*ICT Profile Sheet - A*

**PROFILE SHEET**

|  |  |
| --- | --- |
| Name | Employee Name |
| Position | Employee Position |
| Office Assigned | Office |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ICT EQUIPMENT INVENTORY LIST** | | | | | |
|  | | | | | |
| **PAR No.** | **Asset Item** | **Year Purchased** | **Office Located** | **Status** | |
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| **In-House System Access** | | | | | |
| **System Name** | | | | | **Access** |
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*ICT Profile Sheet - B*

**ICT EQUIPMENT DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | | | | Employee Name | | | | | | |  | |
| PAR No. | | 201\*-\*\*-\*\* | | | | |  |  | | | | |
|  | | | | | |  | | | | |  | |
| Asset Item | | |  | Manufacturer | | | |  | Specifications | | | |
| *Laptop* | | |  | *ACER* | | | |  | Processor | *Intel Pentium 3556* | | |
|  | | |  |  | | | |  |  |  | | |
| Model | | |  | Serial No. | | | |  | RAM | *4Gb DDR3* | | |
| *Aspire E14* | | |  | *NXMXQSP0105380F5A73CA0* | | | |  | HDD | *500Gb* | | |

*Monitor (for desktop)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Brand |  | Serial Number |  | Size |
|  |  |  |  |  |
| *n/a* |  | *n/a* |  | *n/a* |

|  |  |  |
| --- | --- | --- |
| **Software Inventory** | | |
|  | | |
| Software Installed | License Status | Remarks |
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Note: IT Officer can insert additional rows for making an inventory of software installed in the system unit.

*ICT Profile Sheet - C*

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| --- | --- | --- | --- |
| **PREVENTIVE MAINTENANCE SHEET** | | | |
| Activity | Frequency | Date | Employee’s Signature |
| Vacuum/air-blowing and maintenance of System Units’ internals (CPU, RAM, motherboard, fans, etc.) | Annually |  |  |
| Check ports and cable connections for signs of wearing-out | Annually |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **BACK-UP FILES MONITORING** | | | |
| Month | Employee’s Signature | Date | Employee’s Signature |
| January |  | July |  |
| February |  | August |  |
| March |  | September |  |
| April |  | October |  |
| May |  | November |  |
| June |  | December |  |

|  |  |  |
| --- | --- | --- |
| **ONBOARDING** | | |
| Systems | Date | Employee’s Signature |
| DepEd Email |  |  |
| Microsoft O365 |  |  |
| \*DPDS (for Partnership Coor only) |  |  |
| \*WINS (for School Health and Nutri only) |  |  |
|  |  |  |
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Note: IT Officer can insert additional rows for additional systems implemented in the respective SDO