



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
**SCHOOLS DIVISION of MARINDUQUE**

Department of Education  
Division of Marinduque  
**RECORDS SECTION**  
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Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: **JUL 03 2024** Time: \_\_\_\_\_

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**TO:** Assistant Schools Division Superintendent  
Chief Education Program Supervisors, CID & SGOD  
Unit and Section Heads  
All Others Concerned

  
**FROM:** **LYNN G. MENDOZA, EdD**  
OIC - Schools Division Superintendent

**SUBJECT:** **UTILIZATION OF NETWORK STORAGE SERVER**

**DATE:** July 2, 2024

1. Storage servers play a crucial role in managing, protecting, and providing access to data within the Division Office. They do not only ensure that data are readily available and safeguarded but also scale with the growing data needs of the Division.
2. Due to the urgent need for data security and protection, the ICT unit through the DepEd Computerization Program implemented a Network Storage Server which is responsible for the storage and management of data files so that users on the same network can store and facilitate access to data through a secured computer network.
3. Relative to this, all SDO Personnel are encouraged to use the secured Network Drive on the server equipped with user credentials (username and password). This will help personnel to recover important files and documents in case of computer failures or breakdown. ICT Unit personnel will provide technical assistance in connecting computers to the respective personal network drive.
4. For concerns/clarifications, you may contact the Division Information Technology Officer on local number 116.
5. Immediate and wide dissemination of the contents of this Memorandum is desired.

*"DepEd Marinduque, Heart of the Philippines  
Lead to Excel, Excel to Lead"*



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