



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



Certificate No.: AJA15-0048

DOLE-PS 10OCT'18 14:21

MEMORANDUM

FOR: ALL HEADS OF REGIONAL OFFICES

SUBJECT: Prescribing IT Preventive Maintenance Checklist and Assessment Report Templates for DOLE Regional Offices

DATE: September 24, 2018

As part of the Quality Management System process of DOLE to establish the standard procedures in the maintenance of DOLE IT equipment, may we request your office through your official IT Focal Technical Partner to conduct and perform IT Preventive Maintenance using the attached Checklist and Assessment Report templates.

Online submission of accomplished forms will be uploaded in knowit.dole.gov.ph on or before October 30, 2018. For more details and inquiries, contact Ms. Grace L. Cargado of PS at 527-3000 local 613 or email to ps@dole.gov.ph.

Additional data is provided in knowit.dole.gov.ph.

For your appropriate action, please.


ADELINE T. DE CASTRO
Director, Planning Service



DEPARTMENT OF LABOR AND EMPLOYMENT
Inventory of DOLE IT Resources
 As of



Certificate No.: AJA15-0048

OFFICE

OFFICE/ AGENCY	PERSONNEL			WORKING LAPTOPS			
	(a)	(b)	(c) < a + b >	(d)	(e)	(f)	(g) < d + e + f >
	REGULAR PLANTILLA	OTHERS	TOTAL	Aging of Laptops			TOTAL
				1 Year	2 Years	3 Years and Above	
Sub - Total							



DEPARTMENT OF LABOR AND EMPLOYMENT
Inventory of DOLE IT Resources
As of



Certificate No.: AJA15-0048

OFFICE

OFFICE/ AGENCY	PERSONNEL			WORKING PRINTERS			
	(a)	(b)	(c) < a + b >	(d)	(e)	(f)	(g) < d + e + f >
	REGULAR PLANTILLA	OTHERS	TOTAL	Aging of Printers			TOTAL
				1 Year	2 Years	3 Years and Above	
Sub - Total							



DEPARTMENT OF LABOR AND EMPLOYMENT
Inventory of DOLE IT Resources
 As of



Certificate No.: AJA15-0048

OFFICE

OFFICE/ AGENCY	PERSONNEL			WORKING SCANNERS			
	(a)	(b)	(c) < a + b >	(d)	(e)	(f)	(g) < d + e + f >
	REGULAR PLANTILLA	OTHERS	TOTAL	Aging of Scanners			TOTAL
				1 Year	2 Years	3 Years and Above	
Sub - Total							



DEPARTMENT OF LABOR AND EMPLOYMENT
Inventory of DOLE IT Resources
As of



Certificate No.: AJA15-0048

OFFICE

OFFICE/ AGENCY	PERSONNEL			WORKING PROJECTORS			
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
	REGULAR PLANTILLA	OTHERS	< a + b >	Aging of Projectors			< d + e + f >
			TOTAL	1 Year	2 Years	3 Years and Above	
Sub - Total							



**DEPARTMENT OF LABOR AND EMPLOYMENT
INFORMATION TECHNOLOGY (IT)
ASSESSMENT AND PREVENTIVE MAINTENANCE CHECKLIST**



Certificate No.: AJA15-0048

As of (YEAR)

Regional Office:
Field Office:
Conducted by:
Date Conducted:

I.T. EQUIPMENT: DESKTOP PC

Total No. of Units: _____

	BRAND	MODEL	PROPERTY NO.	DATE ISSUED	ASSIGNED TO (PERSONNEL)	WITH WARRANTY		CLEAR MONITOR		ACTIVE CMOS BATTERY		CHARGING UPS		WORKING I/O PORTS & CONNECTORS		UPDATED / PATCHED O.S.		WEEKLY SCAN ANTI-VIRUS		WORKING KEYBOARD & MOUSE		REMARKS	RECOMMENDATION	
						YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO			
1																								
2																								
3																								
4																								
5																								



**DEPARTMENT OF LABOR AND EMPLOYMENT
INFORMATION TECHNOLOGY (IT)
ASSESSMENT AND PREVENTIVE MAINTENANCE CHECKLIST**



Certificate No.: AJA15-0048

As of (YEAR)

Regional Office:
Field Office:
Conducted by:
Date Conducted:

I.T. EQUIPMENT: LAPTOP
Total No. of Units: _____

	BRAND	MODEL	PROPERTY NO.	DATE ISSUED	ASSIGNED TO (PERSONNEL)	WITH WARRANTY		CLEAR MONITOR		WORKING I/O PORTS & CONNECTORS		UPDATED OPERATING SYSTEM		WORKING CHARGER		WORKING KEYBOARD		REMARKS	RECOMMENDATION	
						YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO			
1																				
2																				
3																				
4																				
5																				
6																				



**DEPARTMENT OF LABOR AND EMPLOYMENT
INFORMATION TECHNOLOGY (IT)
ASSESSMENT AND PREVENTIVE MAINTENANCE CHECKLIST**



Certificate No.: AJA15-0048

As of (YEAR)

Regional Office:
Field Office:
Conducted by:
Date Conducted:

I.T. EQUIPMENT: PRINTER

Total No. of Units: _____

	BRAND	MODEL	PROPERTY NO.	DATE ISSUED	ASSIGNED TO (PERSONNEL)	WITH WARRANTY		WORKING I/O PORTS & CONNECTORS		UPDATED DRIVER		REMARKS	RECOMMENDATION
						YES	NO	YES	NO	YES	NO		
1													
2													
3													
4													
5													



**DEPARTMENT OF LABOR AND EMPLOYMENT
INFORMATION TECHNOLOGY (IT)
ASSESSMENT AND PREVENTIVE MAINTENANCE CHECKLIST**



Certificate No.: AJA15-0048

As of (YEAR)

Regional Office:
Field Office
Conducted by:
Date Conducted:

I.T. EQUIPMENT: SCANNER
Total No. of Units: _____

	BRAND	MODEL	PROPERTY NO.	DATE ISSUED	ASSIGNED TO (PERSONNEL)	WITH WARRANTY		WORKING I/O PORTS & CONNECTORS		UPDATED DRIVER		REMARKS	RECOMMENDATION
						YES	NO	YES	NO	YES	NO		
1													
2													
3													
4													
5													



DOLE IT EQUIPMENT ASSESSMENT REPORT (For Year)

TO : Planning Service

DATE :

May we endorse the observations and recommendations based on preventive maintenance conducted in Regional Office ____:

IT EQUIPMENT	FINDINGS/ OBSERVATION	PREVENTIVE MAINTENANCE	RECOMMENDATION
COMPUTER= No. of Units RO- No. of Units FO- No. of Units			
1. ACER Veriton	<ul style="list-style-type: none"> Working No UPS no antivirus No OS property number 	<ul style="list-style-type: none"> Performed routine maintenance checklist/ activities 	<ul style="list-style-type: none"> Office to conduct routine preventive maintenance based on the End-Users Guide PS to prepare PR to purchase UPS PS to prepare PR to purchase antivirus Office to refer to AS for property no.
2. ACER Veriton 11909	<ul style="list-style-type: none"> defective 	<ul style="list-style-type: none"> Performed routine maintenance checklist/ activities 	<ul style="list-style-type: none"> For surrender
LAPTOP= No. of Units RO- No. of Units FO- No. of Units			
1. LENOVO 6-40-80 PFODAV2	<ul style="list-style-type: none"> Working No OS property number 	<ul style="list-style-type: none"> Performed routine maintenance checklist/ activities 	<ul style="list-style-type: none"> Office to conduct routine preventive maintenance based on the End-Users Guide Refer to AS for OS property number
PRINTER= No. of Units RO- No. of Units FO- No. of Units			
1. HP Laserjet M1132 10114	<ul style="list-style-type: none"> Working 	<ul style="list-style-type: none"> Performed routine maintenance checklist/ activities 	<ul style="list-style-type: none"> Office to conduct routine preventive maintenance based on the End-Users Guide

For your information.