



April 03, 2023

**MEMORANDUM**

**FOR** : The Regional Executive Director  
DENR MIMAROPA Region

**THRU** : The Assistant Regional Director for Management Services

**ATTENTION** : The OIC Chief, Planning and Management Division  
The Chief, ICT Section

**FROM** : The OIC - PENR Officer

**SUBJECT** : **INFORMATION AND COMMUNICATIONS  
TECHNOLOGY (ICT) EQUIPMENT PREVENTIVE  
MAINTENANCE REPORT FOR THE FIRST QUARTER,  
CY 2023 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 a ICT Equipment Preventive Maintenance activities in accordance with the approved CY 2023 ICT Equipment Preventive Maintenance Routine Plan.

Table 1 shows the total number of ICT Equipment Preventive Maintenance conducted by month and by quarter:

No.	Month	ICT Equipment Preventive Maintenance conducted
1	January	33
2	February	13
3	March	28
GRAND TOTAL		74

The ICT Equipment Preventive Maintenance Report is encoded, submitted and can be accessed thru this Google Drive link: <https://tinyurl.com/ictpreventivemaintenance2023>.

Likewise, in compliance with the above-cited activity, attached are the approved CY 2023 ICT Preventive Maintenance Routine Plan of the DENR-PENRO Marinduque for your reference.

For information and record.

  
**IMELDA M. DIAZ**



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

January 13, 2023

**MEMORANDUM**

**FOR** : The Regional Executive Director  
DENR MIMAROPA Region

**THRU** : The Assistant Regional Director for Management Services

**ATTENTION** : The OIC Chief, Planning and Management Division

**FROM** : The OIC – PENR Officer

**SUBJECT** : **INFORMATION AND COMMUNICATIONS  
TECHNOLOGY (ICT) EQUIPMENT PREVENTIVE  
MAINTENANCE ROUTINE PLAN FOR CY 2023**

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, endorsing the approved CY 2023 ICT Equipment Preventive Maintenance Routine Plan of the DENR-PENRO Marinduque.

For information and record.

  
**IMELDA M. DIAZ**



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

January 11, 2023

**MEMORANDUM**

**FOR** : The OIC – PENR Officer

**THRU** : The In-Charge, Management Services Division *[Signature]* 1/11/23  
The In-Charge, Planning Section *[Signature]* 1/11/23

**FROM** : The Information Systems Analyst II

**SUBJECT** : **INFORMATION AND COMMUNICATIONS  
TECHNOLOGY (ICT) EQUIPMENT PREVENTIVE  
MAINTENANCE ROUTINE PLAN FOR CY 2023**

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, submitted is the CY 2023 ICT Equipment Preventive Maintenance Routine Plan of the DENR-PENRO Marinduque.

For information and record.

*[Signature]*  
**MARK RYAN S. LOZADA**





**INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) EQUIPMENT  
PREVENTIVE MAINTENANCE ROUTINE PLAN  
CY 2023**

OFFICE	TOTAL NUMBER OF HARDWARE (As of December 9, 2022)				TOTAL NUMBER OF INSTALLED SOFTWARE (As of December 9, 2022)			
					OPERATING SYSTEM		ANTI-VIRUS	GIS
	Desktop	Laptop	Printer	Scanner	Windows 10	Windows 7		
Office of the PENRO	1	4	1		5		2	
Office of the Chief, Technical Services Division	2	3	1		5		1	
Office of the In-Charge, Management Services Division	1	1	1		2		1	
Protected Area Management Office	2	4	3	1	6			
Administrative and Finance Section	6	7	6		13	2	5	
Planning Section	2	3	4	1	5		3	1
Conservation and Development Section	9	9	3	2	18		6	2
Regulation and Permitting Section	4	6	6	2	10		4	
Monitoring and Enforcement Section	4	2	2	1	6		3	1
<b>TOTAL</b>	<b>31</b>	<b>39</b>	<b>27</b>	<b>7</b>	<b>70</b>	<b>2</b>	<b>25</b>	<b>4</b>

Source: PENRO General Services Uni

*[Handwritten signature]*




CY 2023 ICT EQUIPMENT PREVENTIVE MAINTENANCE STANDARD PROCEDURES	
PROCEDURE #	PROCEDURES/ACTIVITIES
<b>1</b>	<b>Computer Physical Checkup</b>
1.1	Clean internal and external parts of computer
1.2	Check all computer peripherals are properly functioning and connected
<b>2</b>	<b>Computer Software Checkup</b>
2.1	Update Windows Operating System
2.2	Update Anti-virus
2.3	Run virus scan
2.4	Remove unauthorized and counterfeit software
2.5	Delete temporary Internet and Windows files
2.6	Remove unnecessary start-up programs
2.7	Run disk cleanup
2.8	Back-up database files (for server only)



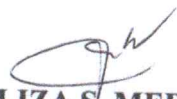


CY 2023 ICT EQUIPMENT PREVENTIVE MAINTENANCE SCHEDULE				
OFFICE	1 <sup>ST</sup> QUARTER	2 <sup>ND</sup> QUARTER	3 <sup>RD</sup> QUARTER	4 <sup>TH</sup> QUARTER
Office of the PENRO				1 <sup>st</sup> to 2 <sup>nd</sup> week of October
Office of the Chief, Technical Services Division				1 <sup>st</sup> to 2 <sup>nd</sup> week of October
Office of the In-Charge, Management Services Division				1 <sup>st</sup> to 2 <sup>nd</sup> week of October
Protected Area Management Office				3 <sup>rd</sup> week of October to 1 <sup>st</sup> week of November
Administrative and Finance Section	3 <sup>rd</sup> week of January to 3 <sup>rd</sup> week of February			
Planning Section		4 <sup>th</sup> week of February to 2 <sup>nd</sup> week of March		
Conservation and Development Section		3 <sup>rd</sup> week of March to 4 <sup>th</sup> week of April		
Regulation and Permitting Section			1 <sup>st</sup> week of May to 4 <sup>th</sup> week of July	
Monitoring and Enforcement Section			1 <sup>st</sup> week of August to 1 <sup>st</sup> week of September	

Prepared by:

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

Reviewed by:

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

Recommending Approval:

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

Approved:

  
**IMELDA M. DIAZ**  
OIC – PENR Officer



January 11, 2023

**MEMORANDUM**

**TO :** All Permanent Officials and Employees

**THRU :** The In-Charge, Management Services Division *[Signature]*

**ATTENTION :** The In-Charge, Planning Section *[Signature]* 01/11/23

**FROM :** The OIC – PENR Officer

**SUBJECT :** **INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) EQUIPMENT PREVENTIVE MAINTENANCE SCHEDULE FOR CY 2023**

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 2023 ICT EQUIPMENT PREVENTIVE MAINTENANCE SCHEDULE				
Office	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Office of the PENRO				1 <sup>st</sup> to 2 <sup>nd</sup> week of October
Office of the Chief, Technical Services Division				1 <sup>st</sup> to 2 <sup>nd</sup> week of October
Office of the In-Charge, Management Services Division				1 <sup>st</sup> to 2 <sup>nd</sup> week of October
Protected Area Management Office				3 <sup>rd</sup> week of October to 1 <sup>st</sup> week of November
Administrative and Finance Section	3 <sup>rd</sup> week of January to 3 <sup>rd</sup> week of February			
Planning Section		4 <sup>th</sup> week of February to 2 <sup>nd</sup> week of March		
Conservation and Development Section		3 <sup>rd</sup> week of March to 4 <sup>th</sup> week of April		
Regulation and Permitting Section			1 <sup>st</sup> week of May to 4 <sup>th</sup> week of July	
Monitoring and Enforcement Section			1 <sup>st</sup> week of August to 1 <sup>st</sup> week of September	

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

For information and compliance.

*[Signature]*  
**IMELDA M. DIAZ**





## PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT

IT equipment model: \_\_\_\_\_  
Name of User: \_\_\_\_\_  
Office/Division/Section: \_\_\_\_\_

Date/Time Started: \_\_\_\_\_  
Date/Time Ended: \_\_\_\_\_  
Date Acquired: \_\_\_\_\_

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

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

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

End-user confirmation:

\_\_\_\_\_  
Attending ICT Personnel

\_\_\_\_\_  
Signature over Printed Name

Verified by:

Noted by:

\_\_\_\_\_  
**MARK RYAN S. LOZADA**  
ISA II/ Chief ICT Unit

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