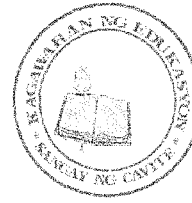




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



OFFICE MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC – Office of the Asst. Schools Division Superintendent
Education Program Supervisors
Division Program Coordinators
Unit Heads
All Other Concerned

FROM: 
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

SUBJECT: **SCHEDULED PREVENTIVE MAINTENANCE OF ALL DESKTOP
COMPUTERS AND LAPTOPS**

DATE: June 9, 2015

Please be informed that the Office will conduct a scheduled preventive maintenance of all computer and laptop units to improve their performance. Activities will include cleaning, checking and updating of computer systems within the division office from June 10 to June 17, 2015.

For the meantime, please be advised to refrain from using torrent, youtube and other downloading sites until such time that ICT infrastructure has been enhanced to filter and block sites that could hinder the maximum performance of the ISP currently by the office. Downloading sites can be accessed only upon request and depending on the necessity of the requester.

For your information, guidance and strict compliance.

CHE/kae

