

3. CONDUCT OF PREVENTIVE MAINTENANCE OF COMPUTERS AND PERIPHERALS

Crafting and implementing the Preventive Maintenance Plan and Schedule.
Schedule

Office or Division:		ICT Unit		
Classification:		Complex		
Type of Transaction:		Government to Government (G2G)		
Who may avail:		SDO Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Updated inventory of computers and peripherals without warranty		Supply and Property Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure updated inventory of computers and peripherals	Verify the completeness and accuracy of data and information	None	30 minutes	IT Officer and Staff
	Crafting of the Preventive Maintenance Plan and Schedule	None	60 minutes	IT Officer
	Submission for approval of the SDS	None	30 minutes	IT Officer
	Issuance of Division Memorandum	None	30 minutes	SDS
	Implementation of the Preventive Maintenance Plan and Schedule and	None	1 – 2 hour per computer	Staff

	updating of records			
TOTAL:			4.5 hours	