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

January 11, 2023

MEMORANDUM

FOR	:	The OIC – PENR Officer
THRU	:	The In-Charge, Management Services Division
		The In-Charge, Planning Section
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.

MARK RYAN S. LOZADA

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

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
TOTAL	**31**	**39**	**27**	**7**	**70**	**2**	**25**	**4**

Source: PENRO General Services Uni

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

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

CY 2023 ICT EQUIPMENT PREVENTIVE MAINTENANCE SCHEDULE

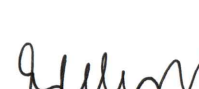| OFFICE	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
Office of the PENRO				1st to 2nd week of October
Office of the Chief, Technical Services Division				1st to 2nd week of October
Office of the In-Charge, Management Services Division				1st to 2nd week of October
Protected Area Management Office				3rd week of October to 1st week of November
Administrative and Finance Section	3rd week of January to 3rd week of February			
Planning Section		4th week of February to 2nd week of March		
Conservation and Development Section		3rd week of March to 4th week of April		
Regulation and Permitting Section			1st week of May to 4th week of July	
Monitoring and Enforcement Section			1st week of August to 1st 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

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

January 11, 2023

MEMORANDUM

TO	:	All Permanent Officials and Employees
THRU	:	The In-Charge, Management Services Division
ATTENTION	:	The In-Charge, Planning Section
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	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Office of the PENRO				1st to 2nd week of October
Office of the Chief, Technical Services Division				1st to 2nd week of October
Office of the In-Charge, Management Services Division				1st to 2nd week of October
Protected Area Management Office				3rd week of October to 1st week of November
Administrative and Finance Section	3rd week of January to 3rd week of February			
Planning Section		4th week of February to 2nd week of March		
Conservation and Development Section		3rd week of March to 4th week of April		
Regulation and Permitting Section			1st week of May to 4th week of July	
Monitoring and Enforcement Section			1st week of August to 1st week of September	

       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

Republic of the Philippines
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PENRO Marinduque

PREVENTIVE MAINTENANCE OF INFORMATION TECHNOLOGY EQUIPMENT

IT equipment model: _____ Date/Time Started: _____

Name of User: _____ Date/Time Ended: _____

Office/Division/Section: _____ 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

1. Computer Physical Checkup

    a. Clean internal and external parts of computer ☐ _____

    b. Check all computer peripherals are properly functioning and connected ☐ _____

2. Computer Software Checkup

    a. Update Windows Operating System ☐ _____

    b. Update Anti-virus ☐ _____

    c. Run virus scan ☐ _____

    d. Remove unauthorized and counterfeit software ☐ _____

    e. Delete temporary Internet and Windows files ☐ _____

    f. Remove unnecessary start-up programs ☐ _____

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

End-user confirmation:

_____   _____

  Attending ICT Personnel   **Signature over Printed Name**

Verified by: Noted by:

_____   _____

  MARK RYAN S. LOZADA   **JHONNA LIZA S. MEDENILLA**

  ISA II/ Chief ICT Unit   PO II/ In-Charge, Planning Section