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October 02, 2023

MEMORANDUM

FOR : The OIC, 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 THIRD 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 for the Third Quarter,

Table 1. Total number of ICT Equipment Preventive Maintenance Conducted for the Second Quarter by Month

No.	Month	ICT Equipment Preventive Maintenance conducted
1	July	No maintenance activities done
2	August	No maintenance activities done
3	September	2
GRAND TOTAL		2

The ICT Equipment Preventive Maintenance Report is encoded, submitted and can be accessed thru this Google Drive link: <https://tinyurl.com/ictpreventivemaintenance2023>. Moreover, as per Memorandum dated April 14, 2023 from the DENR MIMAROPA Assistant Regional Director for Management Services, all signed reports and Means of Verification (MOVs) under Data Management Including Systems Development and Maintenance shall be uploaded at Google shared folder provided by the Regional ICT Unit, and can be viewed and accessed thru this link: <https://tinyurl.com/2s43ywp3>.

For information and record.


IMELDA M. DIAZ