



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

Office of the Schools Division Superintendent

30 January 2024

DIVISION MEMORANDUM

No. 66, s. 2024

RECONSTITUTION OF THE DIVISION INSPECTORATE TEAM

TO: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
SDO Section Heads
All Others Concerned

- Pursuant to the guidelines set forth in Republic Act 9184, otherwise known as the Government Procurement Reform Act and its Implementing Rules and Regulations and DepED Order No. 27 series of 2020 entitled: Guidelines on the Reconstitution of Inspectorate Team in Department Central Office, Regional Office, and Division Office, and Schools, this Office informs the field of the constitution of the Division Inspectorate Team as follows:

Team Leader: **Nueva A. Andag**
Education Program Supervisor (Physical Facilities Coordinator)

Members: **April Rose O. Castor**
Administrative Aide VI

Jean S. Baguinat
Administrative Assistant III

Provisional Members:

Project	Name of Member	Name of Alternate
Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and MSE	Vicente Jose V. Suarez II <i>CES (CID)</i>	Ruby V. Paguntalan <i>Librarian II</i>
Food and Medicines, Dental Tools and Supplies and Other Health Supplies	Glen E. Mohametano <i>Dentist II</i>	Gwilym C. Elumba <i>Nurse II</i>
Sports-related Goods and Equipment	Noel P. Mangubat <i>Principal I</i>	Rey G. Campos <i>Teacher III</i>



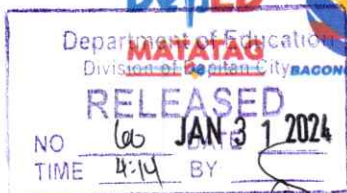
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Training/Seminar Kits	Michelle V. Torres <i>SEPS-HRD</i>	Vicente Ramon V. Suarez II <i>EPS-HRD</i>
Furniture and Related Goods	Jerry M. Perong <i>EPS I</i>	Roland S. Fuertes <i>ADA I</i>
DCP Packages, IT-related Goods, and Internet Services	Lourence N. Reyes <i>ITO I</i>	Ernalyn R. Daymiel <i>ADAS III</i>
DRRM Supplies and Materials	Jonathan D. Reluya <i>PDO II</i>	Danilo M. Santiago <i>PDO I</i>
Service Vehicles	Jidelle G. Garcia <i>AO IV (Supply)</i>	Miguel S. Jatico <i>ADA I</i>
Security, Janitorial, and Other General Services	Geordito T. Olario <i>AO V (Admin. Srvc.)</i>	Gerry O. Sumondong <i>Security Guard II</i>
Infrastructures	Sherlito E. Sagapsapan <i>CES (SGOD)</i>	Angie C. Rabe <i>Div. Engr. (COS)</i>
Common Use-Supplies	Cynthia O. Dalman <i>AO IV (Records)</i>	Kathleen Claire B. Napigkit <i>ADA VI</i>

2. Members of the inspectorate team shall hold their position for two (2) fiscal years.
3. The Inspectorate Team shall be in-charge of the overall conduct of pre-delivery, delivery, and post-delivery inspection of DepED procured goods. In addition to the roles and responsibilities provided under DO No. 5, s. 2010 and DO No. 42, s. 2018, all Inspectorate Teams shall likewise perform functions such as, but not limited to, the following:
 - 3.1 Attend the pre-inspection Conference with the Implementing Units/End-User Units wherein specific tasks are allocated to each Inspector.
 - 3.2 Attend Post-Inspection Conference wherein the findings and results of the inspection are discussed.
 - 3.3 Prepare the inspection references prior to the scheduled inspection such as copies of 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.
 - 3.4 Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site.
 - 3.5 Check the completeness and authenticity of the documents presented by the Supplier.



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- 3.6 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.
 - 3.7 Perform trial and operational tests on equipment, computers, and other related foods. Request the Supplier to demonstrate operation of the equipment and observe its performance.
 - 3.8 Check the inclusion of the warranty certificate and instructional manual.
 - 3.9 Sign the Inspection Portion of the Inspection and Acceptance Report if the deliveries conform to the technical requirements.
 - 3.10 Prepare and submit promptly to the IUs/EUs and Contract Management Division (for CO Inspectorate Team) Pre-Delivery Inspection Report stating, among others, its assessment and findings.
 - 3.11 Submit assessment reports and policy recommendations concerning the conduct of inspection.
 - 3.12 Attend meetings, conferences and training programs as may be required by the CO or Heads of the ROs, SDOs and Schools.
4. Wide dissemination of this Memorandum is earnestly desired.

DANNY B. CORDOVA, EdD, CESO VI
Schools Division Superintendent

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