



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

June 16, 2023

DIVISION MEMORANDUM

OSDS NO. 77, s. 2023

**RECONSTITUTION OF INSPECTORATE TEAM IN THE SCHOOLS
DIVISION OFFICE (SDO) AND IN THE SCHOOLS**

To : Assistant Schools Division Superintendent
Chiefs of SGOD and CID
Cluster Heads
Elementary and Secondary School Heads
Schools Division Office Personnel
Teaching and Non-Teaching Personnel
This Division

1. Pursuant to Republic Act 9184 or the Government Procurement Reform Act and its Revised Implementing Rules and Regulations, and DepEd Order No. 027, s. 2020 entitled Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central, Regional and Schools Division Offices, and Schools, the Division Inspectorate Team is hereby reconstituted as follows:

Team Leader: Agnes Muyco - Education Program Supervisor

Regular Members: Shirlyn D. Cuyong - Payroll ; Section
Glory Grace C. Albaran - Property & Supply

Provisional Members are composed of the following:

PROJECTS	Provisional Members
Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME	1. Ivy P. Lamintao 2. Delia P. Eliarda
Food and Medicines, Dental Tools and Supplies & Other Health Supplies	1. Catherine Joy Q. Maratas 2. April Jane L. Duadua
Sports-Related Goods and Equipment	1. Rona N. Tacot 2. Bernard F. Antolo
Trainings/Seminar Kits	1. Mary Ann C. Umadhay 2. Mohani Paguita
Furniture and Related Goods	1. Alejandro S. Reginaldo, Jr. 2. Julius D. Celetaria



Address: Alunan Highway, Poblacion, Tacurong City 9800
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Email: tacurong.city@deped.gov.ph



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DCP Packages, IT-Related Goods & Internet Services	1. Joey M. Lozano 2. Rex Louis P. Roncesvalles
DRRM Supplies and Materials	1. Jonald S. Cadio 2. Junaflor R. Sucaldito
Service Vehicles	1. Genesis D. Sucaldito 2. Wendel D. Balabagan
Security, Janitorial and Other General Services	1. Glenda P. Orcinado 2. Vivien O. Lima

2. As stated in DepEd Order No. 27, s. 2020, there shall be a School Inspectorate Team which shall be in-charge of the inspection procedure upon delivery and before acceptance of all types of goods. The school inspectorate Team shall be composed of a Team Leader, Regular Members and a Provisional Member particularly described as follows:

Team Leader

The Team Leader must be a 2nd ranking permanent official in the school.

Regular Members

The following school personnel shall be the Regular Members of the School Inspectorate Team:

1. At least one Officer or Teacher who has adequate knowledge and technical skill relative to the goods procured;
2. School Property Custodian or Supply Officer; and
3. School Accountant or Bookkeeper.

Provisional Member

The Provisional Member may be a representative from the PTA, a Barangay Official, or any other third-party monitor to be determined by the School Head.

3. The Inspectorate Team shall be in-charge of 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:

1. Attend the Pre-Inspection Conference with the Implementing Units/End-User Units wherein specific tasks are allocated to each Inspector.
2. Attend Post-Inspection Conference wherein the findings and result of the inspection are discussed.
3. Prepare the inspection references prior to the scheduled inspection such as copies of technical specification, inspection and test protocols sourced from the bidding documents of the



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- project, the necessary measuring and testing instruments and the forms for recording the measurement data.
4. Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site.
 5. Check the completeness and authenticity of the documents presented by the Supplier.
 6. Conduct physical inspection of goods, and check whether the technical specifications, quantity and standards as indicated in the perfected Contract/Purchase Order are met.
 7. Perform trial and operational test on equipment, computers and other related goods. Request the Supplier to demonstrate operation of the equipment and observe its performance.
 8. Check the inclusion of warranty certificate and instructional manual.
 9. Sign the inspection Portion of the Inspection and Acceptance Report if the deliveries conform to the technical requirements.
 10. Prepare and submit promptly to the IUs/EUs Pre-Delivery Inspection Report stating, among others, its assessment and findings.
 11. Submit assessment reports and policy recommendations concerning the conduct of inspection.
 12. Attend meetings, conferences and training programs as may be required by the Schools Division Superintendent and Head of School.

4. The General Guidelines and Code of Conduct are stated in the attached Enclosure to DepEd Order No. 027, s. 2020.

5. Wide dissemination and compliance of this Memorandum is highly enjoined.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: As stated.

References: DO No. 5, s. 2010 and DO No. 42, s. 2018; DO No. 27, s. 2020

Allotment:

To be indicated in the *Perpetual Index* under the following subjects:

INSPECTORATE TEAM

RECONSTITUTION

ZBP/ADMIN/DM/ RECONSTITUTION OF INSPECTORATE TEAM IN THE SCHOOLS DIVISION OFFICE (SDO) AND IN THE SCHOOLS/ June 16, 2023



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