



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

Division Memorandum

No. 353, s. 2022

TO : Administrative Officer IIs

DATE : November 11, 2022

SUBJECT : **Training on basic PC and Printer Troubleshooting, Repair, and Maintenance**

1. The Schools Division Office of Tabuk City will be conducting a training on the basic PC and Printer troubleshooting, repair, and maintenance to capacitate Administrative Officers deployed in schools to maintain and repair school ICT equipment before letting it be serviced outside. This will help schools lessen their expenses on maintenance of their ICT equipment.
2. In this regard, all Administrative Officer II detailed in schools, except those in IUs, are hereby required to attend the activity on November 17-18, 2022, 8:00AM at the SDO Conference Hall.
3. Participants of the activity are advised to bring the following:
 - a. Laptops
 - b. Extension cords
 - c. Laptop for repair (Files should be backed up before the training)
 - d. Printer(s) for resetting
 - e. Assorted screw drivers
 - f. Rubber gloves

4. For inquiries, please contact the Division IT Officer

For information and compliance.


IRENE S. ANGWAY, PhD, CESO VI
Schools Division Superintendent



Address: Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>