Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

OFFICE MEMORANDUM
No. 002, s. 2025

To: Assistant Schools Division Superintendent
Section and Unit Heads
All Others Concerned

From: **ALFREDO B. GUMARU JR. EdD, CESO V**
Schools Division Superintendent

Date: January 15, 2025

Subject: **CONDUCT OF ANNUAL ICT EQUIPMENT PREVENTIVE MAINTENANCE IN THE SCHOOLS DIVISION OFFICE FOR CY 2025**

1. Pursuant to DepEd Order No. 95 s. 2010 titled Guidelines on the Proper Use of Computer and Network Facilities in All DepEd Administrative Offices and Schools, this Office through the Information and Communications Technology Unit (ICTU) will conduct an ICT equipment preventive maintenance to diagnose all DepEd-issued ICT equipment in the Division Office for the CY 2025. Please refer to the schedule below.

Unit/Section	**Date**
Schools Division Superintendent and Assistant Schools Division Superintendent Office	February 10-11, 2025
Budget and Accounting office	February 13, 2025
Administrative Office	February 17-19, 2025
Information and Communications Technology & Bid and Awards Committee Office	February 12, 2025
Supply Office	February 21, 2025
School Governance and Operations Division	February 24, 2025
School Health Office	February 25, 2025
Curriculum Implementation Division	February 26-27, 2025
Curriculum Implementation Division - LR	February 28, 2025

2. During these dates, the designated users of the DepEd-owned ICT equipment that are currently in use are requested to allow the ICTU personnel to utilize the equipment for the conduct of preventive maintenance activities such as disk defragmentation, updating of antivirus, updating of operating system and cleaning of internal and external parts.

3. In the event that the equipment is unavailable as scheduled due to an important task or other significant reasons, the ICTU and the designated user must agree on a new schedule for the preventive maintenance.

4. Immediate dissemination and compliance with this memorandum is desired.

ICTU/ abg/ jcft

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DepEd ORDER
No. 95, s. 2010

GUIDELINES ON THE PROPER USE OF COMPUTER AND NETWORK FACILITIES IN ALL DEPED ADMINISTRATIVE OFFICES AND SCHOOLS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. The Department of Education (DepEd) has been involved in various programs and projects aimed at modernizing its operations and improving the teaching and learning process in the schools. Among these are the DepEd Computerization Program (DCP), which facilitates the deployment of computer laboratories to public high schools, the DepEd Internet Connectivity Project (DICP), which provides secondary schools internet connectivity, and development systems, which are used by administrative offices and public schools.

2. With these developments, increase in computer and network/internet activities leading to different concerns is expected due to lack of guidelines. To ensure effective and efficient use of computer and network facilities, the Information Communications and Technology Unit (ICTU) has formulated the guidelines on the proper use of computer and network facilities in all DepEd administrative offices and public schools. See Enclosure No. 1 for these guidelines.

3. Moreover, the Computer Usage Code-of-Conduct Contract must be filled-up and signed by all concerned personnel before using said facilities. Enclosure No. 2 contained sample of this contract.

4. Immediate dissemination of and strict compliance with this Order is directed.

BR. ARMIN A. LUISTRO FSC
Secretary

Encls.: As stated
References:
DepEd Order: (No. 105, s. 2009), and 78, s. 2010
DepEd Memorandum: No. 174, s. 2009
To be indicated in the Perpetual Index
under the following subjects:

INFORMATION TECHNOLOGY
POLICY
SCHOOLS

R-SMA, DO Guidelines on the Proper Use of Computer
July 16/21, 2010

(Enclosure No. 1 to DepEd Order No. 95, s. 2010)

GUIDELINES ON THE PROPER USE OF COMPUTER AND NETWORK FACILITIES

Section 1. Purpose

1.1 The Department of Education (DepEd) shall provide to its officials, teaching and non-teaching personnel, staff and students with facilities such as computers, internet connectivity, information systems resources and associated services to support its goals of achieving quality basic education equitably accessible to all and of laying the foundation for life-long learning, and service for the common good through its various modernization programs and projects.

1.2 The DepEd encourages the use of said facilities to ensure a more efficient and effective performance of any administrative offices and public schools through valuable sources of on-line information.

1.3 All DepEd constituents must remember that electronic media and services provided are property of this government agency, and that their purpose is to facilitate and support its mandate. Thus, they shall be responsible to use these resources in a professional, ethical, and lawful manner.

1.4 These guidelines have been formulated to ensure responsibility and accountability on the use of ICT facilities. These are designed to convey the DepEd's philosophy and set forth general principles when using electronic media and services.

Section 2. Access to the DepEd Network, Internet and Information Systems

2.1 In order to access the DepEd network, internet and information systems facilities, the DepEd employees and learners must first be recognized as "authorized users".

2.2 After being recognized, they are required to log-in to these facilities for security reason. Then, an analysis of the network traffic on which these resources shall be generated. A study may be conducted to improve its system-wide use.

2.3 The basis for the internet usage policies using the DepEd facilities shall be the DepEd Order No. 105, s. 2009 entitled, *Guidelines in Managing the Proper Use of Internet Services in All Administrative Offices and Schools.*

Section 3. Personal Files or Software, and Equipment and Peripherals

3.1 Personal files or software such documents, pictures, audio, video, etc. must not be placed, copied and installed in the DepEd-owned computers. These files must be stored in external storage devices such as optical disks, external hard disks, USB flash drives owned personally by the user.

3.2 Officials, employees, students with DepEd ICT equipment and peripherals such as computers or laptop, mouse, keyboard, storage devices labeled with official DepEd property stickers can avail of technical assistance and/or repair services provided by this Department.

3.3 Personal ICT equipment and peripherals such as computers, mouse, keyboard, storage devices, among others may be used in the performance or enhancement of their duties at their own risk. They shall also be properly recorded with the DepEd Security Office.

3.4 However, in the event that these personal ICT equipment and peripherals break down, the owner **cannot avail of any technical assistance and/or repair services from DepEd-hired ICT maintenance crew,** since these are not DepEd properties.

Section 4. Security and Virus Infection Prevention

4.1 DepEd employees and students shall assume full responsibility that goes with using their computer, network and e-mail accounts.

4.2 Users should not disclose their passwords to unauthorized personnel to avoid tampering with these facilities.

4.3 Copying, publishing, storing and transmitting of official data without authorization from the Office of Planning Service shall be prohibited.

4.4 Computer users shall be instructed to update their anti-virus software daily to prevent data loss and spread of infection to the network and other computers.

4.5 Computers and other storage devices which were used for fieldwork **should be scanned first before using** to avoid possible computer virus infection, since majority of anti-virus software rely on an active internet connection. Technical assistance shall be provided by their respective ICT units, ICT coordinators or computers maintenance crew.

Section 5. Software Installation and Issues

5.1 Only licensed and/or authorized open-source software shall be installed in DepEd-owned computers.

5.2 Installation of pirated software in DepEd-owned computers shall be strictly prohibited.

5.3 Installation and/or downloading of unauthorized software shall be strictly forbidden.

5.4 An office which has application software requirements shall coordinate with its respective ICT unit/ICT coordinators to make the necessary arrangements in procuring the license/s of the required software.

5.5 For software which need to be updated periodically (e.g. anti-virus software), an office shall seek the assistance of its respective ICT units, ICT coordinators or computer maintenance crew.

5.6 **Watching TV programs**, through "TV Tuners", DVD videos, and **playing of games**, which are not for official use, shall be **strictly prohibited.**

Section 6. ICT Equipment Set-Up

6.1 An office with new ICT equipment, which requires installation and/or connectivity of its different components, shall make arrangements with its respective ICT units, ICT coordinators or computer maintenance crew for proper scheduling.

Section 7. Warranty Issues

7.1 Only an office with ICT equipment and peripherals considered 'out-of-warranty' and enrolled in the current ICT equipment and peripherals shall be diagnosed and repaired by its respective ICT units, ICT coordinators or computer maintenance crew.

7.2 An office, with computers, printers and scanners that are still **within the manufacturers warranty period**, can **request only for diagnosis but not for repair** of these facilities by its ICT units, ICT coordinators or computer maintenance crew to avoid the cancellation of their warranty.

Section 8. Sharing of ICT/Computer Resources

8.1 Offices with limited ICT resources shall be required to establish Local Area Network (LAN) so that ICT resources (file, print and internet) can be shared.

[SCHOOL NAME]

COMPUTER USAGE CODE-OF-CONDUCT CONTRACT

I will:

- Talk with my teacher and parents to learn the rules for using the computer and other ICT equipment.
- Use DepEd's ICT facilities in a responsible and ethical manner.
- Never give out information about my username/account name and password to avoid the unauthorized use of DepEd's facilities.
- Never use DepEd's ICT facilities for unofficial purposes.
- Never use or copy files that are not authorized by the owner.
- Never install or copy personal files onto DepEd's computer equipment without the knowledge of the teacher.
- Never install or download any pirated or unauthorized software.
- Never play games especially without the consent of the teacher.
- Ask for the guidance of the teacher for doubtful activities which will need the use of the computer.
- Let my teacher and/or parents know my Username and Password, listed below:

  _____
  _____
  _____
  _____

Name/Signature (student) _____ Date _____

Parent or guardian _____ Date _____

Teacher _____ Date _____