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Office of the President

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MEMORANDUM NO. 249

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T O: All College Deans, Department/Office Heads and Center Directors

R E: Conversion of Existing Computer to LINUX Platform

In our desire to support the program of the Department of Science and Technology on Intellectual Property Rights and to promote the use of Filipino-designed computer softwares, you are hereby directed to conduct the following:

1. Inventory of existing computer units in your respective College/Center/Office and their licenses on operating system, certificate, CD as well as their use (word processing, spread sheet, etc.).
2. Identification of computer units whose use absolutely need window operating system including list of window-based softwares.
3. Transfer of files to CD or other backup mechanism from all university owned computers.
4. Coordination with Engr. Sean Villagonzalo for the schedule and submission of computer units that absolutely require window-based operating system for assignment of licenses and installation of Open Office software.
5. Conversion of other university-owned computer units to LINUX Bayanihan 3.1 platform of those computers that do not require window-based operating system. Please coordinate with Engr. Villagonzalo as to when to bring your CPU for the deletion of existing program and installation of the Bayanihan program.

In addition, please be reminded to dispose promptly any pirated CDs that maybe in your position and in offices. You shall be held personally liable for any pirated CDs confiscated in your respective offices. Attached is the report format for the inventory.


PACIENCIA P. MILAN
President

cc: Engr. Sean O. Villagonzalo