

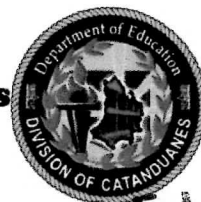


Republic of the Philippines
Department of Education
Region V(Bicol)

SCHOOLS DIVISION OFFICE OF CATANDUANES

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RELEASED

DepEd, Division of Catanduanes
RECORDS SECTION


Date: JUN 27 2018

Time: 1:15 P.M.

Initial/Signature: [Signature]

MEMORANDUM

TO : ALL SDO Staff & Personnel

FROM :  SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT : INVENTORY OF ICT EQUIPMENT AND RETRIEVAL OF DEFECTIVE IT EQUIPMENT TO SDO OFFICES/SECTIONS

DATE : June 26, 2018

One of the Division ICT unit functions is to *"Manage and Maintain the Information and Communication Technology (ICT) Systems and Infrastructure of the divisions to effectively support operations."*

In relation to this, the SDO-IT unit will conduct an inventory of ICT equipment to determine, check and assess IT equipment/devices whether it is in good condition, needed to be replaced or beyond repair. The defective units must be retrieved/returned at the Supply Office and be properly coordinated with the IT unit for final diagnosis before the disposal of the said defective IT equipment/devices. Further, you are advised to coordinate with the ICT unit for the request of new or replacement of IT equipment/devices needed in your Office for some recommendations about the specifications and the quality of the IT equipment to be bought or replaced and other IT related concerns using the attached form.

For information, guidance and compliance.



I.T. SUPPORT REQUEST FORM

SDO SECTION/UNIT/SCHOOL/DISTRICT		DATE:	
NAME/POSITION/ CONTACT NO.		REFERENCE NO. (To be filled-up by the ITO)	
REQUEST DESCRIPTION (PLS. CHECK)			
<input type="radio"/> for email (email add of receiver _____)		<input type="radio"/> DepEd email account application/retrieval (username: _____)	
<input type="radio"/> for upload/download (_____)		<input type="radio"/> DCP/DICP issues/concerns _____	
<input type="radio"/> for Technical assistance _____		<input type="radio"/> Web Posting _____	
<input type="radio"/> for Inquiry _____		<input type="radio"/> Submit ICT Reports _____	
<input type="radio"/> for Follow-up _____		<input type="radio"/> Others (pls. specify) _____	
<input type="radio"/> for Signature _____			
Action/Recommendation Given (to be filled-up by the ITO):			
REQUESTED BY:		SUPPORT GIVEN BY:	
		JENNIFER B. METICA <i>Information Technology Officer-I</i>	
SIGNATURE OVER PRINTED NAME		SIGNATURE OVER PRINTED NAME	
		SOCORRO V. DELA ROSA, CESO VI <i>Schools Division Superintendent</i>	
SIGNATURE OVER PRINTED NAME		SIGNATURE OVER PRINTED NAME	