

DEPARTMENT OF TRADE AND INDUSTRY
Office: DTI - Caraga
PROPERTY MAINTENANCE PLAN - IT
For the year 2022



Name of Property	Description	Property Number	Qty	Unit Value	Total Amount	Maintenance Schedule	End User	Hardware Cleaning (Annual)	Disk Degragmenting (Semestral)	Anti-virus Scanning (Quarterly)	Remarks/Recommendation
RO13-PC-MARSON	core i7 64 bit OS windows 10		1			Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Avelino A. Curato Jr.	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 1-Aug-22 1-Oct-22	
Marson-acer	core i5 64 bit OS Windows 10		1			Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Marson Jan Dolendo	11/20/2022	1-June-22 1-Dec-22	03/01/2022 06/01/2022 1-Aug-22 1-Oct-22	
Printer	HP Laserjet P1006	RIT-PTR 20	1	9,628.00	9,628.00	Annual Hardware Cleaning and Checking if serviceable	Jorge P. Silaga	20-Nov-22		03/01/2022 06/01/2022 8/1/2022 10/01/2022	
Efrenjt-PC	Intel-Core i5 64 bit OS Windows 10 Pro		1			Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Efren J. Tuba-on	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	
Fritzie-PC	Intel Core 2 Duo 64 bit OS Windows 10 Pro		1			Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Fritzie Ilagan	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	

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RO13-PC-Cristina	Intel Core i5 4 GB 64 bit OS Windows 10 Pro		1			Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Cristina Tan	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	
jazzie-pc	Intel Core i5 4 GB 64 bit OS Windows 10 Home		1			Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Jasmin B. Faelnar	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	
RO13-PC-ELYNUR	Intel Core 2 Duo 32 bit OS 2 GB Windows 7 Pro	RIT - PC 71	1	28,288.00	28,288.00	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Banawe Corvera	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	
Brenda-PC	Intel Core i5 4GB 64 bit OS Windows 8.1 Single		1			Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Hazel Galve	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	
RO13-PC-IRENE	Intel Core i5 4GB 64 bit OS Windows 8.1 Pro		1			Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Lyza Trapal	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	

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2 DESKTOP - NCPF59F	Intel Core i5 4 GB 64 bit OS Windows 10 Pro	RIT - PC 83	1	43,777.07	43,777.07	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Hazel Galve	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	
RO13-PC-NAWE	Intel Core i5 4 GB 64 bit OS Windows 8.1 Pro		1		-	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Banawe B. Corvera	20-Nov-22	1-Jun-22 1-Dec-22	3/1/2022 06/01/2022 1-Aug-22 1-Oct-22	
RO13-PC-Rceivng	Intel Core i5 4 GB 64 bit OS Windows 8 Pro		1		-	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Lea Garay	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	
RO13-PC-MARA	Intel Core i5 4 GB RAM 64 bit OS Windows 10 Pro		1		-	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	CPD	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	
ELMER-PC	Intel Core i5 4GB 32 bit OS Windows 10 Pro	RIT - PC 87	1	43,777.07	43,777.07	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	CPD	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	

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RO13-PC-CHARLIE	Intel Core i5 4 GB 64 bit OS Windows 8.1 Pro		1		-	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Elmer General	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	
CWD - PC	Intel Core i5 4GB 64 bit OS Windows 7 Ultimate		1		-	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Kurt Montero	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	
RO13-PC-MARNIE	Intel Core i5, 4GB, 64 bit OS, Windows 8.1 Pro		1		-	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Marnie Estareja	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	
JANE (PC)	Intel Core i5, 4 GB, 64 bit OS, Windows 8.1 Pro Intel i7-920 @ 2.66Ghz, 8M cache, 1366Socket, QPI 8M Intel BLK DX5850 Motherboard		1		-	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Lorijane Sacote	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	
ARLEEN	4GB RAM 250 GB HD Windows 7 SN: SGH131PQ7c	RIT-PC 96	1	43,777.07	43,777.07	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Arleen P. Pahamtang	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	

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MSUSER	E-machine EL 1200-015 AMD Athlon 1 GB RAM 150 GB HDD Windows XP	RIT-PC 58	1	24,888.00	24,888.00	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Ernesto Jamero	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	
JULIET	Intel Core i5 6 GB RAM 1 TB HDD Windows 10 64 bit		1			Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Juliet B. Ogoy	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	
HONEY-PC	Intel Core i5 4 GB RAM 500 GB HDD Windows 8 64 bit		1			Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Ana Roselyn Lagas	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	
MABEL-PC	Intel Core 2 Duo 1 GB RAM 40-GB HDD Windowx XP	RIT-PC 66	1	29,700.00	29,700.00	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Mabel	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	
USER	Core 2 Duo 2 GB RAM 500-GB HDD Windows 8 HP Compaq dx2310MT	RIT-PC 76	1	29,700.00	29,700.00	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Ludeen	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	

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	SN: SGH 9290CTJ										
DTI	Intel Core i5 4 GB RAM 500 GB HDD Windows 8 64 bit DELL INSPIRON OPTIPLEX 3020		1			Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Mhel	20-Nov-22	1-Jun-22 1-Dec-22	03/01/2022 06/01/2022 8/1/2022 10/01/2022	
CHENG	Intel Core i5 4 GB RAM 500 GB HDD Windows 10 64 bit DELL INSPIRON OPTIPLEX 3020 SN: 79R2WO2		1			Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Vence Michael	20-Nov-22	1-Jun-22 1-Dec-22	3/1/2022 06/01/2022 1-Aug-22 1-Oct-22	
ELYNUR	Intel Core i5 4 GB RAM 1 TB HDD Windows 8 64 bit		1			Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Elynur Minglana Pranda Cervera	20-Nov-22	1-Jun-22 1-Dec-22	1-Mar-22 1-Jun-22 1-Aug-22 1-Oct-22	
ANN	Intel Core i5 4 GB RAM 500 GB HDD Windows 10 64 bit		1			Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Mary Ann Pascual	20-Nov-22	1-Jun-22 1-Dec-22	1-Mar-22 1-Jun-22 1-Aug-22 1-Oct-22	
RIECH	Intel Core 2 Duo 2 GB RAM 250 GB HDD Windows XP		1			Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Riechelle Lumongsod	20-Nov-22	1-Jun-22 1-Dec-22	1-Mar-22 1-Jun-22 1-Aug-22 1-Oct-22	

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ann	Intel Core 2 Duo 2 GB RAM 580 GB HDD Windows XP		1		-	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Ralph	20-Nov-22	1-Jun-22 1-Dec-22	1-Mar-22 1-Jun-22 1-Aug-22 1-Oct-22	
Dennis PC	Intel Core 2 Duo 2 GB RAM 1 TB HDD, 150 GB HDD Windows 7 Ultimate	RIT-PC 47	1	46,494.00	46,494.00	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Dennis Solis	20-Nov-22	1-Jun-22 1-Dec-22	1-Mar-22 1-Jun-22 1-Aug-22 1-Oct-22	
Conference PC	Intel Core 2 Duo 2 GB RAM 500 GB HDD Windows 7 Ultimeter	RIT - PC 55	1	42,777.40	42,777.40	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Conference Room	20-Nov-22	1-Jun-22 1-Dec-22	1-Mar-22 1-Jun-22 1-Aug-22 1-Oct-22	
USER	Intel Core i5 4 GB RAM 500 GB HDD Windows 10 64 bit OS DELL OPTIPLEX 3020		1		-	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Eden B. Burnea	20-Nov-22	1-Jun-22 1-Dec-22	1-Mar-22 1-Jun-22 1-Aug-22 1-Oct-22	
Printer	HP Laserjet P1006	RIT - PTR 19	1	9,658.00	9,658.00	Annual Hardware Cleaning and checking if serviceable					
RJL	Intel Core 2 Duo 3 GB RAM		1		-	Annual Preventive maintenance including	Hannah	20-Nov-22		1-Mar-22	

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	500 GB HDD Windows 8 64 bit OS ACER ASPIRE X3812					Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning			1-Jun-22 1-Dec-22	1-Jun-22 1-Aug-22 1-Oct-22	
IRA - PC	Intel Core 2 Duo 2 GB RAM 500 GB HDD Windows XP		1		-	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Ira Mantilla	20-Nov-22	1-Jun-22 1-Dec-22	1-Mar-22 1-Jun-22 1-Aug-22 1-Oct-22	
USER	Intel Core i5 4 GB RAM 64 bit OS Windows 10 Home		1		-	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Jorge P. Silaga	20-Nov-22	1-Jun-22 1-Dec-22	1-Mar-22 1-Jun-22 1-Aug-22 1-Oct-22	
RAPID PC	Intel Core i5 4 GB RAM 32 bit OS Windows 7 Pro		1			Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Jesal	20-Nov-22	1-Jun-22 1-Dec-22	1-Mar-22 1-Jun-22 1-Aug-22 1-Oct-22	
NANO-PC	Intel Core 2 Duo 2 GB RAM 250 GB HDD Windows XP	RIT - PC 73	1		-	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Royelen B. Taala	20-Nov-22	1-Jun-22 1-Dec-22	1-Mar-22 1-Jun-22 1-Aug-22 1-Oct-22	
rina-pc	Intel core i3	RIT-PC 74	1	38,000.00	38,000.00	Annual Preventive	Rina Calo Mara	20-Nov-22			

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	4GB ram 32 bit OS Windows 10 Pro 2 1 TB HDD 1 500 GB HDD 1 100 HDD					maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning			1-Jun-22 1-Dec-22	1-Mar-22 1-Jun-22 1-Aug-22 1-Oct-22	
abegail-pc	Inter core 2 duo 2GB RAM	RIT-PC54	1	35,000.00	35,000.00	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	marry mhel	20-Nov-22	1-Jun-22 1-Dec-22	1-Mar-22 1-Jun-22 1-Aug-22 1-Oct-22	
RO13-PC-Loidz	Intel Core 2 Duo 2 GB RAM 32 bit OS Windows 7 Ultimate	RIT-PC 78	1	29,700.00	29,700.00	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Loida Gumahin	20-Nov-22	1-Jun-22 1-Dec-22	3/1/2022 1-Jun-22 1-Aug-22 1-Oct-22	
freed	core i5, 4GB RAM, 64 bit OS, Windows 7		1			Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	IDD	20-Nov-22	06/1/2022 12/1/2022	1-Mar-22 1-Jun-22 08/1/2022 10/1/2022	
Desktop-DSLJ0CF	Intel Corei7 16GB RAM 1 TB Windows 10		1		-	Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning	Ryan	20-Nov-22	1-Jun-22 1-Dec-22	1-Mar-22 1-Jun-22 1-Aug-22 1-Oct-22	
Desktop-CBEJ93V	Intel Corei7		1		-		Riechelle	20-Nov-22		1-Mar-22	

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	8GB RAM 1 TB Windows 10					Annual Preventive maintenance including Hardware cleaning, semestral for Disk Defragmenting and Virus Scanning			1-Jun-22 1-Dec-22	1-Jun-22 1-Aug-22 1-Oct-22	
Printer	HP Laserjet P2055d SN: VNC3GO 4194	RIT-PTR28	1	26,800.00	26,800.00	Annual hardware cleaning and checking if serviceable	FAD	20-Nov-22			
Printer	HP Laserjet P2250		1		-	Annual hardware cleaning and checking if serviceable	Riechelle Lumongsod	20-Nov-22			
Printer	EPSON LX-300+II SN: G8NY190372		1		-	Annual hardware cleaning and checking if serviceable	Arleen	20-Nov-22			
Printer	HP Laserjet M1222nf MPP SN: CNG9DBG085		1		-	Annual hardware cleaning and checking if serviceable	Ernesto O. Jamero	20-Nov-22			
Printer	HP Color Laserjet CP2025		1			Annual hardware cleaning and checking if serviceable	SDD	20-Nov-22			
Printer	Epson Stylus Office T1100		1			Annual hardware cleaning and checking if serviceable	SDD	20-Nov-22			
Scanner	Canon Image Formula DR-C225		1	36,000.00	36,000.00	Annual hardware cleaning and checking if serviceable	Avelino A. Curato				
Scanner	Canon Image Formula DR-C226		1	36,000.00	36,000.00	Annual hardware cleaning and checking if serviceable	Ana Roselyn Lagas				

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Scanner	Canon Image Formula DR-C227		1	36,000.00	36,000.00	Annual hardware cleaning and checking if serviceable	IDD	20-Nov-22			
Flatbed Scanner	HP Scanjet G2410		1			Annual hardware cleaning and checking if serviceable	CPD	20-Nov-22			
Printer	EPSON LX-300III SN: G8NX034859		1			Annual hardware cleaning and checking if serviceable	FAD	20-Nov-22 20-Nov-22 20-Nov-22			

Prepared by:

Avelino A. Curato Jr.
IT Officer

Noted by:

JOHN VOLTAIRE S. ANCLA
FAD, Chief

GAY A. TIDALGO
Regional Director