10	Licensed (Y/		
Anti-virus	011108 ALL AR	<u> </u>	URISING!	
GIS				
parts of co b. Check all of peripherals functioning 2. Computer Softwa a. Update Win Operating b. Update And c. Run virus sed. Remove ur	re Checkup ndows System ti-virus scan nauthorized rfeit software porary Internet ws files mecessary	o chien	REZISTEN ERROR	of a ro cache
Other devices	Datails/Sa-	rial Number		opposition and the second and the se
1. Printer	EPSon L31	warmen and the same and the sam	Findings/Remarks	***************************************
	KS # 2011		WORKINS	
2. Scanner				
Jan Joseph M Attending ICT Person	n(Uan) onnel		d-user confirmation: Confirmation: Confir	le

MARK RYAN S. LOZADA ISA II/ Chief ICT Unit

Model NOS MISERIES ACER LOGINATA AGTECH Brand WINDERS 7	Date/Time End Date Acquired Serial Number	2/21/2021
Model N VS MISERIES ACER LOGINGA ATTECH Brand	Serial Number	Remarks
ACER LOGINATA AGRECA Brand	Serial Number 26 5 - 50-18 - 2004-4	The state of the s
ACER LOGINATA AGRECA Brand	2015 - 50-10 - 2004-6	The state of the s
LOGINTA AGRECA Brand	00-19-24014-9	1 WORKINS
L661 DCA A478CA Brand		11 2
Brand		
Brand		
Brand		
	***	1)
-01-10-00-5	Licensed (Y/N)	Remarks
	М	CRACKED
computer s are properly g and connected are Checkup indows System nti-virus scan nauthorized erfeit software aporary Internet ows files nnecessary	o other a	registry & wes
	d Number	
	u Pumpej	Findings/Remarks
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	Noted by	- Ach
	cal Checkup smal and external computer computer s are properly g and connected cre Checkup indows System tit-virus scan mauthorized crfeit software porary Internet was files inecessary cograms Details/Seria	al Checkup Imal and external Imputer