



**Republic of the Philippines**  
**Department of Education**  
**REGION VIII - EASTERN VISAYAS**

January 6, 2026

**OFFICE MEMORANDUM**

ORD-2026- **13**

**CY 2026 COMPUTERS AND PRINTERS  
PREVENTIVE MAINTENANCE PLAN**

To: Director III  
Functional Division Chiefs  
All Others Concerned

1. This Office, through the ICT Unit, disseminates the approved CY 2026 Computers and Printers Preventive Maintenance Plan.
2. All personnel are requested to take note of the following schedule and allow the ICT Unit personnel to perform preventive maintenance activities on computers and printers.

OFFICE	SCHEDULED MONTH	PERSON RESPONSIBLE
Administrative Division	January-March	Mr. Villegas
CLMD	April	Mr. Villegas
ESSD & Delivery Unit	April-May	Mr. Villegas
Finance Division	June-July	Mr. Villegas
FTAD	May	Mr. Duero
HRDD & NEAP	May	Mr. Duero
ORD	January-February	Mr. Lagado
PPRD	June	Mr. Duero
QAD	July	Mr. Duero

3. Attached is the approved plan for more details regarding the activities that will be conducted.
4. Immediate dissemination of and compliance with this memorandum are desired.

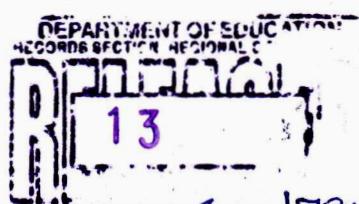
**RONELO AL K. FIRMO, CESO IV**  
 Assistant Regional Director  
*Officer-in-Charge*  
 Office of the Regional Director

Enclosures: CY 2026 COMPUTERS AND PRINTERS  
PREVENTIVE MAINTENANCE PLAN

References: n/a

To be indicated in the Perpetual Index under the following subjects:  
INFORMATION TECHNOLOGY

ORD-ICTU-JAL



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Address: Government Center, Candahug, Palo, Leyte  
 Telephone No.: (053) 832-4625  
 Email Address: region8@deped.gov.ph  
 Website: region8.deped.gov.ph





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## CY 2026 COMPUTERS AND PRINTERS PREVENTIVE MAINTENANCE PLAN

### **Rationale for Conduct of Activity:**

The conduct of the said activity is necessary to ensure that the office-owned computers and printers are operating normally, to avoid hampering the work and productivity of employees.

### **Equipment Covered:**

The equipment covered will only be the office-owned desktop and laptop computers, and printers.

### **Types of Activities to be Conducted:**

- **Deep Cleaning of Computers** – This activity is necessary to avoid build-up of dirt such as dust, which can cause overheating of the device due to poor airflow. This is only applicable to out-of-warranty Desktop Computers, as opening a device under warranty will void it. Laptop Computers will be cleaned externally but opening it to clean the inside is not advised as each laptop is built compact and different from each model, increasing the chance of errors conducting the procedure such as damaging sensitive parts during disassembly.
- **Disk Defragmentation Check** – Defragmentation is the process of consolidating fragmented files on the user's hard drive. Files become fragmented when data is written to disk, and if there is not enough contiguous space to hold the complete file. Storage algorithms break the data apart so that it will fit into the available space. One of the biggest reasons for defragging a hard drive is to likely experience faster speeds and less loading time. When your files are not scattered but are stored in one place, they load faster and the whole system speeds up. The computer can sort and locate files much easier. However, this conducting this procedure is only advised for Hard Disk Drives and not for Solid State Drives, as SSDs uses flash memory and has a limit to the number of read and write cycles it can accommodate. Doing the procedure on an SSDs will shorten its life span.
- **Full Anti-virus/Malware Scan** – This activity scans and tries to remove viruses and malware that are in the computer using the installed anti-virus software. This is necessary as viruses and malware are harmful to the computer. They can break the device by corrupting the computer's operating system, other installed software, and files. They can also be used to steal important data from the devices such as account credentials.

- **Cleaning of Unused Files/Disk Clean-up** – The reason for conducting this activity is like Disk Defragmentation as it helps speed up the loading time and search speeds. Clearing unused files also increases the available storage space that can be used.
- **Basic Printer Maintenance** – This will be done using the printer's maintenance software. The main activity will be the performance of nozzle check. And depending on the results of the nozzle check, print head cleaning and/or alignment will be performed.

**Detailed List of Activities:**

*1. Deep Clean Desktop Computers*

- Wipe keyboard, mouse, & monitor.
- Remove dusts from PC interior.

NOTE: Removing dusts from PC interior is only applicable to out-of-warranty computers.

*2. Clean Laptop Computers*

- Wipe laptop exterior.

*3. Disk Defragmentation*

- Run "Analyze" and optimize drive, if needed.
- Check if scheduled optimization is set to run monthly and make the necessary settings, if needed.

NOTE: Disk defragmentation will be applied only to computers with hard disk drives.

*4. Full Virus/Malware Scan*

- Check if virus and/or threat protection is enabled and make the necessary settings, if needed.
- Check if antivirus software is updated and run update, if needed.
- Perform full scan.

*5. Perform Disk Clean-up*

*6. Run Printer Maintenance*

**Schedule of Activities:**

OFFICE	NO. OF COMPUTERS	NO. OF PRINTERS	SCHEDULED MONTH	PERSON RESPONSIBLE
Administrative Division	37	33	January-March	Mr. Villegas
CLMD	17	21	April	Mr. Villegas
ESSD & Delivery Unit	17	14	April-May	Mr. Villegas
Finance Division	33	17	June-July	Mr. Villegas
FTAD	5	5	May	Mr. Duero
HRDD & NEAP	11	12	May	Mr. Duero
ORD	20	11	January-February	Mr. Lagado
PPRD	14	8	June	Mr. Duero
QAD	15	10	July	Mr. Duero

Prepared by:

**JIM ALBERT A. LAGADO**  
Head, ICT Unit

Approved by:

**RONELO AL K. FIRMO, CESO IV**  
OIC - Regional Director