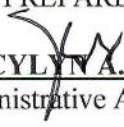
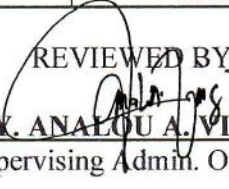
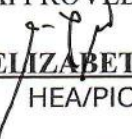


I. FOCUS AREA

PROGRAM/PROJECT/ ACTIVITY	PROJECT DESCRIPTION	STATUS/REMARKS/ ACCOMPLISHMENT																																																																																																																																																																														
IT PREVENTIVE MAINTENANCE	Regularly inspecting, updating, and optimizing hardware, software, and networks to reduce downtime and security threats. Maintaining the system's smooth operation and preventing unexpected failures.	<table><tr><th colspan="2">IT PREVENTIVE MAINTENANCE</th></tr><tr><th>MONTH:</th><th>JUNE 2025</th></tr><tr><td>PVET</td><td>5</td></tr><tr><td>PSWD-LINGAP CENTER</td><td>3</td></tr><tr><td>OPA</td><td>17</td></tr><tr><td>OPE</td><td>25</td></tr><tr><td>ENRO</td><td>15</td></tr><tr><td>GSO</td><td>24</td></tr><tr><td>PCDO</td><td>10</td></tr><tr><td>ICDO</td><td>3</td></tr><tr><td>Total number of computers</td><td>102</td></tr></table>	IT PREVENTIVE MAINTENANCE		MONTH:	JUNE 2025	PVET	5	PSWD-LINGAP CENTER	3	OPA	17	OPE	25	ENRO	15	GSO	24	PCDO	10	ICDO	3	Total number of computers	102																																																																																																																																																								
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IT Repair	Diagnosing and fixing hardware, software, or network issues to restore functionality and improve performance. The process includes assessing problems, applying solutions like hardware replacements or software updates, and conducting tests to ensure stability. The goal is to minimize downtime, enhance security, and optimize efficiency.	<table><tr><th colspan="6">SERVICE REQUEST LOGBOOK</th></tr><tr><th>MONTH:</th><th>JUNE 2025</th><th></th><th></th><th></th><th></th></tr><tr><th>DEPARTMEN</th><th>Device that needs to be repaired</th><th>KIND OF REPAIR</th><th>ACTION TAKEN</th><th>REMARKS</th><th>No. of Units</th></tr><tr><td>OPA</td><td>PRINTER</td><td>HARDWARE</td><td>CLEARED THE PAPER JAM FROM THE PRINTER</td><td></td><td>1</td></tr><tr><td>OPE</td><td>PRINTER</td><td>HARDWARE</td><td>CLEAN PRINTER'S PRINTHEAD</td><td></td><td>1</td></tr><tr><td>OPA</td><td>LCD MONITOR</td><td>HARDWARE</td><td>Inspected the monitor and identified an internal component failure. The unit is beyond repair and needs to be replaced</td><td>Issued certification for the replacement of monitor</td><td>1</td></tr><tr><td>ICDO</td><td>PRINTER</td><td>SOFTWARE</td><td>Replace maintenance box</td><td></td><td>1</td></tr><tr><td>PTO</td><td>PRINTER</td><td>HARDWARE</td><td>CLEAN PRINTER'S PRINTHEAD</td><td></td><td>1</td></tr><tr><td>PGO</td><td>PRINTER</td><td>HARDWARE</td><td>CLEAN PRINTER'S PRINTHEAD</td><td></td><td>1</td></tr><tr><td>PGSO</td><td>CPU</td><td>SOFTWARE</td><td>UNINSTALL UNECESSARY APPS</td><td></td><td>1</td></tr><tr><td>PTO</td><td>CPU</td><td>NETWORK</td><td>REPLACE LAN CABLE</td><td></td><td>1</td></tr><tr><td>PEDIPO</td><td>PRINTER</td><td>HARDWARE</td><td>CLEAN PRINTER'S PRINTHEAD</td><td></td><td>1</td></tr><tr><td>PGO</td><td>CPU</td><td>SOFTWARE</td><td>ACTIVATE MS OFFICE</td><td></td><td>1</td></tr><tr><td>PGO</td><td>PRINTER</td><td>HARDWARE</td><td>TROUBLESHOOT PRINTER</td><td></td><td>1</td></tr><tr><td>PTO</td><td>CPU</td><td>HARDWARE</td><td>CLEAN RAM</td><td></td><td>1</td></tr><tr><td>ENRO</td><td>PRINTER</td><td>HARDWARE</td><td>INSTALL NEW MAINTENANCE BOX</td><td></td><td>1</td></tr><tr><td>HRMO</td><td>CPU</td><td>SOFTWARE</td><td>RESET BIOS AND CLEAN RAM</td><td></td><td>1</td></tr><tr><td>BRO</td><td>PRINTER</td><td>HARDWARE</td><td>TROUBLESHOOT PRINTER</td><td></td><td>1</td></tr><tr><td>PSO</td><td>PRINTER</td><td>HARDWARE</td><td>CLEAN PRINTER'S PRINTHEAD</td><td></td><td>1</td></tr><tr><td>PSO</td><td>CPU</td><td>SOFTWARE</td><td>INSTALL MS OFFICE</td><td></td><td>1</td></tr><tr><td>PBO</td><td>CPU</td><td>HARDWARE</td><td>Assessed the unit and HDD needs to be upgraded to SSD</td><td>Issued certification for the replacement of HDD</td><td>1</td></tr><tr><td>ONE STOP</td><td>CPU</td><td>SOFTWARE</td><td>ACTIVATE MS OFFICE</td><td></td><td>1</td></tr><tr><td>ENRO</td><td>PRINTER</td><td>HARDWARE</td><td>Printer is beyond repair and unit is is for disposal</td><td>Issued certification that the unit is for disposal</td><td>1</td></tr><tr><td>ENRO</td><td>PRINTER</td><td>HARDWARE</td><td>Printer is beyond repair and unit is is for disposal</td><td>Issued certification that the unit is for disposal</td><td>1</td></tr><tr><td>PEDIPO</td><td>PRINTER</td><td>HARDWARE</td><td>TROUBLESHOOT PRINTER</td><td></td><td>1</td></tr><tr><td>ICDO</td><td>PRINTER</td><td>HARDWARE</td><td>INSTALL MAINTENACE BOX</td><td></td><td>1</td></tr><tr><td>PPDO</td><td>LAN CONNECTION</td><td>NETWORK</td><td>RE CABLE LAN CONNECTION</td><td></td><td>1</td></tr><tr><td>OPA</td><td>CPU</td><td>SOFTWARE</td><td>ACTIVATE MS OFFICE</td><td></td><td>1</td></tr><tr><td colspan="5">TOTAL NUMBER OF COMPUTERS REPAIRED</td><td>25</td></tr></table>	SERVICE REQUEST LOGBOOK						MONTH:	JUNE 2025					DEPARTMEN	Device that needs to be repaired	KIND OF REPAIR	ACTION TAKEN	REMARKS	No. of Units	OPA	PRINTER	HARDWARE	CLEARED THE PAPER JAM FROM THE PRINTER		1	OPE	PRINTER	HARDWARE	CLEAN PRINTER'S PRINTHEAD		1	OPA	LCD MONITOR	HARDWARE	Inspected the monitor and identified an internal component failure. The unit is beyond repair and needs to be replaced	Issued certification for the replacement of monitor	1	ICDO	PRINTER	SOFTWARE	Replace maintenance box		1	PTO	PRINTER	HARDWARE	CLEAN PRINTER'S PRINTHEAD		1	PGO	PRINTER	HARDWARE	CLEAN PRINTER'S PRINTHEAD		1	PGSO	CPU	SOFTWARE	UNINSTALL UNECESSARY APPS		1	PTO	CPU	NETWORK	REPLACE LAN CABLE		1	PEDIPO	PRINTER	HARDWARE	CLEAN PRINTER'S PRINTHEAD		1	PGO	CPU	SOFTWARE	ACTIVATE MS OFFICE		1	PGO	PRINTER	HARDWARE	TROUBLESHOOT PRINTER		1	PTO	CPU	HARDWARE	CLEAN RAM		1	ENRO	PRINTER	HARDWARE	INSTALL NEW MAINTENANCE BOX		1	HRMO	CPU	SOFTWARE	RESET BIOS AND CLEAN RAM		1	BRO	PRINTER	HARDWARE	TROUBLESHOOT PRINTER		1	PSO	PRINTER	HARDWARE	CLEAN PRINTER'S PRINTHEAD		1	PSO	CPU	SOFTWARE	INSTALL MS OFFICE		1	PBO	CPU	HARDWARE	Assessed the unit and HDD needs to be upgraded to SSD	Issued certification for the replacement of HDD	1	ONE STOP	CPU	SOFTWARE	ACTIVATE MS OFFICE		1	ENRO	PRINTER	HARDWARE	Printer is beyond repair and unit is is for disposal	Issued certification that the unit is for disposal	1	ENRO	PRINTER	HARDWARE	Printer is beyond repair and unit is is for disposal	Issued certification that the unit is for disposal	1	PEDIPO	PRINTER	HARDWARE	TROUBLESHOOT PRINTER		1	ICDO	PRINTER	HARDWARE	INSTALL MAINTENACE BOX		1	PPDO	LAN CONNECTION	NETWORK	RE CABLE LAN CONNECTION		1	OPA	CPU	SOFTWARE	ACTIVATE MS OFFICE		1	TOTAL NUMBER OF COMPUTERS REPAIRED					25
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		SERVICE REQUEST FORM						
		MONTH: JUNE 2025						
		DEPARTMENT	Device that needs to be repaired	KIND OF REPAIR	ACTION TAKEN	REMARKS	No. of Units	
		OPA	PRINTER	HARDWARE	Operational error despite troubleshooting and software updates. The printer is non-functional and needs to be replaced.	Issued certification for the replacement of the Printer	1	
		OPA	CPU	HARDWARE	Motherboard fails to initialize the CPU. Corrupted Bios or firmware failure.	Issued certification for the replacement of CPU	1	
		ACCTING	CPU & MONITOR	HARDWARE	CPU is outdated and fails to power on and the partial screen of the monitor is blackout and unresponsive graphic signal.	Issued certification for the replacement of CPU and Monitor	2	
		TOTAL NUMBER OF COMPUTERS REPAIRED						4
Data Backup of EGAPS	Performing a daily backup for EGAPS to maintain data integrity, security, and availability. Ensure all users have saved their work.	Conducting a daily routine data backup and providing a copy to the General Services Office (GSO) once a month for record-keeping and documentation.						
Biometric Registration	Biometric registration for newly hired employees in a <b>Daily Time Record (DTR)</b> system ensures accurate attendance tracking.	MONTH: JUNE 2025						
		PSG		2				
		PLO		1				
		PVGO		1				
		PGSO		1				
		Total No. Enrolled		5				
Downloading of the Employees' Daily Time Record	Download the Daily Time Record (DTR) for permanent and contractual employees from biometric machines located at the Capitol Building, Lingap Center, OPE, PSWDO, ENRO, SkyPark, Museum, GFNDY Hospital, Dialysis Center, PVET, PCLEDO, PGSO & SPORTS COMPLEX	Download the Daily Time Record (DTR) twice each month. For June 1-15, cut off, downloaded the DTR is on June 16, and for June 16-30, cut off, downloading of DTR is on July 1, 2025						
II. OTHER PROGRAMS/PROJECTS/ACTIVITIES								
Compliance with memo circulars, office policies, and regulations	Compliance with administrative memos, office policies, regulations, and issuances.	1. Participated in the Earthquake Drill last June 19, 2025, hosted by PDRRMO. 2. PGO-MIS staff attended the Oath Taking Ceremonies of the elected officials of the Province of Isabela for the term 2025-2028 at the Capital Arena, City of Ilaga, Isabela.						

Provincial Government of Isabela's Digital Identity Hub	Developing a service that integrates website creation with tailored email addresses	<p>ON- GOING</p> <ol style="list-style-type: none"><li>1. Download all available document files—such as resolutions, ordinances, and files from the Full Disclosure Portal—from the website provinceofisabela.ph.</li><li>2. Perform final security checks, backup setup, and database optimization.</li><li>3. Outlook-based official email addresses have been successfully created and will soon be assigned to departments of the Provincial Government of Isabela.</li></ol>
<p>PREPARED BY:</p> <p> <u>LUCYLYN A. RIVERA</u> Administrative Assistant VI</p>	<p>REVIEWED BY:</p> <p> <u>ATTY. ANALOU A. VILLEZA</u> Supervising Admin. Officer</p>	<p>APPROVED BY:</p> <p> <u>ATTY. ELIZABETH C. BINAG</u> HEA/PIO</p>