Republic of the Philippines
Department of education
Region VII, Central Visayas
Division of Bohol
City of Tagbilaran

February 9, 2009

Division Memorandum
No. 31 s. 2009

PROPER CARE AND USE OF COMPUTER UNITS

TO: Education Supervisors/Division Coordinators
Schools District Supervisor
Secondary and Elementary School Heads

1. Reports have reached this office of several PCs or Computers received by your schools are now out of order, non-usable and / or in need of repair.

2. It is our desire to lengthen the life of these facilities, thus the tips below:

   2.1 do not put other softwares aside from those within the package already;
   2.2 keep your softwares away from dust;
   2.3 do not allow water or food to come into contact with diskettes or CD-ROMS;
   2.4 do not allow water or food to come into contact with diskettes or CD-ROMS;
   2.5 connect all hardware components or devices properly to the system unit;
   2.6 do not turn on the monitor until all of the hardware connections are complete or in place;
   2.7 when all the connections are made, turn on the system unit and the monitor;
   2.8 do not allow children or teachers to use the computers for playing games;

3. School heads of recipient-schools must do necessary repairs of their computer units . Funds can be taken from school MOOE and other sources.

4. Compliance with this Memorandum is enjoined.

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Schools Division Superintendent