



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

UNNUMBERED MEMORANDUM

TO: Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
District and School ICT Coordinators
School/District Teaching and Non-teaching staff
All others concerned

FROM: **RACHEL R. LLANA PhD, CESO VI**
Officer In-Charge
Office of the Schools Division Superintendent

By: **MARY JULIE A. TRUS PhD, CESE**
Office In-Charge
Office of the Asst. Schools Division Superintendent

DATE: November 24, 2021

SUBJECT: **SEMINAR WORKSHOP ON ICT PREVENTIVE MAINTENANCE
AND ADVANCED COMPUTER HARDWARE & PRINTER
SERVICING**

1. To support the program of the Department, particularly the DepEd Computerization Program (DCP), in sustaining the availability and functionality of the ICT equipment, as tool to deliver quality basic education to all learners, the ICT Unit, under the Office of the Schools Division Superintendent, shall conduct a 3-day seminar/workshop on ICT Preventive Maintenance and Computer Hardware Servicing on December 1-3, 2021, 8:00AM, at Bagabag Teacher's Camp, Bagabag, Nueva Vizcaya.

2. The objectives of the activity are as follows:
- Updated with the latest computer technology trends
 - Oriented on the different parts and specification of a computer system
 - Oriented on the processes of computer troubleshooting and repair
 - Oriented on the processes of printer troubleshooting and repair
 - Oriented on the computer hardware and software installation
 - Oriented on the preventive maintenance procedures
 - Draft a proposal for the conduct of the same learning and development activity
 - Guide the participants in the processes of taking Computer Systems Servicing NC II under TESDA.

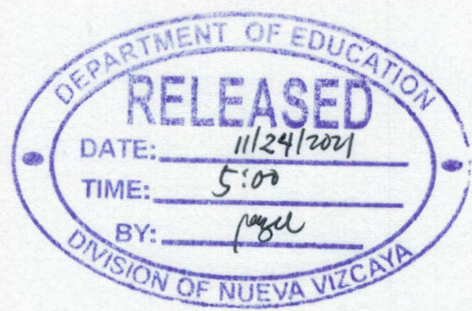


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Date Issued:	FM-OSDS-SDS-002	Rev:	00
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3. Participants must be at least knowledgeable in printer and computer operations and basic servicing.
4. Participants per district shall be selected through an online assessment using Google Forms in the link <https://tinyurl.com/dnfpbnp8> which shall be available on November 25, 2021 until November 28, 2021.
5. All ICT-equipped teachers and non-teaching staff are encouraged to take the assessment for the selection of participants.
6. The top two (2) assessee per district with the highest score shall be selected as participants. In case of tie scores, the earlier submission based on timestamp shall be selected. The final list of the participants shall be posted on November 29, 2021 through a corrigendum.
7. Participants shall bring the following materials and equipment during the training/workshop:
 - a. CAT6 UTP Cable – 4 meters or longer
 - b. RJ45 Connector – 6 pcs
 - c. Digital or analog Multi-tester
 - d. Philips and Flat-tip screw driver
 - e. Laptop
 - f. Blank Frashdrive – at least 16GB capacity
 - g. Extension Cord
8. Same activity shall be cascaded by the participants to their respective districts.
9. Meals and snacks of the participants and training management shall be charged to SDO ICT Training funds while transportation, accommodation, and incidental allowance of the participants shall be charged to local funds subject to usual accounting and auditing rules and regulations.
10. For information, guidance and compliance.



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Doc. Code:	FM-OSDS-SDS-002	Rev:	00
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