



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

September 16, 2025

DIVISION MEMORANDUM
NO. 606, s. 2025

MONITORIN CONDUCT OF ANNUAL MAINTENANCE, MONITORING, AND
EVALUATION OF ICT HARDWARE AND SOFTWARE

TO : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, Schools Governance and Operations Division (SGOD)
All other Concerned Offices
This Division

In line with our commitment to ensure the efficiency, reliability, and security of the Division's Information and Communication Technology (ICT) resources, this Office shall conduct the **Annual Maintenance, Monitoring, and Evaluation of ICT Hardware and Software** across all sections of the Schools Division of Dapitan City.

The activity aims to:

1. Assess the current condition and functionality of ICT hardware and software resources;
2. Ensure preventive maintenance to avoid system downtime and disruptions of office operations;
3. Update and evaluate installed software for compliance with DepEd policies and data security standards;
4. Provide recommendations for upgrades, replacements, or technical support as needed.

All concerned sections (OSDS, ASDS, SGOD, Accounting, Personnel, Budget, Payroll, Cashier, Supply, and Administrative) are hereby directed to fully cooperate with the ICT personnel during the scheduled maintenance and to prepare an inventory of their existing ICT resources prior to the activity.

Schedule of Maintenance, Monitoring, and Evaluation

Date	Section/Office	Time	Remarks/Notes
September 17, 2025	OSDS	8:00–9:00 AM	
September 17, 2025	ASDS	9:30–10:30 AM	
September 17, 2025	SGOD	11:00–12:00 NN	
September 17, 2025	Accounting	1:00–2:00 PM	
September 17, 2025	Personnel	2:30–3:30 PM	



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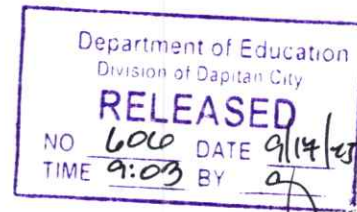


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Date	Section/Office	Time	Remarks/Notes
September 18, 2025	Budget	8:00–9:00 AM	
September 18, 2025	Payroll	9:30–10:30 AM	
September 18, 2025	Cashier	11:00–12:00 NN	
September 18, 2025	Supply	1:00–2:00 PM	
September 18, 2025	Administrative	2:30–3:30 PM	

Your full support and cooperation are highly encouraged to ensure the success of this undertaking.

JAY S. MONTEALTO, CESO VI
Schools Division Superintendent



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