



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

Office of the Schools Division Superintendent

September 9, 2024

DIVISION MEMORANDUM

No. 109. S. 2024

RECONSTITUTION OF THE DIVISION INSPECTORATE TEAM FOR THE IMPLEMENTATION OF INFRASTRUCTURE PROJECTS

1. In the exigency of the service and in the interest of ensuring the efficient and effective implementation of infrastructure projects within the Division, and pursuant to the provisions of existing laws, rules, and regulations, the Division Inspectorate Team of the Department of Education-Schools Division of Dapitan City, is hereby reconstituted as follows:

DIVISION INSPECTORATE TEAM

Chairperson: **Sherlito E. Sagapsapan**
Chief Education Program Supervisor (SGOD)

Asst. Chairperson: **Olga P. Miranda, JD, CPA**
Accountant III

Members: **Jerry M. Perong**
EPS, Physical Facilities Coordinator
Engr. Anjie C. Rabe
DepEd Project Engineer
Jidelle P. Garcia
Administrative Officer IV (Supply)

2. The Division Inspectorate Team shall have the following duties and functions:
 - a. **Project Monitoring and Inspection**
 - o Conduct regular inspections of ongoing and completed infrastructure projects within the division to ensure compliance with DepEd standards, specifications, and timelines.
 - o Verify that all materials used in the projects meet the required quality and standards.
 - b. **Evaluation and Reporting**
 - o Evaluate the progress and quality of infrastructure projects and submit regular reports to the Schools Division Superintendent.
 - o Provide recommendations for addressing any issues or concerns identified during inspections.
 - o A mandatory Inspection Report must be prepared to support the request for payment of contractors, thus, recommendations for approval/non-approval of the request must be cited.



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Department of Education
Division Office - Dapitan City

RELEASED

NO. 109 DATE OCT 02 2024
TIME 0:51 BY [Signature]



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SCHOOLS DIVISION OF DAPITAN CITY

c. Compliance and Documentation

- Ensure that all projects comply with legal requirements, including permits, contracts, and safety regulations.
- Maintain comprehensive records of inspections, reports, and communications related to each infrastructure project.

d. Coordination

- Coordinate with contractors, District/Project Engineers of the Department of Public Works and Highways, Segabe, Pinan, Zamboanga del Norte and other stakeholders to address concerns and ensure smooth implementation of infrastructure projects.
- Facilitate communication between the Division Office and the Central Office regarding the status and progress of infrastructure projects.

e. Acceptance and Turnover

- Oversee the acceptance and turnover of completed infrastructure projects to the end-users, ensuring that all contractual obligations have been met.
- Ensure that all necessary documentation is completed and filed during the turnover process.

f. Problem Resolution

- Identify and address issues or discrepancies in the implementation of infrastructure projects, including delays, defects, or non-compliance with standards.
- Recommend corrective actions or penalties for contractors failing to meet project requirements.

3. This Reconstitution Order shall take effect immediately; thus, previous issuances relative hereto are deemed superseded and rescinded.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent 

Copy furnished:

- Personnel File
- Records Section
- Concerned Personnel



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