



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

October 1, 2024

DIVISION MEMORANDUM

No. 508. S. 2024

**RECONSTITUTION OF THE DIVISION INSPECTORATE TEAM FOR
 GOODS AND SERVICES**

To: Assistant Schools division Superintendent
 Chief Education Supervisors (SGOD and CID)
 Education Program Supervisors and Public School
 District Supervisors and Principal In-charge of the District
 Elem and Sec School Principals and School Heads
 Teachers

- Pursuant to the Republic Act (RA) No. 9184 or the Government procurement Reform Act and its Revised Implementing Rules and Regulations and in the exigency of the service, the Division Inspectorate Team of the Department of Education-Schools Division of Dapitan City, is hereby reconstituted as follows:

**DIVISION INSPECTORATE TEAM
 For Goods and Services**

Team Leader: **Geordito T. Olario**
 Administrative Officer V

Assistant Team Leader: **Olga P. Miranda**
 Accountant III

Project	Name of Member	Name of Alternate
Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and MSE	Dr. Jephone P. Yorong EPS for LRMSD	Ruby V. Paguntalan Librarian II
Foods and Medicines, Dental Tools and Supplies and Other Health Supplies	Dr. Glenn E. Mohametano Dentist	Gwilym C. Elumba Nurse II
Sports-related, DRRM Goods and Equipment	Noel P. Mangubat EPS	Jonathan P. Reluya PDO III
Training/Seminar Kits and Other Related Goods	Michelle V. Torres SEPS-HRD	Vicente Ramon V. Suarez II EPS-HRD
Furniture and Other Related Goods	Jerry M. Perong EPS	Anjie C. Rabe Division Engr. (COS)
Common Use-Supplies	April Rose O. Castor Administrative Aid VI	Anthony Kestrel L. Medija ADA VI



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DCP Packages and Other IT Related Goods	Laurence N. Reyes ITO III	Ernalyn R. Daymiel ADAS III
Security, Janitorial and Other General Services	Danilo M. Santiago PDO I	Gerry O. Sumondong Security Guard
Service Vehicles, Vehicle Parts and Other Related Goods	Miguel S. Jatico ADA I	Dante S. Narvaez Driver

FUNCTIONS OF THE INSPECTORATE TEAM

2. The Inspectorate Team shall be in-charge of the overall conduct of pre-delivery, delivery and post-delivery inspection of goods procured by the DepEd Central Office, Regional Office and SDO-Dapitan City. In addition, the team shall likewise perform functions such as, but not limited to the following:
 - a. Prepare the inspection references prior to the scheduled inspection such as copies of the technical specifications, inspection and test protocols sourced from the bidding documents of the project, the necessary measuring and testing instruments and the forms for recording the measurement data.
 - b. Check the completeness and authenticity of the documents presented by the supplier.
 - c. Conduct physical inspection of the goods, and check whether the technical specifications, quantity and standards as indicated in the perfected Contract/Purchase Order are met.
 - d. Perform trial and operational test on equipment, computers and other related goods.
 - e. Sign the Inspection Portion of the Inspection and Acceptance Report if the deliveries conform to the technical requirements.
3. This Reconstitution Order shall take effect immediately; thus, previous issuances relative hereto are deemed superseded and rescinded.
4. Please be guided accordingly.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

Copy furnished:
- Personnel File
- Records Section
- Concerned Personel



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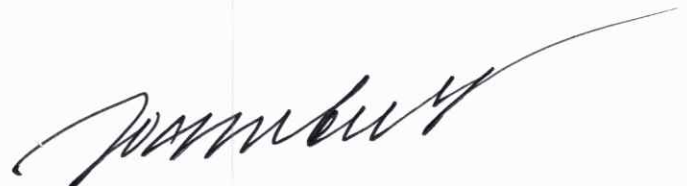


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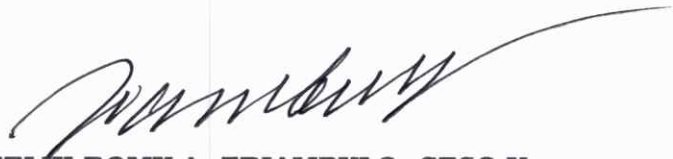


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