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Republic of the Philippines  
Department of Education  
REGION VI – Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

January 3, 2022

Division **MEMORANDUM**No. 001, s. 2022

- TO: Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Senior Education Supervisors  
Special Program Coordinators  
Administrative Officer V  
SDO Unit Heads  
School Heads of Public Elementary and Secondary  
Teachers-in-charge  
All others concerned

**RECOMPOSITION OF DIVISION INSPECTORATE TEAM**

1. In compliance with DepEd Order No. 027 S. 2020 (Guidelines on the reconstitution of Inspectorate Team in the Department of Education Central Office, Regional, Schools Division Offices and Schools), this office hereby reconstitutes its Division Inspectorate Team who will conduct the inspection of deliveries on purchases made for the year 2022 and 2023. They shall hold this position for two (2) years.

## Regular Members:

- a. Team Leader: **JOJERY V. DIONALDO**  
Education Program Supervisor- TLE
- b. Members: **ROMIE J. OSAL**  
Administrative Officer IV- Supply
- REMALYN R. LAYCO**  
Administrative Assistant II

## Provisional Members:

PROJECTS	END USERS	INSTRUCTION
Learning Materials, Supplementary Learning Resources, Printing Projects, and LTE for TVL and SME	Curriculum Implementation Division- Learning Resources Management Section	<b>MARLON DUBLIN</b>
Food and Medicines, Dental Tools and Supplies and Other Health Supplies	School Governance and Operations Division (SGOD) – School Health	<b>LISETTE GRACE CABALANG/ DR. JOHN PAOLO JAROPILLO</b>
Sports-Related Goods and Equipment	SGOD	<b>JOSETTE BALANDRA</b>
Training- Seminar Kits	Curriculum Implementation Division	<b>MARLON DUBLIN</b>
Furniture and Related Goods/ Infrastructure	SGOD- Education Facilities Section	<b>ENGR. EDWARD MARTORILLAS</b>



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DCP Packages, IT-Related Goods, and Internet Services	ICT Unit under the Office of the Schools Division Superintendent	<b>JONAH UYPICO</b>
DRRM Supplies and Materials	SGOD- Social Mobilization and Networking Section	<b>JAMES SABIO</b>
Service Vehicles	Administrative Section- Property and Supply	<b>ROMIE J. OSAL/ NOE B. ABDON</b>
Security, Janitorial and Other General Services	Administrative Section- General Services	<b>NOE B. ABDON</b>

2. The Division Inspectorate Team, in the performance of its functions will have the following duties and responsibilities:

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 limited to, the following:

- 2.1 Attend the Pre-Inspection Conference with the Implementing Units/ End-User Units wherein specific tasks are allocated to each Inspector.
- 2.2 Attend Post-Inspection Conference wherein the findings and result of the inspection are discussed.
- 2.3 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 measuring data.
- 2.4 Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site.
- 2.5 Check the completeness of and authenticity of the documents presented by the supplier.
- 2.6 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.
- 2.7 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.
- 2.8 Check the inclusion of warranty certificate and instructional manual.
- 2.9 Sign the Inspection Portion of the Inspection and Acceptance Report if the deliveries conform to the technical requirements.
- 2.10 Prepare and submit promptly to the IUs/EUs and Contract Management Division (for CO Inspectoral Team) Pre-delivery Inspection Report stating, among others, its assessment and findings.
- 2.11 Submit assessment reports and policy recommendations concerning the conduct of inspection.
- 2.12 Attend meetings, conferences and training programs as may be required by the CO or Heads of the Ros, SDOs and Schools.



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3. Wide and immediate dissemination of this memorandum is desired.
4. For your information and guidance.

*planning division*  
**ARLENE G. BÉRMEJO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-charge  
Office of the Schools Division Superintendent  
*[Signature]*

Encl.: As stated  
Reference: DEPED ORDER 027 S. 2020  
To be indicated in the Perpetual Index under the following subjects:

COMPOSITION      INSPECTORATE TEAM      DIVISION

ADMIN/NABDON- RECOMPOSITION OF DIVISION INSPECTORATE TEAM  
01/05/2022



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