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1. PURPOSE

This procedure intends to provide the Parole and Probation Administration the standard approach and the detailed steps of activities or course of action to be observed by the Property and Supply Officer in order to accurately perform the process and procedures.

2. SCOPE

This procedure applies only or specifically on the prevention maintenance for the Department of Justice-Parole and Probation Administration on how to carry out activities and tasks, which includes the guidelines, procedures and forms needed in the preventive maintenance of properties

3. DEFINITION OF TERMS:

DOJ-PPA – refers to the Parole and Probation Administration

PSO – refers to the Property and Supply Officer

MOV – Means of Verification (source document to validate the data)

TSC – Technical Support Committee

GSS – General Services Section (Central Office)

4. RESPONSIBILITIES:

Person Responsible	Functions / Responsibilities
Administrator, Regional Director	Review the preventive maintenance schedule for computers and facilities
Property and Supply Officer	Draft the Preventive Maintenance Schedules and closely monitor the proper implementation to ensure the proper maintenance of the equipment

5. PROCEDURE DETAILS

Activity	Inputs	Person Responsible	Control Mechanism		Output
			Criteria	MOV	
1. Reviews the preventive maintenance schedule for computers and facilities	Inventory of Infrastructure Status of Functionality	Administrator/ Regional Director/ Property and Supply Officers (PSO); Technical Support Committee; General	Timely submission of schedule on preventive maintenance during planning	*Calendar of Activities *Annual Inventory *Annual Preventive Maintenance Form	Annual Preventive Maintenance

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		Services Section			
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2.Management reviews and annual preventive maintenance program	Annual Preventive Maintenance	Administrator/ Regional Director/ PSO/ General Services Section	Accuracy and Completeness of data or information	*Document Monitoring Sheet *Ocular inspection	Annual Preventive Maintenance
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3.Implement the preventive maintenance activities on schedule	-do-	- do-	-do-	Accomplishment Report; Status on Preventive Maintenance	Infrastructure Maintenance
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ANNUAL INVENTORY (Use the existing form)

Covered Period : January – December _____

Revision: 0


Date of Issuance

Equipment/ Facility Component	Code No. (no.- year)	Specification	Date Purchased	Responsible	Status (Functional/ Repair/ Disposal)
1. ACU	001-2017				
2. Printer	001-2017				
3. Table	001-2017				
4. Table	002-2017				
5. Chairs	001-2017				
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Prepared by:

Reviewed and Approved by:

Name**Name**

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ANNUAL PREVENTIVE MAINTENANCE for DOJ-PPA

Covered Period : January – December _____

Revision: 0

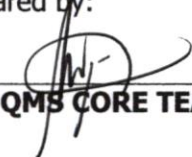
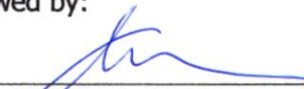

Date of Issuance _____

Equipment/ Facility Component	Code No. (no.- year)	Maintenance Activity	Activity Schedule	Responsible	Resources	Status (Comple ted/ Deferred)
1. Building/ Infrastructure Central Office Regional Office/Field Office		Cleaning	Daily	Janitorial Services, JOs AAIV	Janitor/JOs Cleaning materials	Done daily
		Inspection	Quarterly	Building Administrator /LGUs/GSS		
2. Computer		Dusting	Daily	AAIV	Cleaning Materials	Done Daily
		Cleaning and Parts Inspection	Quarterly	TSC/Supplier	Computer Tools/USB External Harddrives	
		Systems Updating	Quarterly	TSC/Supplier		
		Data Back-up				
3. Printer		Dusting	Daily	AAIV	Cleaning Materials	Done Daily

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		Inspection	Quarterly	PSO/TSU		
4. Aircon		Dusting	Daily	AAIV/JOs/ Janitors	Cleaning Materials Janitors/JOs	
		Cleaning/Parts Inspection	Semi Annually	Service provider	Service Providers	
5. Cars			Periodic 1000km/1 m	Car supplier/GSS/ PSO		Finished
			5000km/3m			Finished
			10000km/6m			

For Extrajurisdiction

Prepared by:	Reviewed by:	Approved by:
 QMS CORE TEAM	 ALLAN B. ALCALA OIC Deputy Administrator QMS Team Leader	 JULITO M. DIRAY OIC Administrator
Date: 10/29/21	Date:	Date: 11-09-21