



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

July 27, 2026

OFFICE MEMORANDUM
ORD-2026- **359**

**ADJUSTED SCHEDULE FOR CY 2026 COMPUTERS
PREVENTIVE MAINTENANCE PLAN**

To: Director III
Functional Division Chiefs
All Others Concerned

1. This Office, through the ICT Unit, disseminates this adjusted schedule for the CY 2026 Computers Preventive Maintenance Plan. All concerned 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	NO. OF UNITS
Administrative Division	July	1
Cash Section	July	2
GSU	July	1
Records Section	July	1
ORD – Delivery Unit	July	6
Legal Unit	August	1
PAU	August	2
PPRD	August	9
QAD	August	8
HRDD	September	3
Finance Division	September	8
ESSD	September	2
CLMD	September	5

3. All provisions of Office Memorandum No. 13, s. 2026 not affected by this memorandum shall remain in effect.

4. Immediate dissemination of and compliance with this memorandum are desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Regional Director

Enclosures: n/a

References: OM 13, S. 2026

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

INFORMATION TECHNOLOGY

ORD-ICTU-JAL

By: **359**
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