



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

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Office of the Schools Division Superintendent

**MEMORANDUM**

For: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Administrative Officer V  
All Others Concerned

From:  **ARCHIBALD A. POYOGAO**  
INFORMATION TECHNOLOGY OFFICER I

Noted:  **MICHELLE L. ACAYONG, CESO VI**

Subject: **3rd Quarter SDO Kabankalan City ICT Equipment/Devices Monitoring,  
Preventive Maintenance and Internet Connectivity Status**

Date: **July 3, 2024**

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1. The Ancillary Services ICT Unit will conduct ICT equipment/devices monitoring, preventive maintenance and check the status of internet connectivity.
2. All personnel must accomplish the online form before the conduct of the activity.  
Link: <https://forms.office.com/r/FJ4mwYLf8N?origin=lprLink>
3. The specific schedule for each personnel will be announced 2 days before the schedule or as per the availability of the personnel.
4. The ITO may need to temporarily take some devices for cleaning, software updates, or other maintenance tasks.
5. Concerned personnel are required to provide necessary access to the equipment. (password.etc.)
6. Immediate dissemination of and compliance with this Memorandum are desired.